

# OTJ Review Form and Directions

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

## **Requirements for On-the-Job Internship Approval**

1. All licensure course work must be completed prior to participation in internship, or you must have permission from your advisor or 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. Note: VDOE does not allow employees in substitute positions to complete on-the-job internships.
4. If you are a para professional or instructional assistant (IA) please note that you are technically not an On-the-Job applicant, but because we need additional information to make sure your setting is appropriate and your building admin approves, the OTJ application provides us with this information. You may have additional steps that are required by the Office of Teacher Preparation or your school district's HR office, in order to ensure that your internship is approved.
  - Please email the Clinical Practice Specialist immediately at [internsh@gmu.edu](mailto:internsh@gmu.edu) to let them know you are a para or IA.
5. 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 your internship handbook and the mentor teacher handbook ([linked here](#)) that describe the duties and responsibilities of mentor teachers. If you or your prospective mentor teacher have questions, please contact [internsh@gmu.edu](mailto:internsh@gmu.edu).
6. You must complete the full period of internship prescribed by your state-approved program.

\*Special Education and Early Childhood candidates only: if you hold an instructional assistant position, your academic program and your employer must approve your position and ensure you can meet the additional responsibilities required.

## **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 seek licensure through your employers in accordance with state regulations for provisional licensure.
- Although an OTJ placement may be approved for internship, the Teacher Candidate is responsible for any changes that occur in the setting after its approval and throughout the internship.
- The Teacher Candidate is responsible for immediately reporting any changes in the OTJ internship placement to the Clinical Practice Specialist and the Teacher Candidate's advisor.
- At any point in the internship process that changes occur, the OTJ internship placement must be re-evaluated and approved by program faculty/advisors before the internship may continue.
- George Mason University and the TEACHERtrack Office 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

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 Clinical Practice Specialist and my academic advisor immediately.**

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

### School Setting Information

To qualify to participate in an on-the-job internship, candidates must be hired as 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:

Are you an instructional assistant (IA) or para professional?  yes  no

### Position Information

Please describe the paid position that you will fill during your internship, including grade levels, teaching responsibilities and other duties.

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## **Mentor Teacher Information**

Mentor teachers must work in 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 including Blackboard reflections, completing university-required paperwork, and meeting with the candidate and assigned university supervisor at designated times.

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:

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

I certify that the information above is accurate and I certify that I have been provided the internship handbook by my mentee and 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 that the division officials are aware of the necessary changes in employment status to fulfill the on-the-job internship.

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

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_