

SECONDARY EDUCATION (6-12) INTERNSHIP APPLICATION CHECKLIST

Last Name: _____ First Name: _____ G# _____

BEFORE TURNING IN YOUR APPLICATION TO THE CLINICAL PRACTICE SPECIALIST:

- ☐ **Make an appointment with your advisor** (contact them for an appointment at LEAST two weeks prior to the deadline); take with you these items:
- ☐ Unofficial GMU transcript; may be obtained via Patriot Web. (<https://patriotweb.gmu.edu>)
 - ☐ Completed internship applications: Have your advisor **SIGN** your internship applications.
 - ☐ Completed Endorsement checklist (<https://cehd.gmu.edu/endorse/>)
- ☐ **Complete the ONLINE internship application at the following address:**
<http://cehd.gmu.edu/internship-application>
 This online application must be completed **before** you submit your paper application to the Clinical Practice Specialist. The online application ensures efficient processing of your placement request.

TESTING AND TRAINING REQUIREMENTS: NOTE: **All official and passing test scores must be submitted and in the Mason system (i.e. Banner/PatriotWeb) by the application deadline.**

By checking the box, you are confirming that you have earned passing scores for Virginia licensure:

- ☐ Praxis Core Academic Skills for Educators Tests (or qualifying substitute)
- ☐ VCLA
- ☐ Praxis II (Content Knowledge exam in your specific endorsement area)
- ☐ Please submit your applicable **First Aid/CPR/AED** training/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.

APPLICATION WILL INCLUDE:

- ☐ Application (**Advisor's signature is required for each application.**)
- ☐ Unofficial GMU transcript
- ☐ Goals Statement (Two typed pages, double-spaced)
- ☐ Print out completed endorsement review page (note, if your endorsements are complete you will have a completion date in the completion date window)
- ☐ Negative PPD/Skin TB test **Note: the test must be dated within 12 months of the internship start date.**
- ☐ Current resume
- ☐ **Two (2) complete and COLLATED application packets:** deliver to Clinical Practice Specialist (**Thompson 1708**)

APPLICATION DEADLINES: ** All documents are required by the internship deadline.

****NOTE:** Any applications turned in past the deadline WILL NOT BE ACCEPTED.

- ☐ Spring Internship Placement Applications: **September 15**
- ☐ Fall Internship Placement Applications: **February 15**

If you withdraw from your internship, a new application and supporting documents are required by the applicable semester deadline.

The mandatory orientation meeting for fall internships is typically held the week before the fall semester starts. The mandatory orientation meeting for spring internships is typically held in early December.

AFTER TURNING IN YOUR APPLICATION:

- ☐ **Register** for EDCI 490 OR EDCI 790. Register for 6 credits on Patriot Web, and retain a copy of the internship application for your records. Students are required to register for the applicable seminar course (see advisor).

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

(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

Grade Level Preferences* (Please select ONE preference.) <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> No Preference *Please note that your preferences are not guaranteed.	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.	Desired Semester for Internship Year: _____ ____ Fall ____ Spring
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Name: _____
 _____ (Last) (First) (Middle Initial)
 _____ (G#)

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

GMU Email 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.

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 other requirements to participate in this internship and meets the standards for a professional disposition.

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

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:

Course Number/Title
Clock Hours

School

Subject/Grade

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.