

Last Name _____ First Name _____ M.I. _____

Student Mason Identification Number (G number) _____

Waiver Policy:

With Advisor approval, students with two years of successful supervised full-time public or private school (Accredited Schools Only) teaching experience* in the special education endorsement area(s) K-12 they are seeking can have one internship experience waived.

**Two years is defined as either two full academic years or calendar years from the date of initial contract. Teaching experience must be earned as the classroom teacher on record or with a full-time itinerant teacher caseload. Experience as a substitute teacher, paraprofessional or related services provider is not eligible.*

Implications:

All students seeking GMU verification of approved licensure program completion ***must complete at least one three-credit hour internship, regardless of experience.*** Students meeting the documentation standards cited above may have the second internship waived.

Required Documentation:

- ☐ A letter from a current building principal or evaluator (see page 3)
 - ☐ A letter from the building level special education professional such as the department chair or team leader (see page 4)
 - ☐ A copy of two performance evaluations, one from each of two academic years, completed by school personnel, demonstrating satisfactory performance. Evaluations must include date and position held as well as signature of evaluator or principal. At least one end-of-year, summative evaluation must be included.
 - ☐ Substitution/Waiver form (see page 5) - Complete top section only
 - ☐ Documentation of teaching in the area of endorsement at both the elementary and secondary level OR write up of four hours of observation at the level opposite to that which you teach. The write ups should have the date and time of the observation noted on them and the signature/s of the teacher/s who you observe. See "Instructions for observation summary" below for further details.
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Email completed packet to speced@gmu.edu.

It can take time to process the paperwork, so please submit your completed packet at least 4-6 weeks prior to graduation and/or submitting for licensure.

Instructions for observation summary:

Since you will be receiving a K-12 licensure, unless you have documentation that you have taught at the elementary **and** secondary levels in the area in which you are seeking endorsement, you will need to submit a write-up of 4 hours of off-level observation with the waiver forms. For example, if you are teaching elementary Special Education-General Curriculum and complete your on-the-job internship in your elementary position, you will need to observe 4 hours at the secondary level (middle school or high school) classroom with students who would fall under the special education area of licensure you are pursuing. Please note that experience in an elementary school is considered elementary level and experience in a middle or high school is considered secondary level.

The write ups should demonstrate knowledge of how classroom management, teaching methods, assessment methods, etc. are applied at the level that you are observing. They should explain what you observe in the classroom including the structure of the classroom (disabilities, ages, type of classroom), teaching methods/strategies used and behavior management tools. You can complete the write-ups in any time increments that work for you. For example, you can do one 4-hour observation, two 2-hour observations, etc. The observation write-ups should include the date/s and time/s you observed as well as the grade level of students in the classroom. The teacher/s you are observing will need to sign off the dates/times you observed. You can provide a signed statement or an email from the classroom teacher. Typically write-ups need to be approximately 2-3 pages in order to adequately demonstrate an understanding of teaching methods and strategies that were observed.

The purpose of the observations is to ensure you have had exposure to multiple teaching levels and to document your ability to put into practice, at both levels, what you have learned in your program. For the observations, you should select a classroom that provides significant variation in grade level. For example, if you are teaching a 7th grade middle school class, for the elementary observations choose a classroom at least three grades lower, in this case 4th grade or younger.

**Principal Letter for Internship Waiver
Special Education Program**

**Graduate School of Education
George Mason University**

Last Name _____ First Name _____ M.I. _____

Student Mason Identification Number (G number) _____

To be completed by building principal or evaluator:

Based on the attached two professional evaluations, I am requesting that George Mason University waive one of the three-credit hour internship requirements as part of the licensure program for _____. He/She has successfully taught
(area of licensure program)

for two or more years at the _____ level in the
(elementary/secondary)
following disability area(s):

___ Students with disabilities accessing the general curriculum, K-12

___ Students with disabilities accessing an adapted curriculum, K-12

___ Students with visual impairments, PK-12

Building Principal or Evaluator:

Signature: _____

Printed name: _____

Title: _____

School: _____

Department Chair/Team Leader/Area Supervisor Graduate School of Education
Recommendation Letter for Internship Waiver George Mason University

Last Name _____ First Name _____ M.I. _____

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To be completed by a building level special education professional or area supervisor such as a department chair or team leader:

Please evaluate the student on the following criteria:

Area of evaluation	Inadequate Opportunity to Observe	Below Average	Average (Successful)	Above Average	Superior
Proficient in reading, written and oral communications					
Understands the general content area curricula					
Designs appropriate learning and performance accommodations and modifications for students with disabilities					
Has a solid knowledge base in the subject matter content sufficient to assure the students can meet state curriculum standards.					

Complete the following letter:

Based on the above evaluation I am requesting that George Mason University waive one of the three-credit hour internship requirements as part of the licensure program for

_____. I can verify that _____

(area of licensure program)

(teacher name)

was observed successfully teaching at the _____ level in the
(elementary/secondary)

following disability area(s):

___ Students with disabilities accessing the general curriculum, K-12

___ Students with disabilities accessing an adapted curriculum, K-12

___ Students with visual impairments, PK-12

Special Education Department Chair, Team Leader or Area Supervisor:

Signature: _____

Printed name and Title: _____

School: _____

**SUBSTITUTION/WAIVER REQUEST**

Used for Mason and Transfer courses for which a direct equivalency has been denied

Name: _____ Mason Email: _____ G#: _____
Last First

Program: _____ Catalog Year: _____ Daytime Phone: _____

Expected Graduation Term: ☐ Fall ☐ Spring ☐ Summer 20 _____ Graduation Application Filed? ☐ Yes ☐ No

Please note the following:

- **Mason Core requirements that are being substituted by a Mason course or waived require Associate Provost approval.**
- A lower level class substituted for an upper level class does not fulfill upper level credit requirements.
- Substitutions and Waivers cannot be viewed on the Patriot Web transcript.
- **The Patriot Web Degree Evaluation will be updated when this request has been approved and processed. Allow up to 30 days for changes to appear on your Degree Evaluation. Requests by graduating students will receive priority.**

SUBSTITUTIONS - Course content of two courses is not equal, but the substituting course may be used to meet the requirement.**Courses on Patriot Web Transcript****How courses should be counted:**

Note to Department - Grade restrictions for in progress courses can be indicated below.

☐ Major ☐ Minor ☐ *Mason Core

Institution Name	Term Taken	Subject & Course Number	Credits	Grade	Requirement to be Substituted	Grade Restriction (if required)
		N/A				

WAIVERS - Waivers apply to degree requirements and do not grant any credit or reduce the total number of credits required for graduation.**Reason for Waiver:** Specific descriptions should be listed below.
Supporting documentation should be attached.**Waive this course or requirement:**☐ Major ☐ Minor ☐ *Mason Core ☐ Credit Hours

APPROVAL		Signature	Date	Approved	Denied	Comments
Major	Department					
	Dean					
Minor	Department					
	Dean					
*Associate Provost – Required for Mason Core Waivers & Mason Core Substitutions using a Mason course						

Completed forms should be sent to degree@gmu.edu