MUSIC EDUCATION INTERNSHIP APPLICATION CHECKLIST

Last Name__________________________ First Name__________________________

G#______________________________

BEFORE TURNING IN YOUR APPLICATION

☐ Make an appointment with your advisor to review your completed application. Take with you:
☐ Unofficial Mason transcript May be obtained via Patriot Web (https://patriotweb.gmu.edu).
☐ Completed application To be SIGNED by your advisor

TESTING: PLEASE CHECK ALL THAT APPLY:

☐ I have passed the VCLA (required for all students to obtain licensure after Dec. 31, 2006)
☐ I have passed the Praxis I

APPLICATION WILL INCLUDE:

☐ Application Advisor’s signature required.
☐ Unofficial Mason transcript
☐ A Goals Statement Two pages typed.
☐ A copy of your passing Praxis I scores If you don’t have a copy on file with GMU, please request one from ETS (www.ets.org).
☐ A copy of your passing VCLA scores If you don’t have a copy on file with GMU, please request one from ETS (www.va.nesinc.com).
☐ A copy of letters from the MTEC committee This will confirm that you have passed all MTEC tests
☐ Negative TB test results If you are an employee of the school district where you intern, the test is not required.
☐ Current resume
☐ Four (4) complete collated applications Deliver to the School Placement Coordinator (Robinson A307), by the deadline.

NOTE: Any application turned in past the deadline WILL NOT BE ACCEPTED.

CHECK THE APPLICABLE DEADLINE:

☐ Spring Applications—September 15
☐ Spring On-The-Job Applications—December 1
☐ Fall Applications—February 15
☐ Fall On-The-Job Applications—May 1

AFTER TURNING IN YOUR APPLICATION

☐ Register for MUSI 495 Register for 6 credits on Patriot Web.
☐ Plan to take the Praxis II Complete during your student teaching/internship semester.
☐ Retain a copy of my application and supporting documents for my records

I certify that I have included the items checked on this list. ____________________________
Endorsement Checklist  
(to be included with the Application for Internship)

Instructions: Please include one copy of the following documentation with your internship applications (you need only submit one copy of this packet per your 5 internship applications):

☐ This checklist

☐ Copies* of your previous endorsement forms and letters from both GMU and the Virginia Department of Education (if copies are available)

☐ Copies* of your transcripts and CLEP exam scores showing any endorsement courses that have been completed, or showing what courses are in progress

*Photocopies and or unofficial transcripts will be accepted

Name: ________________________________________
Program: ________________________________________
G#: _______________________________________

Phone #: _______________________

Are your endorsements complete? ☐ Yes ☐ No

If not, please briefly explain which endorsements are missing, and when they will be completed. Please note, all endorsements must be completed prior to beginning an internship:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
## Application for Student Teaching/Practicum/Internships

**School Divisions:** (Indicate first, second and third choices.)

- [ ] Alexandria City
- [ ] Manassas City
- [ ] Falls Church City
- [ ] Manassas Park
- [ ] Fairfax County
- [ ] Prince William County
- [ ] Loudoun County
- [ ] Arlington County
- [ ] Other

**Year:**
- [ ] Fall
- [ ] Spring
- [ ] Summer

**Name:**
- Last
- First
- Middle Initial
- **Student G #**

**Current Address:**
- Street
- City
- State
- Zip
- **GMU E-Mail Address**

**Current Phone:**
- Day
- Evening

For the jurisdictions where you request placement, list schools you attended, any school in which immediate family members are employed, or where you have children attending.

Licensure: **Music Education PK-12**  Endorsement: __ Vocal/General  __Instrumental

I certify that I have completed all endorsement requirements and pre-requisites and will conduct myself in a professional manner at all times during my internship. I understand that due to issues related to placement availability, my internship preference may not be accommodated. Should I withdraw or defer my application, I am also responsible for all fees incurred and for alerting my University Supervisor, Program Advisor and the School Placement Coordinator via a written request.

**Student:**
- (Signature Required)

I certify that the student has completed all endorsement and other requirements to participate in this internship and meets the standards for a professional disposition.

**Advisor:**
- (Signature Required)

**Music Education Director:**
- (Signature Required)

Please note your college/university (Guest Matriculants Only):

Language(s) spoken in addition to English:
Licensure Area:

___ Vocal/General
___ Instrumental
   ___ Strings
   ___ Band

Professional Studies Component - Vocal:
Mark courses which will be completed before student teaching/internship:

___ EDUC 302 - Human Growth & Development
   OR     - EDUC 539 - Psychological Foundations of Adolescent Learning & Development
___ EDUC 301 - Educationally Diverse Populations: Handicapped, Gifted, and Multicultural
   OR     - EDUC 529 - Pluralism and Exceptionality in U.S. Education
___ MUSI 251 - The Art of Music Teaching
___ MUSI 461 - The Teaching of General Music in the Elementary and Middle School
___ MUSI 463 - The Teaching of Vocal Music in the Secondary School

Professional Studies Component - Instrumental:
(Mark AC= for completed courses and AE= for enrolled courses.)

___ EDUC 302 - Human Growth and Development
   OR     - EDUC 539 - Psychological Foundations of Adolescent Learning & Development
___ EDUC 301 - Educationally Diverse Populations: Handicapped, Gifted, and Multicultural
   OR     - EDUC 529 - Pluralism and Exceptionality in U.S. Education
___ MUSI 251 - The Art of Music Teaching
___ *MUSI 464 - Instrumental Music Methods I
___ *MUSI 466 - Instrumental Music Methods II

*Orchestral string majors may substitute MUSI 553 - Instrumental Pedagogy and Literature for MUSI 464 - Instrumental Music Methods I.

Field Experience in related courses:

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7/16/07