

**EARLY CHILDHOOD EDUCATION PK3 and
EARLY CHILDHOOD SPECIAL EDUCATION
INTERNSHIP APPLICATION**

**George Mason University
College of Education and Human Development
Educator Preparation Office
4400 University Drive
Thompson 1708, MS 6C13
Fairfax, VA 22030-4444
(703) 993-9777**

This application is to be completed by students requesting placement at an internship site(s).

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. 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.

STEP 2: Add on the secondary licensure graduate certificate. You must be enrolled in the Early Childhood Education PK3 (EPK3), the Early Childhood Special Education (ECSE), or the Dual Licensure EPK3 and ECSE Graduate Certificate to apply for an internship.

STEP 3: Indicate which of the following internships for which you are applying (consult with an advisor to ensure you register for the correct internship):

_____ ECED 790 Internship with Diverse Preschool Children (3 credits)

_____ ECED 791 Internship with Diverse Infants/Toddlers (3 credits)

_____ ECED 793 Internship in Preschool Early Childhood Special Education (3 credits)

_____ ECED 795 Internship in Kindergarten – Third Grade (3 credits)

STEP 4: 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 Two-Page, Typed Goals Statement (*NOTE: Students may use an updated version of the goals statement submitted as part of their application to the program.*)

Current Resume

Completed Endorsement Checklist (EPK3 and Dual Licensure students only)

Certificate of Successful Completion of the online child abuse and neglect training

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 5: Obtain advisor's signature. Your application must have your advisor's signature before you submit your packet to the internship coordinator. Submit two complete, collated packets including all supporting documentation to your advisor at least 2 weeks prior to deadline for application submission to the clinical practice specialist. You are encouraged to meet with your advisor in advance of the due date to review your program status and plans for internship. If you do not arrange a meeting, you will need to include a fax number or self-addressed, stamped envelope with your packet so that your signed application may be returned to you.

STEP 6: Submit 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. Students applying for an internship should **submit 2 copies**. Students should retain a copy of the packet for their records.

Traditional students register at <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)

EARLY CHILDHOOD EDUCATION INTERNSHIP PLANS

Check one:

- This is my first internship.
- I am applying for multiple internship placements within the same semester.
- This is not my first internship. If you have completed internships previously, list internship details below:

Name of School _____ **Grade/Age Level** _____ **No. of Credits**

ADVISOR REVIEW (To Be Completed by Advisor)

I certify that the student has completed all endorsement (EPK3 and Dual Licensure only) and testing requirements to participate in this internship.

Signature of Advisor: _____ **Date:** _____