

Appendix E: Internship Plan Template - Lynda Hoffpauir



LAMAR UNIVERSITY

Lamar University – M.Ed. in Educational Technology Leadership

Internship Plan: Field-based Experience Activity (Internship Plan Template)

Lynda Hoffpauir
Name of Intern

Cohort # 10
Cohort Group

June 27, 2011
Date

The Field-based Experience component of the Internship Plan is a brief, but specific document indicating your overall approach to the Internship program. The Internship is organized around eight ISTE Technology Facilitator Standards, the 33 Performance Indicators and the 78 Performance Tasks. Using this document, you will identify the field-based activities you will approach and indicate which of the eight ISTE Technology Facilitation standards and 33 Performance Indicators were addressed in each activity. You will provide a brief description of each activity, resource person, and a completion date for each activity. This activity should be completed with and approved by your site mentor.

You are to plan at least one activity in each of the 33 Performance Indicators found in the text. If an activity is applicable to more than one performance indicator it must be identified under all applicable tasks.

Use this chart to develop your Internship Plan for Part 1 of your Week 5 EDLD 5306 assignment. When you open this file, immediately save it as "yourname_Draft Internship Plan," and work on this saved file as you revise and update your plan.

		Brief Activity Summary	Resource Person	Projected Date of Completion
Standard I. Technology Operations and Concepts	TF- I. A	Basic Computer Skills Training	April Petitt	August 2010
	TF – I. B	Attend at least one technology conference	Krin Bryson	May 2011

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		Activity Summary	Resource Person	Projected Date of Completion
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	Attend training related to new technology equipment	April Petitt	August 2010
	TF-II.B	Attend training related to media equipment	Bertie Stanley	June 2010
	TF-II.C	Consult programming staff with concerns of integrating C-Scope	John Andrews	October 2010
	TF-II.D	Open Source products research	April Petitt Chris Fikes	August 2010
	TF-II.E	Research gaming software for diverse learners	Scott Campbell	July 2010
	TF-II.F	Research classroom software products	Danny Lovett	March 2011

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		Activity Summary	Resource Person	Projected Date of Completion
Standard III. Teaching Learning, and the Curriculum	TF-III.A	Utilize distance learning equipment	Russell Tritico	March 2011
	TF-III.B	Research and present adaptive and assistive technology for diverse learners	April Petitt	March 2011
	TF-III.C	Attend conference to gather information of new products for problem-solving skills using technology resources	Scott Campbell	April 2011
	TF-III.D	Attend presenter training to learn new media skills	Bertie Standley	June 2010
	TF-III.E	Consult software programming staff concerning integration of curriculum product	John Andrews	October 2010

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		Activity Summary	Resource Person	Projected Date of Completion
Standard IV. Assessment and Evaluation	TF-IV.A	Conducted teacher training covering the teacher's electronic grade book. Training also covered reports available for the teacher to use for pass/fail percentages.	Mary Pruski	August 2010
	TF-IV.B	Conducted administrative training covering Test Score application to analyze student TAKS scores	Mary Pruski	May 2010
	TF-IV.C	Examine and apply the results of a research project that includes evaluating the use of a specific technology. <i>Note: This performance indicator will be revised during the Research course.</i>		

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		Activity Summary	Resource Person	Projected Date of Completion
Standard V. Productivity and Professional Practice	TF-V.A	Attended Tech Fiesta Conference, TASBO Conference and Region 5 Technology Conference	Krin Bryson	April 2011
	TF-V.B	Attended session at Conference covering current use of technology in the classroom	Krin Bryson	April 2011
	TF-V.C	Conducted training in the distance learning lab for teacher professional development	April Petitt	August 2010
	TF-V.D	Conducted training for parents to utilize the parent portal software application.	April Petitt	September 2010

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		Activity Summary	Resource Person	Projected Date of Completion
Standard VI. Social, Ethical, Legal, and Human Issues	TF-VI.A	Conducted teacher training covering the teacher's electronic grade book. Training also covered reports available for the teacher to use for pass/fail percentages.	April Petitt	September 2010
		Conducted training for parents to utilize the parent portal software application.		
	TF-VI.B	Attended session at conference covering adaptive hardware for special needs students.	Scott Campbell	April 2011
	TF-VI.C	Meet with programming staff of parent portal to determine the need for multiple language selection options on the screen.	Scott Campbell	May 2010
	TF-VI.D	Discussed internet safety, filters, passwords and pin # assignments with teachers and parents utilizing the grade book and the parent portal applications	April Petitt	August 2010
	TF-VI.E	Discussed with the superintendent the possibility of a strategy to provide internet access to students without internet in the home	Scott Campbell	January 2011

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Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	Attended multiple meetings of the technology coordinators at Region 5 ESC. Topics included maximize use of technology resources to improve student learning.	April Petitt	May 2011
	TF-VII.B	Attended multiple meetings of the technology coordinators at Region 5 ESC. Meetings held via distance learning facilities.	April Petitt	May 2011
	TF-VII.C	Attended multiple meetings of the technology coordinators at Region 5 ESC. Meetings held via distance learning facilities. Discussions/presentations included management of school facilities, resources and purchases.	April Petitt	May 2011

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Standard VIII. Leadership and Vision	TF-VIII.A	Facilitated multiple district one-day conference covering several topics including current research in educational technology.	April Petitt	May 2011
	TF-VIII.B	Facilitated multiple district one-day conference covering several topics including the history of technology use in schools.	April Petitt	May 2011
	TF-VIII.C	Facilitated multiple district one-day conference covering several topics including partnerships.	April Petitt	May 2011
	TF-VIII.D	Facilitated multiple district one-day conference covering several topics including examining issues related to hardware and software acquisition and management.	April Petitt	May 2011
	TF-VIII.E	Attended multiple meetings of the technology coordinators at Region 5 ESC. Traveled to several districts to work with technology directors in the area of managing change related to technology use in school-based settings.	April Petitt	May 2011

Site Mentor:

Name:

April Petitt
(Please Print)

Title:

Director, Instructional Technology

Signature:

April Petitt

Date:

6/28/11