

SECONDARY EDUCATION 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 1st) Fall Applications—Due to Clinical Practice Specialist by **February 15**
(Any required licensure testing must be completed and reported no later than January 1st)**NOTE: Incomplete applications OR applications turned in past the deadline WILL NOT BE ACCEPTED****STEPS FOR APPLYING:** **STEP 1: Complete and 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 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 (Subject Assessment exam in your specific endorsement area)

 STEP 2: 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
- Completed Endorsement Checklist (note, if your endorsements are complete, you will have a completion date in the completion window)
- 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 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 3: 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 4: 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 5: Register for EDCI 490 OR EDCI 790 Internship AND EDCI 491 OR EDCI 791 Seminar.

Register for EDCI 490 OR EDCI 790 (6 credits) on Patriot Web, <https://patriotweb.gmu.edu>. Please be sure to select the section for your content area. Students are required to register for the applicable seminar course, EDCI 491 or EDCI 790.

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)

SECONDARY EDUCATION (6-12) INTERNSHIP APPLICATION

George Mason University

College of Education and Human Development

Educator Preparation Office

4400 University Drive, **Thompson 1708**, MS 6C13

Fairfax, VA 22030

(703) 993-9777

Application for Internship

<p>Grade Level Preferences* (Please select ONE preference.)</p> <p><input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> No Preference</p> <p>*Please note that your preferences are not guaranteed.</p>	<p>No student-initiated exchanges of internship placements or contact with schools/districts are permitted. All communication for internship placements is to be completed through the Educator Preparation Office.</p>	<p>Desired Semester for Internship</p> <p>Year: _____</p> <p>___ Fall ___ Spring</p>
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Name: _____
 (Last) (First) (Middle Initial) (G#)

Current Address: _____
 (Street) (City) (State) (Zip)

GMU Email Address: _____

Current Phone: Day _____ Evening _____

List schools you attended, any school in which immediate family members are currently 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: **Secondary 6-12** Endorsement/ Content Area: _____

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 preferences may not be accommodated. Should I withdraw or defer my application, I am 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)

TO BE COMPLETED BY STUDENT: SECONDARY EDUCATION 6-12

Professional Education Courses

Check courses completed or in which currently enrolled:

- ___ EDUC 522 Foundations of Secondary Education
- ___ EDCI 567 Teaching Social Studies in the Secondary School
- ___ EDCI 569 Teaching English in the Secondary School
- ___ EDCI 572 Teaching Mathematics in the Secondary School
- ___ EDCI 573 Teaching Science in the Secondary School
- ___ EDRD 619 Literacy in the Content Area
- ___ EDUC 672 Human Development and Learning
- ___ Advanced Methods Course (EDCI 667/Social Studies; EDCI 669/English; EDCI 672/Math; EDCI 673/Science)

Undergraduate Education Courses

Check courses completed or in which currently enrolled:

- ___ EDUC 422 Foundations of Secondary Education
- ___ EDCI 469 Teaching English in the Secondary School
- ___ EDCI 372 Teaching Math in the Secondary School
- ___ EDCI 473 Teaching Science in the Secondary School
- ___ EDUC 372 Human Development and Learning
- ___ EDRD 619 Literacy in the Content Area
- ___ Advanced Methods Course (EDCI 479/English; EDCI 472/Math; EDCI 483/Science)

Field Experiences in all Education Courses

Please list all Field Experiences below:

<u>Course Number/Title</u>	<u>School</u>	<u>Subject/Grade</u>	<u>Clock Hours</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.