

College of
EDUCATION & HUMAN DEVELOPMENT

University Supervisor Handbook



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Welcome to the College of Education and Human Development Internship Program

Congratulations for being chosen to serve as a university supervisor (US) in George Mason University's College of Education and Human Development! We value your knowledge and expertise and know that you will share your experiences with our eager teacher candidate(s) and prepared mentor teachers (MT). As a university supervisor, you have an important role in preparing candidates for a career in teaching. You will not only serve as a role model for your candidate(s), but also as an ambassador for George Mason University. For the duration of a candidate's internship, you and the MT will work together to ensure that the candidate is fully prepared to take on the responsibilities of a full-time teacher when the internship experience is complete.

The US works in conjunction with their assigned academic program (for example the Early Childhood Education or the Secondary Education Program) and the Educator Preparation Office (EPO) in order to ensure all university procedures and policies are being followed during internship. Contact information for the Educator Preparation Office may be found in [Appendix A](#).

Criteria for Serving as a University Supervisor

The US serves as a liaison between the school and George Mason University, providing support and guidance to both the candidate and MT. Their role is to facilitate communication and provide feedback, reassurance, and evaluations for their candidate(s).

Criteria for becoming a US:

In order for an individual to serve as a university supervisor, they must meet the following:

- Hold a Doctorate or have significant previous experience in providing mentorship and supervision to novice teachers; typically as a school administrator. Both is preferred.
- Have previous teaching experience and teacher certification in the subject area of supervision.
- Have familiarity with Blackboard, TK20, or similar educational technology.

Hiring Process

University supervisors are selected each semester through a joint review process by the Educator Preparation Office and the associated academic program.

- Prospective US are subject to a screening and approval process.
- Prospective US must submit a resume and official transcripts (for their highest degree awarded) to the Clinical Practice Specialist (CPS) to be considered for employment.
- New US are subject to completion of a background check.
- Once hired, the US is classified as a George Mason University adjunct instructor and is afforded all the benefits of an adjunct instructor.
- Newly hired university supervisors are required to complete all required new employee training requirements set forth by the Office of Human Resources and Payroll within 90 days of employment: <http://hr.gmu.edu/onboarding/faculty/policies.php?facultyTopic=2>

- US are also required to complete FERPA training: <https://registrar.gmu.edu/ferpa/>
- The US is hired on a contractual basis. Contracts are generated by the CPS and renewed on a semester by semester basis.
- US are encouraged to access the CEHD Adjunct Faculty Information website for general information about employment at Mason: <http://cehd.gmu.edu/pt/>

Supervisor Responsibilities

University supervisors have three main responsibilities. First, they assist and evaluate interns. As part of the evaluation process, they conduct an initial visit, conduct formal observations, and submit formal evaluations of each candidate's performance based on specific criteria and standards. Throughout the semester they review planning documentation and read reflective assignments. They listen to interns' ideas and concerns, make suggestions, and provide feedback.

They also have the responsibility to support the mentor teacher's work with the intern. They communicate regularly, explain program procedures and expectations, and respond to questions and concerns.

Finally, the university supervisor serves as a liaison between the school and the university, interacting with university personnel, school administrators and all those involved in the internship process. University supervisors should routinely communicate with both their academic program and the Educator Preparation Office.

Required Technology Use

Mason Email

University supervisors are required to use their Mason email accounts when communicating electronically with their assigned teacher candidates.

- If this is your first time using Mason email, you will need to first activate your Patriot Pass and then follow the first-time login instructions. Step-by-step instructions may be found at <http://tsd.gmu.edu/services/office365/first-time.cfm>
- If you have previously been assigned a Mason email because you have previously attended or served the university in another capacity, please visit <https://password.gmu.edu/index.jsp> to update your login information. To log into your account, please visit <http://office365.gmu.edu/>
- If you have any issues or questions related to accessing your Mason email account, please contact ITU Support at <https://itservices.gmu.edu/help.cfm> .

Blackboard

Most academic programs utilize Blackboard, Mason's web-based Learning Management System, in order to track student progress in their internship course. Blackboard is also used to track internship

requirements, evaluations, and assessments related to accreditation standards. Supervisors will use their Mason ID and password (same as your Mason email) in order to access Blackboard at <http://mymason.gmu.edu> Questions about Blackboard use and access should be directed to your academic program.

Taskstream

Taskstream is Mason’s electronic portfolio, assessment management and performance based instruction tool. For accreditation purposes, students are required to upload specific assignments to be evaluated based on a faculty developed rubric associated with the CEC Standard(s) addressed by each assignment. Questions about Taskstream should be directed to your academic program.

Academic programs may utilize other technology as part of the internship process, including software like GoReact in order to monitor student progress. Technology requirements will be discussed as part of your program’s mandatory internship orientation.

Online Resources for University Supervisors

Resources for US are available on the College of Education and Human Development website. Please visit <https://cehd.gmu.edu/epo/clinical-practice>, scroll down to the “University Supervisor” section.

Vacations/Time Off

Please try to avoid taking vacations longer than a week during the semester if you are supervising. A US must be available to his/her candidates when concerns arise. If a vacation is planned, please inform both the CPS and the candidate at the beginning of the internship experience. In case of an emergency, please make plans to have the candidate contact the CPS directly. You are also asked to arrange for another university supervisor to serve as a point of contact for candidates while you are away.

Compensation

University supervisor compensation rates are based on the number of internship credit hours (per candidate supervised) and highest degree held by the US. The pay scale is subject to change by semester so please contact the CPS if you have any questions regarding compensation.

University supervisor salaries for **most** internship programs follow the current pay scale below:

Teacher Candidate and Credit Hours	Salary (per teacher candidate) for a US holding a Master’s degree	Salary (per teacher candidate) for a US holding a doctoral degree
3-credit teacher candidate	\$412.00	\$463.50
6-credit teacher candidate	\$824.00	\$927.00

Contract Generation

Contracts can be issued before or after add/drop period. Contracts are typically mailed to US during the first week of the academic semester. The following guidelines are followed in the event that a candidate withdraws from an internship.

- Candidate drops out in weeks 1-8: 50% payment
- Candidate drops out in weeks 9-16: 100% payment

Supervisors are to review, sign, and send back the **entire** contract to the Educator Preparation Office. Once the contract has been returned, the payment will be processed. Please remember that all salaries are pre-tax dollars and will be divided up over the duration of the semester. University Supervisors are paid on a bi-weekly basis, on the 1st and 16th of each month (after the contract has been signed and payment has been set-up). The university requires that all employees be paid via direct deposit.

Mileage Reimbursement

During the internship experience, mileage reimbursement requests must be submitted on a **monthly basis** via the online Travel Request System (TRS). Mileage reimbursement rates are set by the Mason Travel Office and are subject to vary by semester: <https://fiscal.gmu.edu/travel/>

University Supervisors are only reimbursed for round trips exceeding 25 miles. **Reimbursement is offered for miles traveled beyond the 25-mile round-trip minimum.** (For example, a round-trip of 30 miles will be eligible for 5 miles of reimbursement.) This is a CEHD policy. **Trips to the GMU campus do not qualify for reimbursement.** ** The Travel Office requests that travelers note in the comment section of the mileage reimbursement form that the 25 mile daily commute mileage has been deducted from this mileage.

Users accessing the TRS from an off-campus location or via Mason's wireless network are required to use Mason Virtual Private Network (VPN) when submitting mileage reimbursement. Instructions on how to access the TRS may be found in [Appendix B](#). Additional instructions on accessing the system may be found at <https://fiscal.gmu.edu/travel/use-travel-request-system/> Questions should be directed to the Travel Office.

Teacher Candidate Eligibility for Internship

Prior to beginning an internship experience, all candidates **must**:

1. Be in good academic standing with the university
2. Complete all endorsement coursework (if applicable)
3. Pass Praxis Core (or qualifying substitute) and Praxis II (if applicable)
4. Pass all Virginia mandated tests (VRA/RVE and/or VCLA). Please check specific program guidelines for details.
5. Complete Emergency First Aid, CPR, and Use of AED Certification or Training

*Eligibility for internship varies by each program and is subject to change depending on regulations prescribed by the state. The endorsement specialist, licensure specialist, academic advisor and clinical practice specialist (CPS) will ensure that candidates have met all internship prerequisites.

Internship Placements and Procedures

Each candidate applying for an internship experience must submit a completed internship application to the CPS. Internship applications are due by the following deadlines:

- Fall and Summer: February 15 (school placement) or May 1 (On-the-Job)
- Spring: September 15 (school placement) or November 1 (On-the-Job)

All internship applications are processed and noted in the Mason database. All placements are coordinated through the school systems human resources department and are dependent on the school divisions' conditions for accepting candidates and the availability of MTs. The school system will notify the CPS of placement information within three to six months of receiving the applications. In order to avoid confusion on the part of the school systems, only one source of contact on behalf of CEHD is to be made regarding placement and this contact is the CPS.

US assignments are made during the month prior to the start of the internship experience. If you need to request a change for a medical or family emergency, please contact the CPS.

Assignment of Candidates to University Supervisors

Prior to the internship semester, the CPS will send each potential US an internship preference form via email. The US is asked to indicate his or her preferences (number of candidates, counties, content area). The CPS will review all US preference forms and assign candidates to supervisors based on this criteria. Candidate assignments will be emailed to each US prior to orientation. After receiving the candidate assignments, US are required to send an introductory email to all of their candidates with their contact information and the internship course syllabus.

Mandatory Internship Orientation

University supervisors and candidates are required to attend a mandatory orientation meeting prior to the beginning of the semester. Academic programs are responsible for conducting orientations and communicating with US regarding scheduled orientation dates and locations. During this meeting, university supervisors will receive training regarding to US expectations and responsibilities. They will also be provided with internship folders for each candidate they have been assigned. US and their candidate(s) will have an opportunity to meet and discuss internship plans for getting started.

Introduction to the Internship Course

The College of Education and Human Development's internship program aligns with our core values: Collaboration, Ethical Leadership, Innovation, Research-based practices, and Social Justice. It is our goal to prepare candidates to become reflective practitioners and effective professionals who use research-based practices and integrate technology into their teaching practices. Internship is the culminating experience in our state-approved teacher licensure programs, and it provides opportunities for extended practice under the guidance of experienced professionals from the school and university. It is an integral part of a candidate's

coursework and provides the most significant opportunity to apply his/her new knowledge, skills, and dispositions.

Internship Syllabus

Each internship course has a corresponding syllabus that outlines teacher candidate expectations, required internship assignments and documentation, internship procedures and policies, and a weekly list of a candidate's responsibilities. To ensure that the US expectations are clear for each candidate, a syllabus must be distributed at the beginning of a candidate's internship. Syllabi are developed by academic program faculty and provided to university supervisors.

Length of Internship

The length of an internship experience varies depending upon the requirements of the candidate's program. US are expected to become familiar with their candidate's program and its requirements. The number of internship credits determines length of the internship and the number of visits that are required by the US. All internship dates are set by the Educator Preparation Office. Please consult the appropriate internship program manual for further details, or contact the CPS.

Internship Manuals (by program)

Each teacher licensure program has prepared its own internship manual, which is updated on a regular basis. Please make sure that you have the most recent version and that your candidates are working from the most recent version. The US is responsible for ensuring that every MT receives the Mentor Teacher Handbook. For each program's most current internship manual visit: <http://cehd.gmu.edu/teacher/internships-field-experience>.

Mentor Teachers

Resources for MTs are available on the College of Education and Human Development website. Please visit <https://cehd.gmu.edu/epo/clinical-practice>, scroll down to the "School Partners" section, and access links under **Mentor Teachers**.

Mentor Teacher Training Modules

The Educator Preparation Office has developed an online series of modules for Mentoring Mason Teacher Candidates where MTs can review expectations for hosting a candidate, hone their supervising skills, and learn about Mason's teacher education programs. The course concludes with the creation of a Teacher Candidate Tool Kit, a resource that will help welcome the teaching candidate into the mentor's classroom.

The online modules are self-paced and take less than 10 hours to complete. Mentor teachers who complete the course are eligible for 10 recertification points and after the final project is submitted, teachers will have the opportunity to print a certificate of completion to use as evidence for their recertification points.

US should highly encourage MTs to complete the training modules which may be found at <https://cehd.gmu.edu/epo/mentoring>

Mentor Teacher Handbook and Honorariums

Candidates are asked to provide their MTs with a copy of the Mentor Teacher Handbook. Please ensure that the candidate provides the handbook to the MT. Copies are emailed to the candidates each semester.

The university offers honorariums to the MTs who support GMU candidates. Please ensure that your MTs submit the Mentor Teacher Pay Form, included in the back of this handbook and the MT handbook. MTs also must submit a W-9 for their paperwork to be processed. Forms may be found at online <https://cehd.gmu.edu/epo/school-partners-clinical-practice/field-experiences>

Mentor Teacher Verification Letters

Prior to the end of each semester, US will receive a mentor teacher verification letter template that can be customized and provided to each mentor teacher working with a Mason teacher candidate. Mentor teachers can use the verification letter as proof of mentorship for recertification purposes through the Virginia Department of Education. Questions about the verification letter can be directed to the CPS.

The Internship

The US should schedule the first group meeting with the candidate and MT at the placement site within the first week of the internship experience to review expectations and required paperwork. It is imperative that the US and MT stay in constant contact with each other throughout the internship experience, because they will be working collaboratively to evaluate the candidate.

Scheduling Observations

Observations and conferences should be scheduled jointly, with input from the US, candidate, and MT. US should provide candidate and MTs with options of available dates and times when observations and conferences might be scheduled. In general, US should not conduct unannounced observations.

What to Note in Observations

It is very important to write observations that are both honest and supportive. The following are guiding questions to help US conduct observations. These questions are offered to maintain consistency among University Supervisors.

Preparation and Planning

- Are there detailed lesson plans?
- Is there a clear learning objective?
- Do the activities engage students in learning?
- Is there a sequence of activities that are focused on the learning objective?

- Were materials and equipment gathered in advance of the lesson?

Instruction and Classroom Management

- Are there a variety of teaching methods, techniques and strategies demonstrated?
- Is content presented accurately?
- Are instructions given clearly?
- Do learners work independently and in groups?
- Is critical thinking encouraged?
- Are students motivated through challenging activities that interest them?
- Are high expectations communicated to students?
- Is there evidence of respect for the students' individual differences and cultural diversity?
- Is there evidence of routines?
- Are two or more student activities managed simultaneously with attention to each?
- Is disruptive or destructive behavior handled firmly and fairly?
- Are oral and written communication skills demonstrated effectively?

Assessment

- Is feedback from students utilized to adapt pacing and instructional strategies?
- Is formal and informal assessment in evidence?
- Is student learning assessed during instruction?

Professional Dispositions

- Is constructive feedback welcomed?
- Are suggestions for improvement implemented?
- Are school policies observed?
- Is a positive attitude demonstrated?
- Is flexibility demonstrated?
- Is appropriate professional dress and behavior demonstrated?

Substitute Teaching during Internship

A candidate may occasionally substitute for his/her MT during the internship, provided that several guidelines are strictly followed. These guidelines are:

- Candidates must already be fully hired and trained as a substitute by their internship location's school division prior to any substitute teaching.
- Candidates may only substitute in the classroom of their mentor teacher with the building administrator's advance knowledge and permission.
- Candidates may only substitute in the classroom of their mentor teacher when the mentor teacher is absent due to illness or family emergency. Candidates should accompany their mentor teachers to professional development activities when those are scheduled, and therefore should not substitute if/when the mentor teacher is out for such activities.

- Candidates may only substitute for their mentor teacher at or past the point where they are engaged in independent teaching.
- Candidates may not count hours spent substitute teaching towards their direct/indirect hours requirements for licensure.
- Candidates may not leave their internship prior to its end date in order to serve as a long-term substitute teacher; completing the internship with fidelity and in a timely manner must always take precedence over substitute teaching.

Documentation and Record Keeping

Documentation is one of the most important tasks of the US. In each evaluation of a candidate, US must be willing to elaborate verbally and in writing about the strengths and weaknesses of a candidate's performance. Supportive and constructive criticism is encouraged, as well as suggestions for improvement. Supervisors should thoroughly document *everything* observed during the internship. In rare cases, when a candidate is not doing well, **documentation is the only support a supervisor has to justify a failing or "No Credit" grade.** Moreover, if a candidate is struggling, the US must convey this feedback to a candidate, and have documentation that this feedback has occurred.

Remember, "If it's not written down, it didn't happen." **Please promptly inform the CPS of any situation in which a candidate is at risk of failing the internship.** The Director of Educator Preparation is available for consultation whenever it is needed.

End-of-Internship Paperwork

University supervisors are responsible for submitting internship paperwork to the Educator Preparation Office at the end of the semester for accreditation purposes. While specific deadlines are set each semester and communicated to US by the CPS, paperwork is generally due within one week of the conclusion of internship.

Each internship program manual gives the important documents different titles and appendix numbers, so please consult your manual for details. While documents are subject to change, a list of requirements may be found in [Appendix C](#).

End-of-Internship Surveys

US, MTs, and candidates are required to complete online end-of-internship surveys via Qualtrics each semester. The CPS will email all links to university supervisors and they are asked to then distribute links to their MTs and candidates. Candidates who participate in two internship placements will complete the survey twice, once after the end of each placement.

Internship Extensions

In some cases, internships must be extended due to inclement weather make-ups, illnesses, family emergencies, or a candidate's need to accumulate more hours. It is absolutely within the supervisor's right to suggest this, but it must be approved by the Educator Preparation Office, the Academic Program Coordinator, and the MT. University supervisors should report these types of internship extensions to the CPS. For performance-related extensions, there must be documented evidence that the extension is warranted. This should be communicated to the Educator Preparation Office as soon as the issue arises.

Grading

Grades are due one week prior to the end of the semester and should be submitted via the instructions provided to the US by their cooperating academic program. Please make sure that grades are communicated to the candidate.

Grading for Candidates at Graduate Level

Grade	Definition
S	Satisfactory —Candidate successfully meets internship requirements and can be recommended for teacher licensure.
NC	No Credit —Candidate will not be recommended for teacher licensure unless he/she repeats all or part of the internship with satisfactory performance. (This may require enrolling and paying tuition for additional credit hours in a subsequent semester, or paying a fee for extended supervision).
IP	In Progress —Candidate's performance cannot be evaluated at the end of the grading period due to extenuating circumstances (medical or family emergency, etc.). IP grade can be changed to S or NC upon completion of requirements.

Grading for Candidates at Undergraduate Level

Some programs, like Secondary Education, enroll both graduate and undergraduate teacher candidates. Undergraduate candidates are assigned a letter grade based on the Undergraduate Special scale. Please consult the EDCI 490 syllabus.

US Re-certification Points

Please note that US may be eligible to receive licensure re-certification points for their work as a University Supervisor. Please contact the clinical practice specialist for further information. It is important that the US maintain a list of their candidates each semester.

Supplemental Support Resources for New Teachers from Virginia Department of Education (VDOE) Website

- Professional Development Toolkit for New & Beginning Teachers (video presentations): http://www.doe.virginia.gov/teaching/career_resources/
- Stepping Stones to Success Manual (A manual for new teachers and mentors addressing a variety of issues and good practices that teachers need to be successful in the classroom): http://www.doe.virginia.gov/teaching/career_resources/stepping_stones.pdf
- Teaching in Virginia: Career Resources and Incentives: http://www.doe.virginia.gov/teaching/career_resources/

Educator Preparation Office Contact Information

Stacy Wilson

Clinical Practice Specialist

Email: internsh@gmu.edu

Telephone: 703-993-9777

Fax: 703-993-5701

- Stacy is your primary contact for questions related to candidate assignments, contracts, and general internship questions.

Beth Rooney

Office Manager

Email: erooney1@gmu.edu

- Beth is your primary contact for mileage or compensation payment issues.

Jeff Davis

Director of Educator Preparation

Email: jdavis40@gmu.edu

- Jeff is your primary contact for escalated concerns regarding a teacher candidate or internship placement.

Educator Preparation Office (EPO)

Location: Thompson Hall, Suite 1700

Campus Map: <https://www.gmu.edu/resources/welcome/Directions-to-GMU.html>

Hours: Monday-Friday, 8:30 AM – 5PM

EPO Mailing Address:

Educator Preparation Office

George Mason University

4400 University Drive MS 6C13

Fairfax, Virginia 22230

Online Travel System Instructions for University Supervisors (Adjunct Faculty)

How to Register to Use the Travel Request System

George Mason University IT Services can be contacted at <https://itservices.gmu.edu/> regarding your general username and password assistance.

VPN Requirement

Users who access the TRS from an off campus location or using the Mason Wireless (i.e. MASON-SECURE) will be required to use Mason's virtual private network (VPN) and should visit the ITS Service Catalog for download instructions: http://itservices.gmu.edu/services/view-service.cfm?custome1_dataPageID_4609=6169. Questions about VPN access should be referred to the ITS Support Center at 703-993-8870 or support@gmu.edu. Users accessing the TRS via a computer connected to a wired network on Mason's campuses are not impacted.

1. Go to <https://travel.gmu.edu/>
2. Next to "First Time User?" Click on "Request Access to Travel Request System"
3. Do you have a G number? Check "Yes" and submit. If you do not know your G number or GMU email address, please contact the CPS.
4. Enter your personal information, along with the following:
 - a. Employment Status: GMU Employee
 - b. GMU Telephone: 993-9777 (since you do not have a Mason number, you are entering the CPS phone number)
 - c. Mailstop: 6C13 (Educator Preparation Office mail stop)
 - d. Department: College of Education and Human Development
5. Supervisor Information:
 - a. Name: Beth Rooney
 - b. Email: erooney1@gmu.edu
 - c. Phone: (703) 993-4507
6. After you submit this information, you will receive an email (to your GMU email address) indicating that access has been granted, including a case-sensitive, temporary password.

How to Enter Your Mileage Info for Reimbursement (Returning Users) * please submit monthly

1. Login with your Mason user name/NETID (First part of your Mason email before @) and temporary password
2. Click on "Enter Travel" at bottom right
3. Check "Initiate Reimbursement." Continue.
4. Check "Transportation Only." Continue.
5. Enter trip name (format is Your Name (automatically entered) – Month-Year- Destination format is, i.e. "Wilson- March 2018- Laurel Ridge Elementary") **This is an example. If you are going to more than one school, you can enter your name, month/date, and school district.

6. Class of Trip: Field Work
7. Purpose of Trip: You can enter something like “Meeting with Teacher Candidate” or “Teacher Candidate Observations,” depending on the purpose of your trip.
8. Fiscal Year: 2019
9. Supervisor’s NetID: erooney1
10. Under **Fund/Org Info:**
 - a. Department: “Education and Human Development, College of”
 - b. Primary Fund/Org: **141844**
 - c. Approver: jdavis40 (Jeffrey Davis)
 - d. Do NOT adjust the percentile on the right.
 - e. Optional Approvers Section (Approver NetID: jdavis40)
 - f. Under “Normal, one-way commute to work is”, enter 0. (Zero)
 - g. Continue.
11. Enter Trip Date
 - a. Departed from (i.e. Home, or enter another location)
 - b. Enter destination address(es)
 - c. Returned to: (i.e. Home, or enter another location)
 - d. Vehicle: Select “Personal Vehicle”
 - e. Enter Total Miles for that trip, along with any parking, tolls, or public transportation expenses. You will still need to calculate the total miles yourself, by using something like Mapquest or Google Maps. **CEHD Policy: You may only enter trips with round trips exceeding 25 miles. For example, if you take a round trip of 30 miles, you should only enter 5 miles as the Total Miles for that trip.**
 - f. Continue.
12. It will then ask “Do you want to add another trip?” If you have more trips to add, you may do so. You can continue to add as many trips as necessary. When you’ve entered all your trips, select “No.” You will then be taken to a screen where you can review the trips you have entered.
13. Select “Submit for Approval” at the bottom of the page.
14. Continue
15. The completed page will show all the trips you have entered into the system. It calculates the reimbursement amount automatically.
16. Prepare Comments (if necessary)
17. Yes
18. Carefully read the pop-up message
19. Ok
20. You are no longer required to submit a paper copy of your reimbursement. The electronic system automatically forwards your reimbursement request directly to travel after CEHD approval.

Travelers have the opportunity to receive their reimbursement through direct deposit. Users can visit Patriot Web to enroll in this feature.

For more helpful travel information please visit the following site for user guides.

<http://fiscal.gmu.edu/travel/trs-workflow-resources/>

Fiscal Services **Walk-in Assistance -Wednesdays from 1:30-3:30 in Merten Hall, Room 4408

Contact Jessi Adams, jadams15@gmu.edu, 703-993-5966

NOTE: Trips to the GMU Campus are NOT eligible for mileage reimbursement. This is a university policy.

End-of-Internship Paperwork

At the conclusion of internship, university supervisors are required to submit internship paperwork for each candidate supervised to the Educator Preparation Office. While specific deadlines are set each semester and communicated to US by the CPS, paperwork is generally due within one week of the last day of internship.

Each internship program manual gives the important documents different titles and appendix numbers so please consult your manual for details. Requirements are subject to change by semester so please contact your academic program or the CPS with any questions.

Across all the various licensure programs, the most important documents for you to submit are:

- Log of Hours
- *Midterm Evaluations
- Final Evaluations
- Final Evaluations (Mentor Teacher, University Supervisor, and Teacher Candidate) via Qualtrics links
- Summary of Internship Grade
- *Program Assessment
- *Not applicable to all programs.

Special Education Only:

- Internship Evaluation by the Teacher Candidate – Assessment E
- Log of hours – Form 1
- Internship Rubric – Assessment A
- Summary of Placement, Supervisors, Hours, and Final Grade – Form 2
- Summary Observation Sheets (3 total per internship placement) – Form 4
- Final Evaluations (Mentor Teacher, University Supervisor, and Teacher Candidate) via Qualtrics links