

**EARLY CHILDHOOD EDUCATION PK3 and
EARLY CHILDHOOD SPECIAL EDUCATION
INTERNSHIP APPLICATION**
George Mason University
College of Education and Human Development

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
- Fall Applications—Due to Clinical Practice Specialist by February 15

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 testing. All official 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 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: Complete internship application packet. Packet must include two copies of 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 completion of the online child abuse and neglect training
- Certificate of completion for the Dyslexia Module
- 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 2300. Your certification must include a hands-on training component. We will not accept online-only training.

NOTE: All candidates placed in a school district for internship or practicum will be required to submit a negative TB test result or screening to the appropriate HR office as part of the fingerprinting and background process. After submitting your application, you will receive an email from the Clinical Practice Specialist (internsh@gmu.edu) about the TB and fingerprinting requirements within 2-4 weeks. Please monitor your Mason email account.

STEP 4: Obtain advisor's signature. Once your application is complete, please bring two copies of your application documents (separate envelopes help) to Thompson Hall 1200. Applications will be accepted the week prior to the deadline and all applications must be submitted in paper form to Kayla Turner, kturne4@gmu.edu, for processing. We will submit your packet to the internship office for you after we complete the review. If any elements of the internship application are missing, your application will not be submitted and this may result in missing the deadline.

Any changes in internship status must be reported to the Clinical Practice Specialist (internsh@gmu.edu). 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 school division 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 1 week before the start of the Mason semester.

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: _____

Date: _____

Internship period: ____Fall ____Spring

Year: _____

APPLICANT INFORMATION:

Name: _____
Last First Middle Initial

G Number: _____ Mason E-Mail _____

Current Address _____
Street City State Zip

Current Phone: Day _____ Evening _____

CONCENTRATION INFORMATION:

Licensure Certificate Program (check one)

____ Early Childhood Special Education (ECSE)

____ Early Childhood Pre-Kindergarten – Third Grade (EPK3)

____ Dual Licensure EPK3 and ECSE

NOTE: The licensure certificate program should correspond with the certificate program listed on your unofficial transcript under the Current Program section. Please check your unofficial transcript to ensure you are in the appropriate program and applying for the correct internship.

Test Scores (check one for each test):

Praxis Core Academic Skills for Educators Tests or substitute (ACT/SAT): _____ on file

VCLA: _____ on file

Praxis Elementary Education: Multiple Subjects Test (EPK3 and Dual Licensure only): _____ on file _____ n/a

Explain reason for exemption from any of the above tests and provide documentation, such as copy of teaching license, if applicable. See advisor regarding exemptions.

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:** _____