Appendix G: Internship Field-based Activities Summary Report and Validation

LAMAR UNIVERSITY

Lamar University – M.Ed. in Educational Technology Leadership

Internship Field-based Activities Summary Report and Validation

Directions: This Internship Field-based Activities Summary Report is for your use as a planning worksheet. It is also to be signed by your site mentor at the conclusion of your field-based activities.

As you plan your campus- or district-supervised Internship hours, do the following:

- Include at least one campus- or district-supervised activity under each of the 33 ISTE Technology Performance Indicators associated with the eight Technology Facilitation Standards.
- Make sure your campus- or district-supervised activities total a minimum of 100 hours as specified in the eight Technology Standards.

Your site mentor will validate the hours earned at the end of your Internship. All hours must be completed before you enroll in the Internship course, EDLD 5388/5370 *Please note that course number changes in Fall 2010*.

Once complete:
- PDF the Validated Summary Report and email to kayabernathy@gmail.com
- Create a new page on your wiki, titled "Internship Field-based Activities Summary Report"
- Post the completed Internship Field-based Activities Summary Report to your wiki.

		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard I. Technology Operations and Concepts	TF- I.A	Worked on making website changes with understanding of how web sites work and provide training to staff on use of Adobe Contribute. All field work could be related to TF-I.A as an understanding of technology was needed to complete tasks.	August 2009 October 2009	2+
	TF – I. B	Research topics that would be used for training events, Research problems with software in order to assist IT department, and research and learn new district web system called eChalk.	March 2010 April 2010 August 2010	7.25
Subtotal				9.25

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	Provide feedback to assist teachers as they offer assignments on their personal teacher web page.	March 2010	.5
	TF-II.B	Meet with teachers at elementary school to answer questions about providing lessons on their teacher web page.	October 2009	.5
	TF-II.C	Make sure use of tools by staff on website are suitable to be used. This was done with system initiated in Fall of 2009, and again in Fall of 2010 when we initiated the use of eChalk.	October 2009 March 2010 April 2010 August 2010	.5 .5 .2 3
	TF-II.D	Provided eChalk training to help teachers create assignments on their website, as well as site management.	March 2010 August 2010	.5 8
	TF-II.E	Work to implement software based learning of Microsoft Office for students and staff.	March 2010 April 2010	.5 .2
	TF-II.F	Discuss the implementation of eChalk for students.	August 2010	2.25
	Subtotal			16.65

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Standard III. Teaching Learning, and the Curriculum	TF-III.A			
	TF-III.B			
	TF-III.C	Demonstrate how students can use the website for higher level thinking and to increase their learning outside of school	March 2010	.5
	TF-III.D	Demonstrate how students can use the website for higher level thinking and to increase their learning outside of school	March 2010	.5
	TF-III.E			
Subtotal				1

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard IV. Assessment and Evaluation	TF-IV.A			
	TF-IV.B			
	TF-IV.C	Evaluate how students will use eChalk. Consider student integration to the site and when we will offer them access.	March 2010 April 2010 August 2010	.5 .02 1
Subtotal				1.52

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard V. Productivity and Professional Practice	TF-V.A	Learn about online testing systems to be used for student certification.	March 2010 April 2010	.5 .1
	TF-V.B	Reflect on new opportunities to reach students outside of classroom regarding school activities, such as Facebook and twitter.	December 2009 March 2010	1 .5
	TF-V.C	Modify changes to website to control access to files. Limiting teachers and department heads to certain sections of the site they are able to contribute to.	August 2009 September 2009 October 2009 March 2010 April 2010	.75 2 .75 .25 1
	TF-V.D	Maintain Maypearl ISD district website using Adobe Dreamweaver, Adobe Contribute, and other HTML tools.	Activities for this project took place during the entire Lamar University Master Program	31.75
	Subtotal			38.6

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		Brief Description of the Activity	Date of the Activity	Internship Hours
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	Provide training to Intermediate campus where staff covered copyright laws and what can and should not be placed on school site.	October 2009	.5
	TF-VI.B			
	TF-VI.C			
	TF-VI.D	Show unique tools to Intermediate staff that can be used to offer additional functionality to their campus pages.	October 2009	.5
	TF-VI.E			
Subtotal				1

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Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	Assist the Maypearl IT department in setting up adobe contribute and making website changes. I walked them through the setup and use of the product over the phone while out of town. Work with teachers and staff to develop learning activities available on the web site.	July 2009 September 2009 October 2009 December 2009 January 2010 February 2010 April 2010 June 2010	.5 2.75 .5 4.25 11 2.75 2 .5
	TF-VII.B	Develop procedures and guidelines for staff to follow on using and creating web pages.	April 2010 May 2010	.5 2.5
	TF-VII.C	Met with superintendant and IT staff to develop and implement new web site improvements.	August 2009 March 2010 April 2010	1 .5 1.5
Subtotal				30.25

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Standard VIII. Leadership and Vision	TF-VIII.A			
	TF-VIII.B			
	TF-VIII.C			
	TF-VIII.D			
	TF-VIII.E	Meet with IT department on growth and future development of district website.	April 2010 May 2010	1 2.5
Subtotal				3.5
TOTAL				100.38

Site Mentor:

Name: _____KayLynnDay_____ Title: __Principal__
(Please Print)

Signature: _____KayLynnDy_____ Date: __11-1-10__