

HEALTH/PE INTERNSHIP APPLICATION CHECKLIST

APPLICATION DEADLINES:

- Spring Applications—September 1 (to advisor); September 15 (to Coordinator of Student Teaching)
- Fall Applications—February 1 (to advisor); February 15 (to Coordinator of Student Teaching)

You must pass the Praxis II and VCLA tests before applying to student teach.

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
- Current resume
- Autobiography 2-3 typewritten pages about you and why you have chosen this profession
- Negative TB test results If you are an employee of the school district where you intern, the test is not required.
- A copy of your passing Praxis I, II, and VCLA test scores

AFTER YOUR ACADEMIC ADVISOR HAS SIGNED YOUR APPLICATION:

- Make five (5) complete collated application packets** Deliver to the Coordinator of Student Teaching (Bull Run Hall, Rm. 206, Prince William Campus). Each application packet should include: application, unofficial transcript, current resume, autobiography, negative TB test.

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

AFTER TURNING IN YOUR APPLICATION PACKETS:

- Register** for PHED 415. Register for 12 credits on Patriot Web.
- Retain a copy of your application packet for your records.

Expect to receive notification of your placements in the next 2-3 months.

