

## Appendix G: Internship Field-based Activities Summary Report and Validation \*Lynda Hoffpauir



# 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. Post this report to your e-Portfolio wiki/blog/Google site monthly to document completion of your 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.
- Follow the guidelines on page 37 to reflect on each completed activity.

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. This report must be signed by your site mentor.
- Create a new page on your wiki, titled “ Completed Internship Field-based Activities Summary Report”
- Post the completed Internship Field-based Activities Summary Report to your wiki.

		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard I. Technology Operations and Concepts	TF- I. A	Conducted Basic Computer Skills training-hands on lab environment (Train the Trainer Session)	8/13/10	8
		Reflection: Reference Field-based Reflection document		
	TF – I. B	Region 5 Technology Conference	8/5/10	18
		Tech Fiesta Technology Conference Region 20	4/7-8/11	6
		Reflection: Reference Field-based Reflection document		
Subtotal				32

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard II. Planning and Designing Learning Environments and Experiences	TF-II.A	Consulted with Technology Leaders to assist teachers in an effort to find products that would interact with classroom activities. iPad	8/30/10	4
		Reflection: Reference Field-based Reflection document		
	TF-II.B	Consulted with Technology Leaders in an effort to research media equipment to enhance classroom presentations. Media and music	6/21/10	6
		Reflection: Reference Field-based Reflection document		
	TF-II.C	Consulted with software programming staff to integrate C-Scope with student information management software.	10/6/10	6
		Reflection: Reference Field-based Reflection document		
	TF-II.D	Advised superintendent in regards to using open source products such as drop box for teachers to share documents and resources	8/9/10	4
		Reflection: Reference Field-based Reflection document		
	TF-II.E	Met with a teacher's representative to discuss games available on the iPad for diverse learners.	7/20/10	3
		Reflection: Reference Field-based Reflection document		
	TF-II.F	Met with Principal to discuss software products available for student use in the classroom.	3/28/11	10
		Reflection: Reference Field-based Reflection document		
Subtotal				33

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard III. Teaching Learning, and the Curriculum	TF-III.A	Met with superintendent to discuss research findings related to using distance learning systems in the school environment.	3/28/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-III.B	Met with superintendent to discuss using adaptive and assistive technology for diverse learners.	3/28/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-III.C	Attended conference session demonstration new products available to teach problem-solving skills using technology resources.	4/7-8/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-III.D	Attended Presenter Training hosted at Region 5 ESC. Training included using music and small break out groups to create teaching strategies.	6/21/10	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-III.E	Consulted with software programming staff to integrate C-Scope with student information management software.	10/6/10	Previously Counted
		Reflection: Reference Field-based Reflection document		
Subtotal				0

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
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.	8/17/10	16
		Reflection: Reference Field-based Reflection document		
	TF-IV.B	Conducted administrative training covering Test Score application to analyze student TAKS scores	3/28/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-IV.C	Met with Principal to discuss utilizing Survey Monkey for student self-evaluation covering technology use.	8/9/10	Previously Counted
		Reflection: Reference Field-based Reflection document		
Subtotal				16

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard V. Productivity and Professional Practice	TF-V.A	Region 5 Technology Conference	8/5/10	Previously Counted
		Tech Fiesta Technology Conference Region 20	4/7-8/11	
		Reflection: Reference Field-based Reflection document		
	TF-V.B	Attended session at Conference covering current use of technology in the classroom	4/7-8/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-V.C	Conducted training in the distance learning lab for teacher professional development	8/17/10	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-V.D	Conducted training for parents to utilize the parent portal software application.	8/17/10	Previously Counted
Reflection: Reference Field-based Reflection document				
Subtotal				0



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		Brief Description of the Activity	Date Activity Completed	Internship Hours
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.	8/17/10	Previously Counted
		Conducted training for parents to utilize the parent portal software application.	8/17/10	
		Reflection: Reference Field-based Reflection document		
	TF-VI.B	Attended session at conference covering adaptive hardware for special needs students.	4/7-8/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-VI.C	Meet with programming staff of parent portal to determine the need for multiple language selection options on the screen.	10/6/10	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-VI.D	Discussed internet safety, filters, passwords and pin # assignments with teachers and parents utilizing the grade book and the parent portal applications	8/17/10	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-VI.E	Discussed with the superintendent the possibility of a strategy to provide internet access to students without internet in the home	7/20/10	Previously Counted
		Reflection: Reference Field-based Reflection document		
Subtotal				0

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments	TF-VII.A	Attend meeting of the technology coordinators at Region 5 ESC. Topics included maximize use of technology resources to improve student learning.	5/12/11	3
		Reflection: Reference Field-based Reflection document		
	TF-VII.B	Attend meeting of the technology coordinators at Region 5 ESC. Meetings held via distance learning facilities.	5/12/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-VII.C	Attend meeting of the technology coordinators at Region 5 ESC. Meetings held via distance learning facilities. Discussions/presentations included management of school facilities, resources and purchases.	5/12/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
Subtotal				3

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		Brief Description of the Activity	Date Activity Completed	Internship Hours
Standard VIII. Leadership and Vision	TF-VIII.A	Facilitated multiple district one-day conference covering several topics including current research in educational technology.	5/16/11	24
		Reflection: Reference Field-based Reflection document		
	TF-VIII.B	Facilitated multiple district one-day conference covering several topics including the history of technology use in schools.	5/16/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-VIII.C	Facilitated multiple district one-day conference covering several topics including partnerships.	5/16/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-VIII.D	Facilitated multiple district one-day conference covering several topics including examining issues related to hardware and software acquisition and management.	5/16/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
	TF-VIII.E	Attend meeting of the technology coordinators at Region 5 ESC.	5/12/11	Previously Counted
		Reflection: Reference Field-based Reflection document		
Subtotal				24
TOTAL				108

Site Mentor:

Name: April Petitt Title: Director, Instructional Technology  
(Please Print)

Signature: April Petitt Date: 6/28/11



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#### Field-based Activities Summary Report and Validation: Reflection Guidelines

**Instructions:** You are required to reflect on each of your field-based activities by completing a reflection that should contain a minimum of 250 words. These reflections will be used to assist you in completing Week 5 of your EDLD 5388/5370 Internship comprehensive exam/final report. Students should use the guidelines below to reflect on each of their field-based activities citing textbook references as well as three additional references when writing each reflection.

Reflections allow you to analyze on the knowledge you gained from the Internship activity and the associated Standard/Indicator associated with the activity as well as how the activity helped you master the Standard/Indicator. The act of reflection is influenced by constructivist theory. In essence, it is a way of thinking that allows you to make adjustments to your beliefs or concepts, to learn from your or other's mistakes, to recognize progress you think you have made, and/or to identify needed changes in attitude, disposition, decision-making, actions, or behaviors.

Reflection at a critical level means writing text that reveals your opinion of the reading or experience, why you hold that opinion, how the experience/assignment/reading could be improved, how you see the reading or experience as consistent or inconsistent with what you have learned so far, implications for the future, etc. Reflection should include more content than just a recitation of facts and you should document your writing with a minimum of three references.

#### Self –Assessment

1. Critically reflect (see note above; not just recitation of facts) upon the knowledge you gained from the activity.
2. Critically reflect upon the relationship between any new information you gained from the activity with old information you previously held to be true.
3. How did the relationship between the old and new information you learned affect your personal experience with the activity?

#### Learn as a Learner

1. Critically reflect (see note above; not just recitation of facts) upon your approach and strategies used in completing the activity.
2. Critically reflect upon how you learn as a learner and how you assess your own performance in completing the activity.
3. How did your learning and interaction with colleagues (such as discussion forum, web conferences, wiki and blog participation, etc.) affect the results of your performance?

#### Lifelong Learning Skills

1. Critically reflect (see note above; not just recitation of facts) upon what you gained about learning and how you learn that will impact your future learning.

2. How will your past interactions and collaborations with colleagues impact your future learning experiences?
3. As a lifelong learner, what questions or issues challenge you and are worthy of future research or investigation?

**Additional Criteria**

1. Field-based Activities Summary Report posted monthly to e-Portfolio wiki/blog/Google site
2. Mechanics
3. APA Format
4. Minimum of 3 References

Wiki Name	Wiki URL
Lynda Hoffpauir e-portfolio	<a href="http://lyndahoffpauir--e-portfolio.wikispaces.com/">http://lyndahoffpauir--e-portfolio.wikispaces.com/</a>