

# George Mason University

College of Education and Human Development  
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***NON-MATRICULATED STUDENT SEEKING  
INTERNSHIP IN NORTHERN VIRGINIA THROUGH  
George Mason University***

Thank you for your request for information about student teaching through George Mason University. In order to consider your request as a guest student teacher, please follow the guidelines below.

Please submit the following:

1. A letter of request from the student explaining why student teaching placement is needed in this area.
2. Five completed student teaching application packets. Each packet must contain a completed student teaching application from the institution in which the student is currently enrolled, an unofficial transcript from all schools attended, a two-page goal statement, a current resume, and a negative TB results current within the last twelve months prior to placement.
3. A letter from the student's advisor indicating that the student has met all of the institution's requirements needed prior to student teaching. This letter should also include a detailed description of the type of placement that the student will need, including the length, the grade level(s), and any concurrent coursework or experiences (such as a weekly seminar) required. It would be helpful for the student to utilize George Mason University's student teaching manual and forms. If this is not possible, however, please forward three copies of the student teaching manual and evaluation forms from the student's institution.
4. A statement of financial obligation from the student's institution indicating what fees the institution will assume responsibility for (i.e. supervision, travel reimbursement and cooperating teacher stipend). Any fee(s) not paid by the institution then become the responsibility of the student. The business manager will send a final contract of financial obligation that will need to be signed by both the institution and the student. This contract must be signed and returned to George Mason University before student teaching begins.

The deadline for student teaching application materials for spring placement is September 15 and for fall placement is February 15. All requests are subject to acceptance by the cooperating school division based on space available, the appropriateness of the setting, and the availability of a university supervisor at GMU.

Guest students enroll for student teaching credit at their own institution. Therefore, they are responsible for all costs for supervision not paid for by their own institution. The fees for supervision include \$800 for 15 weeks of internship, plus all costs for travel by the university supervisor. The mileage rate in Virginia is \$0.325 cents/mile. Guest students are also responsible for any stipends paid to the cooperating teacher/clinical faculty member (\$150-\$300). **Students make all payments to George Mason University.**

If you have any questions regarding these procedures, please call the Clinical Practices Office at (703) 993-9777, 8:30 a.m. – 5:00 p.m., M-F.