SCHOOL COUNSELING APPLICATION CHECKLIST

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).
  ☐ Three Copies of Completed Application To be **SIGNED** by your advisor. This verifies that student qualifies for placement.
  ☐ Complete the ONLINE internship application at the following address: [http://cehd.gmu.edu/internapp_traditional](http://cehd.gmu.edu/internapp_traditional)
    
    This online application must be completed **before** you submit your paper application to the Field Placement Specialist. The online application ensures efficient processing of your placement request.

APPLICATION MUST INCLUDE:

☐ Application Advisor’s signature required [middle of pg. 2 of this application packet].
☐ Unofficial Mason transcript
☐ Resume and Autobiography - must be a typed, two-paged summary of your background.
☐ Negative TB test results If you are an employee of the school district where you intern, the test is not required. 
  NOTE: TB test must cover the dates of the entire field experience. This means you will have to get a TB test for practicum AND another one for internship.

SUBMIT: Three (3) completed & collated application packets.

☐ Order of **each** of the three packets: P/I app. - Transcripts - Resume - Autobiography - TB test

Deliver to GMU Field Placement Specialist (Robinson A307- mailbox; 308C-office), by the deadline.

CHECK THE APPLICABLE DEADLINE: There are NO summer P/I placements.

NOTE: Applications turned in past the deadline will NOT be accepted. NO EXCEPTIONS.

CHECK THE APPLICABLE DEADLINE:

☐ Spring Applications: By 5:00 pm on the last business day on or before September 15.

☐ Fall Applications: By 5:00 pm on the last business day on or before February 15.

AFTER TURNING IN YOUR APPLICATION

☐ **MANDATORY MEETING** P/I meeting will occur during the semester prior to interning. Check your GMU email for location, date, and time of meeting.

☐ Register for Practicum/Internship Register after the P/I meeting. At that meeting, you will meet with your instructor and be given your course section day/time/location information.

☐ Retain a copy of your application and supporting documents for your records

I certify that I have included the items checked on this list. **(Student Signature Required)**

1 of 4
COUNSELING & DEVELOPMENT
George Mason University
Robinson A307, MSN: 4B4

Application for School Counseling Practicum/Internship

School Divisions: (Indicate first and second choices.)

Fairfax County  Manassas Park
Loudoun County  Prince William County
Other (Be specific)_____________________________________

NOTE: There are NO placements in Arlington, Alexandria, or Falls Church School Districts.

Application for: (check one)

__Practicum  __Internship

Year: _____  Fall  ____  Spring ___

Name: _______________________________________________________

Last    First    Middle Initial    Student G #

Current Address: _____________________________________________

Street    City    State    Zip    GMU Email 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 Endorsement:  PreK-12

Language(s) spoken in addition to English: __________________________________________

1. I understand that the minimum number of hours spent on-site by the student counselor is to be no less than a 4-hour block of time.
2. I will attend the mandatory P/I meeting the semester prior to each field experience. Date, time, and location will be sent to my GMU email.
3. I will regularly check my GMU email account.
4. 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 P-I placement 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, Clinical Coordinator, and the GMU Field Placement Specialist via a written notification. I understand and will adhere to these policies.

STUDENT: ________________________________________________________

(STUDENT Signature Required)

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

ADVISOR: ________________________________________________________

(ADVISOR Signature Required)

FOR UNIVERSITY AND SCHOOL USE ONLY

RECOMMENDATION FOR FIRST PLACEMENT

School: _______________________________________________________

Telephone Number: ___________________________________________

Beginning and Ending Dates: __________________________________

On-Site Supervisor: ___________________________________________
### C&D Program – School Counseling

**COURSE:**

___ **PRACTICUM:** [200 hours]
EDCD 755 [3 credits]

___ **INTERNSHIP:** [200 hours]
EDCD 791 [3 credits]

**PLACEMENT LEVEL FOR THIS SEMESTER:**

___ Elementary School (PreK-6)

OR

___ Secondary School: **Indicate which level:**
___ 7-8 or ___ 9-12

**NOTE:** VA-DOE requires that all school counselors be licensed in PreK-12. This means that all students **must do** an elementary placement **and** a secondary placement [either 7-8 **OR** 9-12]. Your internship placement should be at the level in which you eventually want to work.

**PROFESSIONAL EDUCATION COURSES:** Indicate courses completed [C] or currently enrolled [E]

**45 Credits**

___ EDCD 525: Adv. Human Growth & Development

___ EDCD 601: Introduction to Research in Counseling

___ EDCD 602: Foundations of Counseling

___ EDCD 603: Counseling Theories and Practice

___ EDCD 604: Assess. & Appraisal in Counseling

___ EDCD 606 Counseling Children and Adolescents

___ EDCD 608: Group Processes and Analysis

___ EDCD 610: Career and Educational Counseling

___ EDCD 611: Into to Ethical/Legal Issues in Sch Cns.

___ EDCD 626: Prin. & Prac. of School Counselors

___ EDCD 628: Counseling and Social Justice

___ EDCD 660: Multicultural Counseling

___ EDCD 797: Special Topics/Electives ______________________

___ EDCD 797: Special Topics/Electives ______________________

___ EDCD 755: Practicum in Counseling
Please note: All local school systems require students to complete a criminal background check through their human resources office (not through George Mason University) prior to beginning the internship. Detailed instructions on the process will be sent to the student from either the school system or Mason. Students are strongly advised to disclose any/all legal incidents that may appear on their records. The consequence of failing to do so, whether or not such incidents resulted in conviction, is termination of the internship.