

**THE GRADUATE SCHOOL OF EDUCATION & HUMAN DEVELOPMENT
OFFICE OF LABORATORY EXPERIENCES**

INTERNSHIP/ FIELD EXPERIENCES INSTRUCTIONS

In order to be considered for an **internship placement**, you must submit a complete student teaching placement packet. This includes:

- George Washington University Internship Application Form**
Forms must be typed and most are also available via email. *Note:* You must get application form signed by your advisor. Placement requests without an advisor's signature **will not be processed**.
- School System Application Form.**
Forms must be typed and most are also available via email. Please email OLE at ole@gwu.edu for a form.
Note: Alexandria City School does not have its own form.
- Resume**
School Systems ask for a current resume for their files. Most school systems automatically grant job interviews to students who have completed internships in their district.
- Biosketch**
A well written, short biography, outlining your educational background and experience
- TB Verification**
This may be obtained from the Student Health Center or from your doctor. Students cannot start an internship unless their TB test is on file in the School System office.
- Transcripts**
Most recent official or unofficial copy. Undergraduate transcripts can also be helpful in providing additional information about your content area.

In order to be considered for a **field placement**, please fill out a George Washington University Field Experience application form. For students applying to the District of Columbia, also please fill out a District of Columbia Field Placement application form. For Montgomery County, please fill out only the top of the Montgomery County application form.

Please understand that although we can request placement in the school of your choice, we cannot guarantee it. The final decision lies with the School System Office.

Please return completed packets to :

**Office of Laboratory Experiences
2134 G Street, NW
Washington, DC 20052
202-994-6166**

DEADLINES: **Spring Semester September 25**
 Fall Semester February 15

OLE is NOT responsible for obtaining transcripts, advisor's signatures, etc. Incomplete packets will be returned to the student.