

**MUSIC EDUCATION INTERNSHIP APPLICATION CHECKLIST**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

G# \_\_\_\_\_

**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>).
- ☐ Completed application To be **SIGNED** by your advisor

**TESTING: PLEASE CHECK ALL THAT APPLY:**

- ☐ **I have passed the VCLA (required for all students to obtain licensure after Dec. 31, 2006)**
- ☐ **I have passed the Praxis I**

**APPLICATION WILL INCLUDE:**

- ☐ Application **Advisor's signature required.**
- ☐ Unofficial Mason transcript
- ☐ A Goals Statement Two pages typed.
- ☐ A copy of your **passing** Praxis I scores If you don't have a copy on file with GMU, please request one from ETS ([www.ets.org](http://www.ets.org)).
- ☐ A copy of your **passing** VCLA scores If you don't have a copy on file with GMU, please request one from ETS ([www.va.nesinc.com](http://www.va.nesinc.com)).
- ☐ A copy of letters from the MTEC committee This will confirm that you have passed all MTEC tests
- ☐ Negative TB test results If you are an employee of the school district where you intern, the test is not required.
- ☐ Current resume
- ☐ **Four (4) complete collated applications** Deliver to the School Placement Coordinator (Robinson A307), **by the deadline.**

**NOTE:** Any application turned in past the deadline WILL NOT BE ACCEPTED.**CHECK THE APPLICABLE DEADLINE:**

- ☐ Spring Applications—September 15
- ☐ Spring On-The-Job Applications—December 1
- ☐ Fall Applications—February 15
- ☐ Fall On-The-Job Applications—May 1

**AFTER TURNING IN YOUR APPLICATION**

- ☐ **Register** for MUSI 495 Register for 6 credits on Patriot Web.
- ☐ Plan to take the Praxis II Complete during your student teaching/internship semester.
- ☐ Retain a copy of my application and supporting documents for my records

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

# **Endorsement Checklist**

## **(to be included with the Application for Internship)**

**Instructions:** Please include one copy of the following documentation with your internship applications (**you need only submit one copy of this packet per your 5 internship applications**):

☐ This checklist

☐ Copies\* of your previous endorsement forms and letters from both GMU and the Virginia Department of Education (if copies are available)

☐ Copies\* of your transcripts and CLEP exam scores showing any endorsement courses that have been completed, or showing what courses are in progress

\*Photocopies and or unofficial transcripts will be accepted

**Name:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**G#:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Are your endorsements complete?** ☐ Yes ☐ No

**If not, please briefly explain which endorsements are missing, and when they will be completed. Please note, all endorsements must be completed prior to beginning an internship:**

---

---

---

---

---

---

---

---

# MUSIC EDUCATION

## George Mason University College of Education and Human Development

Office of Teacher Education  
Robinson A307, MSN:4B4  
4400 University Drive  
Fairfax, VA 22030-4444  
(703) 993-2078

### Application for Student Teaching/Practicum/Internships

<b>School Divisions:</b> (Indicate first, second and third choices.) <input type="checkbox"/> Alexandria City <input type="checkbox"/> Manassas City <input type="checkbox"/> Falls Church City <input type="checkbox"/> Manassas Park <input type="checkbox"/> Fairfax County <input type="checkbox"/> Prince William County <input type="checkbox"/> Loudoun County <input type="checkbox"/> Arlington County <input type="checkbox"/> Other _____	____ Year:    ____ Fall    ____ Spring    ____ Summer
---	---

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: **Music Education PK-12** Endorsement: \_\_\_\_ Vocal/General \_\_\_\_ Instrumental

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 School Placement Coordinator via a written request.

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

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

Advisor: \_\_\_\_\_ Music Education Director: \_\_\_\_\_  
(Signature Required) (Signature Required)

Please note your college/university (Guest Matriculants Only): \_\_\_\_\_

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

**Licensure Area:**

- ☐ Vocal/General  
☐ Instrumental  
    ☐ Strings  
    ☐ Band

**Professional Studies Component - Vocal:**

Mark courses which will be completed before student teaching/internship:

- ☐ EDUC 302 - Human Growth & Development  
    OR   - EDUC 539 - Psychological Foundations of Adolescent Learning & Development  
☐ EDUC 301 - Educationally Diverse Populations: Handicapped, Gifted, and Multicultural  
    OR   - EDUC 529 - Pluralism and Exceptionality in U.S. Education  
☐ MUSI 251 - The Art of Music Teaching  
☐ MUSI 461 - The Teaching of General Music in the Elementary and Middle School  
☐ MUSI 463 - The Teaching of Vocal Music in the Secondary School

**Professional Studies Component - Instrumental:**

(Mark AC≡ for completed courses and AE≡ for enrolled courses.)

- ☐ EDUC 302 - Human Growth and Development  
    OR   - EDUC 539 - Psychological Foundations of Adolescent Learning & Development  
☐ EDUC 301 - Educationally Diverse Populations: Handicapped, Gifted, and Multicultural  
    OR   - EDUC 529 - Pluralism and Exceptionality in U.S. Education  
☐ MUSI 251 - The Art of Music Teaching  
☐ \*MUSI 464 - Instrumental Music Methods I  
☐ \*MUSI 466 - Instrumental Music Methods II

\*Orchestral string majors may substitute MUSI 553 - Instrumental Pedagogy and Literature for MUSI 464 - Instrumental Music Methods I.

**Field Experience in related courses:****Course****School****Subject/Grade**
