

## Distance Placement Guidelines for Field Experience and Internships

George Mason University offers state-approved initial teacher licensure programs so our TEACHERtrack@Mason Office has partnerships with school divisions in Northern Virginia in order to help facilitate field experience and internship placements.

Students are primarily responsible for initiating placements in school divisions outside of the Northern Virginia area and requests will be considered by the TEACHERtrack Office on a case-by-case basis.

Conditional approvals can be issued pending the following requirements can be met:

- Your academic program advisor and/or instructor are supportive of your request.
- Your intended school division approves your request for placement and the university can establish a Memorandum of Understanding (MOU) with that school division, if one is not already in place. Please note the MOU process can take several weeks.
- The placement meets all established CEHD and VDOE guidelines for the type of field experience or internship you are seeking.
- You successfully complete all school division requirements for placement, including any required paperwork, fingerprinting, and background checks.

Additional requirements for internships:

- A qualified mentor teacher and supervisor can be identified to supervise you during your internship placement.
- Knowledge of Virginia Standards of Learning can be demonstrated through assignments and tasks.

Due to the factors involved, arranging distance placements can take several weeks. Requests should be made to the Clinical Practice Coordinator at least 2-4 weeks before the noted online field experience form submission or internship application deadline. Distance placements cannot be guaranteed.

All final placements must be approved by both your academic program and the TEACHERtrack Office, and tracked by the Clinical Practice Coordinator for reporting purposes. Please contact the Clinical Practice Coordinator at [fieldexp@gmu.edu](mailto:fieldexp@gmu.edu) with requests and questions.