

**ELEMENTARY EDUCATION YEAR LONG INTERNSHIP**  
**APPLICATION CHECKLIST**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ G# \_\_\_\_\_

**TESTING AND TRAINING:** By checking the box, you are confirming that you have met the requirement:

- I have passed the VCLA
- I have passed the Praxis Core Academic Skills for Educators Tests (Effective 01/01/14)
- I have passed the Praxis II or intend to take it on \_\_\_\_\_
- I have passed RVE or intend to take it on \_\_\_\_\_
- Please submit your applicable First Aid/CPR/AED training/certification documentation with G-Number noted (visit <http://cehd.gmu.edu/teacher/emergency-first-aid> for criteria and steps) to [internsh@gmu.edu](mailto:internsh@gmu.edu) or in person to Thompson Hall, Suite 1700.

**APPLICATION PACKET MUST INCLUDE: **\*\*All documents are required by the application deadline.\*\*****

- Complete the **ONLINE** internship application at the following address:  
<http://cehd.gmu.edu/internship-application>  
 This online application must be completed **before** you submit your paper application to the Clinical Practice Specialist.
- Unofficial Mason transcript (printed from Patriot Web)
- Printout of Degree Evaluation from Degree Works at time of application
- Goals Statement Two pages typed, double-spaced.
- Negative PPD/Skin TB test results The test must be dated within 12 months of the internship start date.
- Current resume
- Print out completed endorsement review page (note, if your endorsements are complete you will have a completion date in the completion date window)
- One (1) complete, COLLATED application packet** Deliver to Stacy Wilson, the Clinical Practice Specialist (Thompson 1708), **by the deadline.**  
**NOTE: Any application turned in past the deadline WILL NOT BE ACCEPTED.**

**NOTE: All official and passing test scores be submitted and in the Mason system (i.e. Banner/PatriotWeb) by August 1 or you will not be allowed to start your internship. Note, official and passing RVE deadline is December 1.**

**PLEASE NOTE THE DEADLINE:**

- Fall Applications—April 1

**If you withdraw from your internship, a new application and supporting documents are required by the applicable semester deadline.**

**AFTER TURNING IN YOUR APPLICATION:**

- Register for EDCI 790 Register for 3 credits on Patriot Web for Fall semester
- Retain a copy of this application and supporting documents for your records

I certify that I have included the items checked on this list. \_\_\_\_\_ **Signature**

**Elementary Education PK-6 YEAR LONG INTERNSHIP**  
**George Mason University**  
**College of Education and Human Development**  
Clinical Practice Office  
Thompson 1708, MSN:6C13  
4400 University Drive  
Fairfax, VA 22030-4444  
(703) 993-9777

**Application for Student Teaching Internships**

**School Year** \_\_\_\_\_

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: **Elementary 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 Clinical Practice Specialist via a written request.

Student: \_\_\_\_\_  
**(Signature Required)**

Language(s) spoken in addition to English: \_\_\_\_\_

**Please note:** All local school systems require students to complete a criminal background check through their human resources office (not through George Mason University) prior to beginning the internship. Detailed instructions on the process will be sent to the student from either the school system or Mason. Students are **strongly advised** to disclose any/all legal incidents that may appear on their records. The consequence of failing to do so, whether or not such incidents resulted in conviction, is termination of the internship.