

**FOREIGN LANGUAGE PK-12 TRADITIONAL 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 1<sup>st</sup>) Fall Applications—Due to Clinical Practice Specialist by **February 15**  
(Any required licensure testing must be completed and reported no later than January 1<sup>st</sup>)**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](mailto: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
- ACTFL (OPI and WPT)

 **STEP 2: Add on the secondary licensure graduate certificate.**  
You must be enrolled in the Foreign Language Licensure Graduate Certificate in order to apply for an internship. Please refer to Blackboard for more information. **STEP 3: 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
- Current Resume
- Copy of ACTFL OPI and WPT Certificate

- 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](mailto: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 4: 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 5: 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 6: Register for EDCI 790.**

Register for EDCI 790 (6 credits) on Patriot Web, <https://patriotweb.gmu.edu>. Please be sure to select the section for students participating in Foreign Language internship.

**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)**

**FOREIGN LANGUAGE PK-12**  
**George Mason University**  
**College of Education and Human Development**  
 Graduate School of Education  
 Thompson 1708, MS 6C13  
 4400 University Drive  
 Fairfax, VA 22030-4444  
 (703) 993-9777

**Application for Student Teaching Internships**

<p><b>No student initiated exchanges of internship placements or contact with schools/districts are permitted. All communication for internship placements are to be completed through the Educator Preparation Office.</b></p>	<p align="center">___Year:    ___Fall    ___Spring___Summer</p>
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Name: \_\_\_\_\_  
Last
First
Middle Initial
 
Student G #

Current Address: \_\_\_\_\_  
Street
City
State
Zip
GMU E-Mail Address

Current Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

**List schools you attended, any school in which immediate family members are employed, or where you have children attending for the following counties Alexandria City, Arlington County, Fairfax County, Falls Church City, Loudoun County, Manassas City, Manassas Park, Prince William County. If necessary, include a separate sheet with the list of schools. Per school policy, you cannot be placed in these locations.**

\_\_\_\_\_  

Licensure: Foreign Language and Latin \_\_\_\_\_

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)

I certify that the student has completed all endorsement and testing requirements to participate in this internship.

Advisor: \_\_\_\_\_ (Signature Required)

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

**FOREIGN LANGUAGE AND LATIN PK-12**

**Please indicate the coursework completed for your endorsement area requirements:**

<u>Courses</u>	<u>Grades</u>	<u>Courses</u>	<u>Grades</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Professional Education Courses:**

Check courses completed or in which currently enrolled:

\_\_\_ EDUC 537 – Introduction to Culturally & Linguistically Diverse Learners

\_\_\_ EDUC 511 – Child and Adolescent Development in Global Contexts

\_\_\_ EDCI 516 – Bilingualism and Language Acquisition Research

\_\_\_ EDCI 560 – Methods of Teaching Foreign/World Languages

\_\_\_ EDCI 520 – Assessment of Language Learners

\_\_\_ EDRD 620 – Reading/Writing in Foreign/Second Languages

\_\_\_ EDCI 684 – Advanced Methods of Teaching Foreign/Second Languages in PK-12 Schools

**Field Experiences in all Education Courses:**

<u>Course Number</u>	<u>School</u>	<u>Subject/Grade Level</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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.