

ART EDUCATION INTERNSHIP APPLICATION CHECKLIST

Last Name: _____ First Name: _____ G# _____

Check the appropriate deadline for your application. You should begin preparing your materials several weeks in advance of your intended deadline.

Spring Applications—Due to Clinical Practice Specialist by **September 15**
(Any required licensure testing must be completed and reported no later than August 1st)

Fall Applications—Due to Clinical Practice Specialist by **February 15**
(Any required licensure testing must be completed and reported no later than January 1st)

NOTE: Incomplete applications OR applications turned in past the deadline WILL NOT BE ACCEPTED

STEPS FOR APPLYING:

STEP 1: Provide official passing scores for all applicable tests (listed below).
All **official and passing** test scores must be submitted and in the Mason system (i.e. Banner/PatriotWeb) by the application deadline. Reporting information can be found at <https://cehd.gmu.edu/teacher/test/>
If there is an issue regarding test completion for your application, you must contact the Educator Preparation Office at internsh@gmu.edu **prior** to the internship application deadline.

By checking the box, you are confirming that you have earned passing scores for Virginia teacher licensure:

- Praxis Core Academic Skills for Educators Tests (or qualifying substitute)
- VCLA
- Praxis II Content Knowledge

STEP 2: Complete internship application packet. Packet must include the following:

- Complete the ONLINE internship application BEFORE submitting your paper application at <http://cehd.gmu.edu/internship-application>.**
- Internship Application
- Unofficial Mason transcript (available at <http://patriotweb.gmu.edu>)
- Printout of Degree Evaluation from Degree Works at time of application
- A One-Page, Typed Goals Statement
- Current Resume
- Completed Endorsement Checklist
- Negative PPD/Skin TB test results (must be current within 12 months of the internship start date)

- Submit your **First Aid/CPR/AED** certification documentation with G-Number noted. (Visit <http://cehd.gmu.edu/teacher/emergency-first-aid> for criteria and steps) to internsh@gmu.edu or in person to Thompson Hall, Suite 1700. Your certification must include a hands-on training component. We will not accept online-only training.

STEP 3: Obtain advisor's signature at least 2 weeks prior to deadline.

Provide two complete, collated packets including all supporting documentation to your advisor for review at least 2 weeks prior to deadline. Your application must have your advisor's signature before you submit your packet to the clinical practice specialist. Applications that are not signed by your advisor will not be accepted.

STEP 4: Submit 2 collated copies of the completed packet with all necessary signatures to the clinical practice specialist (Thompson 1708 or mail to the address at the top of the application) by the deadline. If you are dropping your materials off after business hours, you may place packets in the drop box outside of Thompson 1700.

Please retain a copy of the packet for your records.

STEP 5: Register for AVT 695 and AVT 696.

Register for AVT 695: Internship (5 credits) AND register for AVT 696: Seminar for Student Teachers (1 credit) on Patriot Web, <https://patriotweb.gmu.edu>.

Any changes in internship status must be reported to the Educator Preparation Office. If you withdraw from your internship, a new application and supporting documents are required by the following applicable semester deadline.

Please note the following:

- In order to be eligible for traditional internship placement through a cooperating public school division, applicants must have a valid social security number at the time of application submission.
- Scheduling Note: Internships follow the school divisions' schedules. (For example, you will follow your school's scheduled spring break) You will also be required to follow your mentor teacher's daily schedule which in some cases, may require activities outside of typical school hours. Internships begin at least one week before the start of the Mason semester so that interns may participate in orientations and professional development days.

Student contact information is requested here solely for the purpose of facilitating your internship placement. By submitting this application, you affirmatively acknowledge that your contact information (name, phone number, email, and/or address) will be shared with school personnel for facilitating such placements and communications regarding those placements.

***I certify that I have read the previous steps/instructions carefully and I have included all required items checked on this list in my packet for advisor review and signature:**

(Student signature)

