

## SCHOOL COUNSELING APPLICATION CHECKLIST

### BEFORE TURNING IN YOUR APPLICATION:

- Make an appointment with your advisor to review your completed application. Take with you:**
  - Unofficial Mason transcript May be obtained via Patriot Web (<https://patriotweb.gmu.edu>).
  - Three Copies of Completed Application To be **SIGNED** by your advisor. This verifies that student qualifies for placement.
- Complete the ONLINE internship application at the following address:**  
[http://cehd.gmu.edu/internapp\\_traditional](http://cehd.gmu.edu/internapp_traditional)  
This online application must be completed **before** you submit your paper application to the Field Placement Specialist. The online application ensures efficient processing of your placement request.

### APPLICATION MUST INCLUDE:

- Application Advisor's signature required [middle of pg. 2 of this application packet].
- Unofficial Mason transcript
- Resume and Autobiography - must be a typed, two-paged summary of your background.
- Negative TB test results If you are an employee of the school district where you intern, the test is not required. NOTE: TB test must cover the dates of the entire field experience. This means you will have to get a TB test for practicum AND another one for internship.

### SUBMIT: Three (3) completed & collated application packets.

- Order of each of the three packets: P/I app. - Transcripts - Resume - Autobiography - TB test
- Deliver to GMU Field Placement Specialist (Robinson A307- mailbox; 308C-office ), by the deadline.

### CHECK THE APPLICABLE DEADLINE: There are NO summer P/I placements.

**NOTE:** Applications turned in past the deadline will NOT be accepted. NO EXCEPTIONS.

### CHECK THE APPLICABLE DEADLINE:

- Spring Applications: By 5:00 pm on the last business day on or before September 15.
- Fall Applications: By 5:00 pm on the last business day on or before February 15.

### AFTER TURNING IN YOUR APPLICATION

- MANDATORY MEETING** P/I meeting will occur during the semester prior to interning. Check your GMU email for location, date, and time of meeting.
- Register for Practicum/Internship Register after the P/I meeting. At that meeting, you will meet with your instructor and be given your course section day/time/location information.
- Retain a copy of your application and supporting documents for your records

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

**COUNSELING & DEVELOPMENT**  
George Mason University  
Robinson A307, MSN: 4B4

**Application for School Counseling Practicum/Internship**

<b>School Divisions: (Indicate <i>first</i> and <i>second</i> choices.)</b> <input type="checkbox"/> Fairfax County <input type="checkbox"/> Manassas Park <input type="checkbox"/> Loudoun County <input type="checkbox"/> Prince William County <input type="checkbox"/> Other (Be specific) _____ <b>NOTE: There are NO placements in Arlington, Alexandria, or Falls Church School Districts.</b>	<b>Application for: (check one)</b> ___ Practicum      ___ Internship  Year: _____ Fall ___ Spring ___
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Name: \_\_\_\_\_  
Last First Middle Initial Student G #

Current Address: \_\_\_\_\_  
Street City State Zip GMU Email 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 Endorsement: PreK-12

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

1. I understand that the minimum number of hours spent on-site by the student counselor is to be no less than a 4-hour block of time.
  2. I will attend the mandatory P/I meeting the semester prior to each field experience. Date, time, and location will be sent to my GMU email.
  3. I will *regularly* check my GMU email account.
  4. 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 P-I placement 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, Clinical Coordinator, and the GMU Field Placement Specialist via a written notification.
- I understand and will adhere to these policies.**

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

I certify that the student has completed all endorsement and other requirements to participate in this field experience and meets the standards for a professional disposition.

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

**FOR UNIVERSITY AND SCHOOL USE ONLY**

**RECOMMENDATION FOR FIRST PLACEMENT**

School: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Beginning and Ending Dates: \_\_\_\_\_  
On-Site Supervisor: \_\_\_\_\_

**RECOMMENDATION FOR SECOND PLACEMENT**

School: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Beginning and Ending Dates: \_\_\_\_\_  
On-Site Supervisor: \_\_\_\_\_

### C&D Program – School Counseling

**COURSE:**

\_\_\_ **PRACTICUM: [200 hours]**  
EDCD 755 [3 credits]

\_\_\_ **INTERNSHIP: [200 hours]**  
EDCD 791 [3 credits]

**PLACEMENT LEVEL FOR THIS SEMESTER:**

\_\_\_ Elementary School (PreK-6)

**OR**

\_\_\_ Secondary School: **Indicate which level:**  
\_\_\_ 7-8 **or** \_\_\_ 9-12

**NOTE:** VA-DOE requires that all school counselors be licensed in PreK-12. This means that all students *must do* an elementary placement *and* a secondary placement [either 7-8 **OR** 9-12]. Your internship placement should be at the level in which you eventually want to work.

**PROFESSIONAL EDUCATION COURSES:** Indicate courses completed [C] or currently enrolled [E]

**45 Credits**

- \_\_\_ EDCD 525: Adv. Human Growth & Development
- \_\_\_ EDCD 601: Introduction to Research in Counseling
- \_\_\_ EDCD 602: Foundations of Counseling
- \_\_\_ EDCD 603: Counseling Theories and Practice
- \_\_\_ EDCD 604: Assess. & Appraisal in Counseling
- \_\_\_ EDCD 606 Counseling Children and Adolescents
- \_\_\_ EDCD 608: Group Processes and Analysis
- \_\_\_ EDCD 610: Career and Educational Counseling
- \_\_\_ EDCD 611: Into to Ethical/Legal Issues in Sch Cns.
- \_\_\_ EDCD 626: Prin. & Prac. of School Counselors
- \_\_\_ EDCD 628: Counseling and Social Justice
- \_\_\_ EDCD 660: Multicultural Counseling
- \_\_\_ EDCD 797: Special Topics/Electives \_\_\_\_\_
- \_\_\_ EDCD 797: Special Topics/Electives \_\_\_\_\_
- \_\_\_ EDCD 755: Practicum in Counseling

**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.