

# OTJ Review Form and Directions

Before completing the On-the-Job Review of Position Form, please review the policies for approval:

**Approval of OTJ internships is not guaranteed. Final approval is determined at the program level in accordance with VDOE licensure and school district requirements.**

**\*If at the time of submitting this application you are unable to answer all of the questions in this document, please submit what you have and then submit a completed OTJ Review Form at least two weeks prior to the start of your internship. Note that a complete OTJ Review Form is required for final review and approval of the OTJ internship.**

## Requirements for On-the-Job Internship Approval

1. All licensure coursework must be completed prior to participation in internship, or you must have permission from your academic program in order to complete some of the requirements during or after the internship.
2. All On-the-Job internships must occur at an accredited school.
3. You must be hired as a full-time contractual teacher in your licensure area and your provisional license must reflect the same subject area as your intended licensure area.
4. You must be supported daily by a mentor teacher who holds a current VA teaching license in your subject area and who has at least 3 years of teaching experience. Your mentor must be located in your school building and available to conduct formal evaluations of your teaching during the day.
  - Mentors may be assigned by your school administrator or you may work together to identify an appropriate mentor teacher. During discussions with your potential mentor teacher, please share the Internship Manual ([linked here](#)), which also includes guidance for your mentor teacher, as well as this mentor teacher information page ([linked here](#)), describing the duties and responsibilities of mentor teachers. If you or your prospective mentor teacher have questions, please contact your program or the Office of Teacher Preparation at [internsh@gmu.edu](mailto:internsh@gmu.edu).
5. You must complete the full period of internship prescribed by your state-approved program.

## Additional Notes:

- If the requirements for completing an approved on-the-job internship are not met and you accept a teaching position before completing a state approved program, you must finalize licensure through your employers in accordance with state regulations for provisional licensure.
- If an OTJ internship is approved, the Teacher Candidate is responsible for communicating any changes that may occur in the setting after its approval and throughout the internship to their program AND the Office of Teacher Preparation.
- At any point in the internship process that changes occur to the internship (to include placement and mentor teacher), the OTJ internship placement must be re-evaluated and approved by the Teacher Candidate's program before the internship may continue.
- George Mason University and the Office of Teacher Preparation are not responsible for any changes in OTJ internship placements after the placement has been approved.

## On-the Job Review of Position Form

College of Education and Human Development - School of Education  
George Mason University  
[internsh@gmu.edu](mailto:internsh@gmu.edu)

Name:	G Number:
Program of Study:	
Internship Semester:	Internship Year:

**Candidate Verification:** I understand that changes to this agreement or changes in internship status must be reported to the Office of Teacher Preparation at [internsh@gmu.edu](mailto:internsh@gmu.edu) and my academic program immediately.

**Signature of Teacher Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### School Setting Information

To qualify to participate in an on-the-job internship, candidates must be hired full-time in the subject area in which they are seeking to be licensed and be employed by an accredited school.

School District:	School Name:
Position Title:	Grade Level:

### Position Information

Please describe the paid position that you will fill during your internship by including information below on each listed aspect of your position. Please do NOT copy and paste your district's job description.

<p><b><u>Contract Hours:</u></b></p> <p><b><u>Daily or Course Schedule:</u></b></p> <p><b><u>Instructional/Content Area Course Responsibilities:</u></b></p> <p><b><u>Student population:</u></b></p> <p><b><u>Additional comments and information:</u></b></p>
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### **Mentor Teacher Information**

Mentor teachers must work in the candidate's school building, have at least three years of teaching experience, and hold a current Virginia teaching license in the area in which the candidate is completing internship.

Mentor teachers are responsible for participating in formal observations during the day, providing constructive feedback on a regular basis, completing university-required paperwork, maintaining regular communication with the university supervisor, and meeting with the candidate and assigned university supervisor at designated times. The Teacher Candidate will provide links to the Internship Manual and Mentor Teacher webpage for additional details.

Mentor Teacher Name with Middle Initial:	
Teacher Email:	
Licensure Area:	Number of Years Taught:
Please note: Mentor teacher credentials will be verified using the VDOE licensure query search. If the name on your mentor teacher's VA license is different than above, please include it below:	

Please describe the agreed upon schedule for meetings and feedback between the candidate and mentor teacher:

- 1) Meetings between the candidate and mentor should occur at least weekly. State when you plan to reflect and debrief.
- 2) Identify ways the mentor teacher plans to support the candidate's teaching practice (e.g., observations, joint meetings, modeling/demonstrations, support planning, support developing IEP, etc.).

#### ***Mentor Teacher Approval:***

I certify that the information in this document is accurate, and I certify that I have been provided the internship manual by my mentee. I agree to fulfill the responsibilities of the mentor teacher, as outlined in the internship manual, during the period of the applicant's internship.

**Signature of Mentor Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### ***Principal/Site Director Approval:***

I certify that the descriptions of the on-the-job internship setting and mentor teacher are accurate and division officials are aware of the necessary changes in employment status to fulfill the on-the-job internship.

**Name of Principal/Site Director:** \_\_\_\_\_

**Signature of Principal/Site Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_