

SECONDARY EDUCATION INTERNSHIP APPLICATION CHECKLIST

Last Name _____ First Name _____

G# _____

BEFORE TURNING IN YOUR APPLICATION:

- Make an appointment with your advisor. 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 and II**

APPLICATION WILL INCLUDE:

- Application Advisor’s signature required.
- Unofficial Mason transcript
- A Goals Statement Two pages typed.
- A copy of your **passing** Praxis I and II 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).
- 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 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 EDCI 790 Register for 6 credits on Patriot Web.
- 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:

FOR UNIVERSITY AND SCHOOL USE ONLY

RECOMMENDATION FOR FIRST PLACEMENT

School: _____

Telephone Number: _____

Subject/Grade Level(s)/Credits

Beginning and Ending Dates: _____

Clinical Faculty/Cooperating Teacher(s):

Comments: _____

RECOMMENDATION FOR SECOND PLACEMENT

School: _____

Telephone Number: _____

Subject/Grade Level(s)/Credits

Beginning and Ending Dates: _____

Clinical Faculty/Cooperating Teacher(s):

Comments: _____

TO BE COMPLETED BY STUDENT: SECONDARY EDUCATION 6-12 ENDORSEMENT FORM

Content Courses Completed in Endorsement Area

Please list below the courses you have taken in your endorsement area:

Courses

Grades

Courses

Grades

Professional Education Courses

Check courses completed or in which currently enrolled:

___ EDUC 522-Foundations of Secondary Education

___ EDCI 567 - Teaching Social Studies in the Secondary School

___ EDCI 569 - Teaching English in the Secondary School

___ EDCI 572 - Teaching Mathematics in the Secondary School

___ EDCI 573 - Teaching Science in the Secondary School

___ EDUC 672 – Human Development and Learning

___ Advanced Methods Course (EDCI 667: Social Studies, EDCI 669: English, EDCI 672: Mathematics,
EDCI 673: Science)

Field Experiences in all Education Courses

Please list all Field Experiences below:

Course Number

School

Subject/Grade

