

## 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](mailto: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 | <b>Coach teacher with a digital storytelling project.</b> - I helped a GT teacher plan for, and carry out a unit where students created digital stories These were the final steps in the project for her students.   | May 3 & 10               | 2                |
|  |         | <b>Meet with 4<sup>th</sup> grade iPod integration team.</b> - I met with a 4 <sup>th</sup> grade team who were implementing a pilot program to use iPods to bring that team closer to a 1 to 1 student to computer ratio. This was the final meeting of the year.  | May 4                    | 1                |
|  |         | <b>Open final modules for the 2 Year Teacher training online course and send notification to participating teachers.</b> -All teachers in our district are expected to complete a year long online course to meet the SBEC standards for technology applications. I modified the final module to include Internet safety this year and notify all teachers when it is open. | May 3                    | 4                |
|  |         | <b>Prepare and manage weekly principal</b>  | May 4, 5, 10, 12, 18, 19 | 6                |

|                 |          |  |   |           |
|-----------------|----------|--|---|-----------|
|                 |          | <p><b>meeting-</b> On Mondays, I send reminders to district administration soliciting information for a weekly principal meeting. I prepare a presentation in Google Docs and invite them to add a slide with information for principals. On Wednesdays I download the presentation on my computer, then upload it to our online classroom, Wimba's Live Classroom. I run the virtual classroom for the administrators, save the archive and send the archive link to principals and administrators.</p> |   |           |
|                 | TF - I.B | <p><b>Coach teacher with a digital storytelling project.</b></p> <p><b>Meet with 4<sup>th</sup> grade iPod integration team.</b></p> <p><b>Open final modules for the 2 Year Teacher training online course and send notification to participating teachers.</b></p> <p><b>Prepare and manage weekly principal meeting</b></p>   | <p><b>May 3 &amp; 10</b></p> <p><b>May 4</b></p> <p><b>May 3</b></p> <p><b>May 4, 5, 10, 12, 18, 19</b></p> |           |
| <b>Subtotal</b> |          |  |   | <b>13</b> |

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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 | Meet with 4 <sup>th</sup> grade iPod integration team. Grade assignments and manage participation of teachers in 2 Year teacher training online course.-I grade the teacher's assignments and prepare reports of participation. Then I send messages to the principals concerning the participation of teachers from their campuses. This takes about an hour a day at least. There were a few days that took 4 or more hours because we were trying to work out the reporting tools of Moodle. | May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28 | 29               |
|   |         | Work with secondary Language Arts curriculum writing team to integrate technology into the district Language Arts curriculum guides.- I consulted with a secondary Language Arts team as they wrote district curriculum guides.   | May 5 & 6  | 12               |
|   |         | Finish online Web 2.0 and Collaboration training course and online Creating Personal Learning Networks course for summer technology training.- I completed two online training courses for our summer training schedule. Training focuses on research, practice, and integration.   | May 19, 20   | 8                |
|   | TF-II.B | Meet with 4 <sup>th</sup> grade iPod integration team. Grade assignments and manage participation of teachers in 2 Year teacher training online course.   | May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28 |                  |
|   |         | Finish online Web 2.0 and Collaboration training course and online Creating Personal Learning Networks course for summer technology training.   | May 19, 20   |                  |
|   | TF-II.C | Meet with 4 <sup>th</sup> grade iPod integration team. Grade assignments and manage participation of teachers in 2 Year teacher training online course.   | May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28 |                  |
|   |         | Finish online Web 2.0 and Collaboration training course and   | May 19, 20   |                  |

|                 |         |  |   |           |
|-----------------|---------|--|---|-----------|
|                 |         | <p>online Creating Personal Learning Networks course for summer technology training.</p> <p>Work with secondary Language Arts curriculum writing team to integrate technology into the district Language Arts curriculum guides.</p>   | May 5 & 6   |           |
|                 | TF-II.D | <p>Meet with 4<sup>th</sup> grade iPod integration team. Grade assignments and manage participation of teachers in 2 Year teacher training online course.</p> <p>Finish online Web 2.0 and Collaboration training course and online Creating Personal Learning Networks course for summer technology training.</p> | <p>May 4</p> <p>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, &amp; 28</p> <p>May 19, 20</p> |           |
|                 | TF-II.E | <p>Meet with 4<sup>th</sup> grade iPod integration team. Grade assignments and manage participation of teachers in 2 Year teacher training online course.</p> <p>Finish online Web 2.0 and Collaboration training course and online Creating Personal Learning Networks course for summer technology training.</p> | <p>May 4</p> <p>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, &amp; 28</p> <p>May 19, 20</p> |           |
|                 | TF-II.F | <p>Meet with 4<sup>th</sup> grade iPod integration team. Grade assignments and manage participation of teachers in 2 Year teacher training online course.</p> <p>Finish online Web 2.0 and Collaboration training course and online Creating Personal Learning Networks course for summer technology training.</p> | <p>May 4</p> <p>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, &amp; 28</p> <p>May 19, 20</p> |           |
| <b>Subtotal</b> |         |  |   | <b>49</b> |



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|   |          | Brief Description of the Activity  | Date of the Activity  | Internship Hours |
|---|----------|--|---|------------------|
| Standard III. Teaching Learning, and the Curriculum | TF-III.A | Coach teacher with a digital storytelling project.<br>Meet with 4 <sup>th</sup> grade iPod integration team.<br>Grade assignments and manage participation of teachers in 2 Year teacher training online course.<br><br>Work with secondary Language Arts curriculum writing team to integrate technology into the district Language Arts curriculum guides. | May 3 & 10<br><br>May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28<br><br>May 5 & 6 |                  |
|   | TF-III.B | Meet with 4 <sup>th</sup> grade iPod integration team.<br>Grade assignments and manage participation of teachers in 2 Year teacher training online course.<br><br>Work with secondary Language Arts curriculum writing team to integrate technology into the district Language Arts curriculum guides.   | May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28<br><br>May 5 & 6                   |                  |
|   | TF-III.C | Meet with 4 <sup>th</sup> grade iPod integration team.<br>Grade assignments and manage participation of teachers in 2 Year teacher training online course.<br><br>Work with secondary Language Arts curriculum writing team to integrate technology into the district Language Arts curriculum guides.   | May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28<br><br>May 5 & 6                   |                  |
|   | TF-III.D | Coach teacher with a digital storytelling project.<br>Meet with 4 <sup>th</sup> grade iPod integration team.<br>Grade assignments and manage participation of teachers in 2 Year teacher training online course.   | May 3 & 10<br><br>May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28                  |                  |
|   | TF-III.E | Meet with 4 <sup>th</sup> grade iPod integration team.<br>Grade assignments and manage participation of teachers in 2 Year teacher training online course.<br><br>Work with secondary Language Arts  | May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28<br><br>May 5 & 6                   |                  |

|  |                 |  |  |  |
|--|-----------------|--|--|--|
|  |                 | curriculum writing team to integrate technology into the district Language Arts curriculum guides. |  |  |
|  | <b>Subtotal</b> |  |  |  |

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|  |                 | Brief Description of the Activity  | Date of the Activity   | Internship Hours |
|--|-----------------|--|--|------------------|
| Standard IV. Assessment and Evaluation | TF-IV.A         | Coach teacher with a digital storytelling project.<br>Meet with 4 <sup>th</sup> grade iPod integration team.<br>Grade assignments and manage participation of teachers in 2 Year teacher training online course. | May 3 & 10<br><br>May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28 |                  |
|  | TF-IV.B         | Coach teacher with a digital storytelling project.<br>Meet with 4 <sup>th</sup> grade iPod integration team.<br>Grade assignments and manage participation of teachers in 2 Year teacher training online course. | May 3 & 10<br><br>May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28 |                  |
|  | TF-IV.C         | Coach teacher with a digital storytelling project.<br>Meet with 4 <sup>th</sup> grade iPod integration team.<br>Grade assignments and manage participation of teachers in 2 Year teacher training online course. | May 3 & 10<br><br>May 4<br><br>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, & 28 |                  |
|  | <b>Subtotal</b> |  |  |                  |

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|  |                 | Brief Description of the Activity   | Date of the Activity                          | Internship Hours |
|--|-----------------|---|---|------------------|
| Standard V. Productivity and Professional Practice | TF-V.A          | <b>Prepare and manage weekly principal meeting</b><br><b>Curriculum team meeting-</b> I attend and participate in curriculum meetings each Wednesday. Meetings cover curriculum and instructional leadership initiatives and often last 2½ to 3 hours. In May we were finalizing the year, planning for next year and preparing for a district training initiative, Teaching and Learning in the 21 <sup>st</sup> century (TL-21) | May 4, 5, 10, 12, 18, 19<br>May 5, 12, 19, 26 | 10               |
|  | TF-V.B          | <b>Prepare and manage weekly principal meeting</b><br><b>Curriculum team meeting</b>  | May 4, 5, 10, 12, 18, 19<br>May 5, 12, 19, 26 |                  |
|  | TF-V.C          | <b>Prepare and manage weekly principal meeting</b><br><b>Curriculum team meeting</b>  | May 4, 5, 10, 12, 18, 19<br>May 5, 12, 19, 26 |                  |
|  | TF-V.D          | <b>Prepare and manage weekly principal meeting</b><br><b>Curriculum team meeting</b>  | May 4, 5, 10, 12, 18, 19<br>May 5, 12, 19, 26 |                  |
|  | <b>Subtotal</b> |   |   | 10               |



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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 | <p>Coach teacher with a digital storytelling project.</p> <p>Meet with 4<sup>th</sup> grade iPod integration team.</p> <p>Open final modules for the 2 Year Teacher training online course and send notification to participating teachers.</p> <p>Grade assignments and manage participation of teachers in 2 Year teacher training online course.</p> <p>Prepare and manage weekly principal meeting</p> <p>Curriculum team meeting</p> | <p>May 3 &amp; 10</p> <p>May 4</p> <p>May 3</p> <p>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, &amp; 28</p> <p>May 4, 5, 10, 12, 18, 19</p> <p>May 5, 12, 19, 26</p> |                  |
|   | TF-VI.B | <p>Coach teacher with a digital storytelling project.</p> <p>Meet with 4<sup>th</sup> grade iPod integration team.</p> <p>Open final modules for the 2 Year Teacher training online course and send notification to participating teachers.</p> <p>Grade assignments and manage participation of teachers in 2 Year teacher training online course.</p> <p>Prepare and manage weekly principal meeting</p> <p>Curriculum team meeting</p> | <p>May 3 &amp; 10</p> <p>May 4</p> <p>May 3</p> <p>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, &amp; 28</p> <p>May 4, 5, 10, 12, 18, 19</p> <p>May 5, 12, 19, 26</p> |                  |
|   | TF-VI.C | <p>Coach teacher with a digital storytelling project.</p> <p>Meet with 4<sup>th</sup> grade iPod integration team.</p> <p>Open final modules for the 2 Year Teacher training online course and send notification to participating teachers.</p> <p>Grade assignments and manage participation of teachers in 2 Year teacher training online course.</p> <p>Prepare and manage weekly principal meeting</p> <p>Curriculum team meeting</p> | <p>May 3 &amp; 10</p> <p>May 4</p> <p>May 3</p> <p>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, &amp; 28</p> <p>May 4, 5, 10, 12, 18, 19</p> <p>May 5, 12, 19, 26</p> |                  |
|   | TF-VI.D | <p>Coach teacher with a digital storytelling project.</p> <p>Meet with 4<sup>th</sup> grade iPod integration team.</p> <p>Open final modules for the 2 Year Teacher training online course and send notification to participating teachers.</p> <p>Grade assignments and manage participation of teachers in 2 Year</p>   | <p>May 3 &amp; 10</p> <p>May 4</p> <p>May 3</p> <p>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25,</p>   |                  |

|                 |                |  |  |           |
|-----------------|----------------|--|--|-----------|
|                 |                | <b>teacher training online course.</b><br><br><b>Prepare and manage weekly principal meeting</b><br><b>Curriculum team meeting</b>   | <b>26, 27, &amp; 28</b><br><br><b>May 4, 5, 10, 12, 18, 19</b><br><br><b>May 5, 12, 19, 26</b>   |           |
|                 | <b>TF-VI.E</b> | <b>Coach teacher with a digital storytelling project.</b><br><b>Meet with 4<sup>th</sup> grade iPod integration team.</b><br><b>Open final modules for the 2 Year Teacher training online course and send notification to participating teachers.</b><br><b>Grade assignments and manage participation of teachers in 2 Year teacher training online course.</b><br><b>Prepare and manage weekly principal meeting</b><br><b>Curriculum team meeting</b> | <b>May 3 &amp; 10</b><br><br><b>May 4</b><br><br><b>May 3</b><br><br><b>May 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 20, 21, 24, 25, 26, 27, &amp; 28</b><br><b>May 4, 5, 10, 12, 18, 19</b><br><br><b>May 5, 12, 19, 26</b> |           |
| <b>Subtotal</b> |                |  |  | <b>10</b> |

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|   | Brief Description of the Activity | Date of the Activity  | Internship Hours |
|---|-----------------------------------|---|------------------|
| Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments | TF-VII.A                          | Prepare and manage weekly principal meeting<br>Curriculum team meeting<br><br>May 4, 5, 10, 12, 18, 19<br>May 5, 12, 19, 26 |                  |
|   | TF-VII.B                          | Prepare and manage weekly principal meeting<br>Curriculum team meeting<br><br>May 4, 5, 10, 12, 18, 19<br>May 5, 12, 19, 26 |                  |
|   | TF-VII.C                          | Prepare and manage weekly principal meeting<br>Curriculum team meeting<br><br>May 4, 5, 10, 12, 18, 19<br>May 5, 12, 19, 26 |                  |
|   | Subtotal                          |   |                  |

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|                                      |           | Brief Description of the Activity  | Date of the Activity                                      | Internship Hours |
|--------------------------------------|-----------|--|---|------------------|
| Standard VIII. Leadership and Vision | TF-VIII.A | <p><b>Weekly technology coaches' meeting-</b> The instructional technology staff meets each Friday to discuss our team activities, future plans, initiatives, and vision for instructional technology. Since this was the end of the year, we missed some weeks due to campus needs.</p> <p><b>Informal discussions pertaining to training and progress on incomplete training.-</b> There are a large number of informal and unscheduled discussions between instructional technology staff and the Director of technology regarding state vision, initiatives, and future plans.</p> <p><b>Meet with 4<sup>th</sup> grade iPod integration team.</b></p> <p><b>Meet with 4<sup>th</sup> grade iPod integration teacher for a region service center presentation.-</b> We discussed and prepared a presentation to technology directors at Region Service Center 6.</p> <p><b>Present iPod pilot program to technology directors at the region service center and attend the technology director's conference.-</b> We presented the progress and lessons learned from a pilot to integrate iPods in a 4<sup>th</sup> grade team on one campus.</p> | <p>May 7, 21</p> <p>May 4</p> <p>May 10</p> <p>May 14</p> | 5                |
|                                      | TF-VIII.B | <p><b>Weekly technology coaches' meeting</b></p> <p><b>Informal discussions pertaining to training and progress on incomplete training.</b></p> <p><b>Meet with 4<sup>th</sup> grade iPod integration teacher for a region service center presentation</b></p> <p><b>Present iPod pilot program to technology directors at the region service center and attend the technology director's conference.</b></p>  | <p>May 7, 21</p> <p>May 10</p> <p>May 14</p>              |                  |



|  |                 |  |  |    |
|--|-----------------|--|--|----|
|  | TF-VIII.C       | <p>Weekly technology coaches' meeting</p> <p>Informal discussions pertaining to training and progress on incomplete training.</p> <p>Meet with 4<sup>th</sup> grade iPod integration teacher for a region service center presentation</p> <p>Present iPod pilot program to technology directors at the region service center and attend the technology director's conference.</p>  | <p>May 7, 21</p> <p>May 4</p> <p>May 14</p>  |    |
|  | TF-VIII.D       | <p>Weekly technology coaches' meeting</p> <p>Informal discussions pertaining to training and progress on incomplete training.</p> <p>Meet with 4<sup>th</sup> grade iPod integration team.</p> <p>Meet with 4<sup>th</sup> grade iPod integration teacher for a region service center presentation</p> <p>Present iPod pilot program to technology directors at the region service center and attend the technology director's conference.</p> <p>Prepare and manage weekly principal meeting</p> <p>Curriculum team meeting</p> | <p>May 7, 21</p> <p>May 4</p> <p>May 10</p> <p>May 14</p> <p>May 12</p> <p>May 4, 5, 10, 12, 18, 19</p> <p>May 5, 12, 19, 26</p> |    |
|  | TF-VIII.E       | <p>Weekly technology coaches' meeting</p> <p>Informal discussions pertaining to training and progress on incomplete training.</p>  | <p>May 7, 21</p>   |    |
|  | <b>Subtotal</b> |  |  | 5  |
|  | <b>TOTAL</b>    |  |  | 77 |

Site Mentor:

Name:

Rob Miller

(Please Print)

Title:

Exec. Director of Technology

Signature:

Rob Miller

Date:

June 18, 2010