

ELEMENTARY EDUCATION INTERNSHIP APPLICATION CHECKLIST

Last Name _____ First Name _____

G# _____

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

APPLICATION WILL INCLUDE:

- 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 the, 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—December 1
- Fall Applications—May 1

AFTER TURNING IN YOUR APPLICATION

- 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:

Dance Education PK-6
George Mason University
College of Education and Human Development
Graduate School of Education
Robinson A307, MSN:4B4
4400 University Drive
Fairfax, VA 22030-4444
(703) 993-2080

Application for Student Teaching Internships

County: _____ Year: ___ Fall ___ Spring

Name: _____
Last First Middle Initial Student G #

Current Address: _____
Street City State Zip GMU E-Mail 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: Dance Education Pk-6

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 internship 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, Program Advisor and the School Placement Coordinator via a written request.

Student: _____
(Signature Required)

Please note your college/university (Guest Matriculants Only): _____

Language(s) spoken in addition to English: _____