



Division of Advanced Teacher Development and International Education  
 4400 University Dr., Thompson Hall, Suite 2500,  
 MS; 1E8, Fairfax, VA 22030  
 Phone: 703-993-2794; Fax: 703-993-5771

**TCLDEL Program  
 English as a Second Language K – 12  
 On-the-Job Internship Application  
 For International Placement**

Please fill in all areas of the application form completely. Completed applications must be submitted to the Fieldwork Coordinator, Leslie Silkworth, lsilkwor@gmu.edu, by the deadlines below.

**Deadlines: Applications for fall placement must be received by February 15<sup>th</sup>  
 Applications for spring placement must be received by September 15<sup>th</sup>**

Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

G#: \_\_\_\_\_ Email: \_\_\_\_\_

**Application Requirements:**

- All endorsement coursework (i.e., foreign language credits) must be completed, with all transcripts submitted to Mason and approved, prior to beginning EDCI 790.
- All official and passing test scores (i.e., VCLA and Praxis Core or equivalent) must also be submitted and in the Mason system (i.e. Banner/Patriot Web) prior to beginning EDCI 790.
- All licensure coursework must be completed, with passing grades posted on transcripts, by the end of the semester prior to beginning EDCI 790. **All students who wish to take EDCI 790 in the spring must make arrangements with their instructors from Summer Session II and Summer Session III to have all PBAs and fieldwork logs/evaluations submitted in order to have their work evaluated and grades posted by the end of the fall semester prior.**
- The First Aid/CPR/AED requirement must be completed prior to beginning EDCI 790. Visit <http://cehd.gmu.edu/teacher/emergency-first-aid> for instructions.

**On-The-Job School Information:**

School's Name: \_\_\_\_\_

Country: \_\_\_\_\_

Principal or Head of School: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

School's Accrediting Agency: \_\_\_\_\_



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**On-Site Supervisor's Information:**

Name: \_\_\_\_\_  
 Highest Degree Earned: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Teaching License Held: \_\_\_\_\_ State: \_\_\_\_\_ Years of Experience: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Intern Information:**

Title of Full-Time Internship Position: \_\_\_\_\_

***In addition, the On-Site Supervisor and Principal or Head of School must sign below confirming that they understand the student teaching requirements and are willingness to let the student complete these requirements at their school.***

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**Permission to Complete the English as a Second Language OTJ Internship**

The mentor teacher and I understand and are willing to comply with the ESOL On-the-Job Internship as required by George Mason University. We are willing to allow the teacher candidate \_\_\_\_\_ (name of student) to complete the internship during the \_\_\_\_\_ academic year. We will periodically evaluate the teacher candidate's progress as an ESOL teacher using TCLDEL's "Internship Evaluation Form for ESOL Candidates," support the candidate in videotaping his or her teaching as required, and will work with the teacher candidate to sign and certify Logs of Hours and other documentation paperwork required for the On-The-Job Internship.

Principal's Signature: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

On-Site Supervisor's Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_