

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

**NOTE: All reflections were completed monthly and are available at the following link:**

<https://docs.google.com/document/pub?id=1BA4M8Ofujb14XXVRLfzljz99qdUuWr7eS0Fi9PcGshc>

|  |         | Brief Description of the Activity  | Date Activity Completed | Internship Hours |
|--|---------|--|-------------------------|------------------|
| Standard I. Technology Operations and Concepts | TF- I.A | Tech Apps Planning (District-wide): Met with all district-employed Tech Apps teachers to discuss implementation of new technologies such as blended learning, student email, and social media. Developed scope and sequence of district's Technology Applications courses and established online collaborative resources for teachers to use throughout school year. | August 5, 2010          | 8                |
|  |         | Reflection: August 2010  |                         |                  |

|                 |           |  |                      |           |
|-----------------|-----------|--|----------------------|-----------|
|                 | TF – I. B | Attended NYSCATE conference: Attend sessions discussing emerging technologies and skills | November 19-22, 2010 | 2         |
|                 |           | Reflection: November 2010  |                      |           |
| <b>Subtotal</b> |           |  |                      | <b>10</b> |

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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 | TATN Conference Presentation: Co-Presented with Occupational Therapist on ways that UDL can be infused as instructional principles for technology-enriched classrooms (all-level)                               | June 14, 2010           | 1                |
|   |         | Reflection: June 2010   |                         |                  |
|   | TF-II.B | TATN Conference Prep: Tele-conference with co-presenter in preparation for presentation; designed appropriate instruction for conference attendees based on current research                                    | June 12, 2010           | 3                |
|   |         | Reflection: June 2010   |                         |                  |
|   | TF-II.C | Edmodo Research Survey: Created, distributed, and analyzed survey for teacher integration of online learning platform into general education classroom.   | October 5, 2010         | 1                |
|   |         | Reflection: October 2010  |                         |                  |
|   | TF-II.D | iPads in Education: Workshop giving an overview of how mobile technologies could be utilized in various classrooms.   | October 15, 2010        | 3                |
|   |         | Reflection: October 2010  |                         |                  |
|   | TF-II.E | NYSCATE (Presentation): Presentation over ways to organize your classroom with a blended learning environment; emphasis given to implementation strategies and supporting the needs of various/diverse learners | November 19-22, 2010    | 1                |
|   |         | Reflection: November 2010   |                         |                  |

|                 |                         |  |                |           |
|-----------------|-------------------------|--|----------------|-----------|
|                 | TF-II.F                 | You Can Use Audacity: I met with a group of librarians (all district-employed librarians within Tyler ISD) to discuss and develop implementation strategies for using Audacity in media literacy classes offered through each school. Taught librarians how to get started with Audacity as well as record/edit/publish their own podcast to iTunes. | August 3, 2010 | 4         |
|                 | Reflection: August 2010 |  |                |           |
| <b>Subtotal</b> |                         |  |                | <b>13</b> |

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|---|----------|---|-------------------------|------------------|
| Standard III. Teaching Learning, and the Curriculum | TF-III.A | Podstock Pineywoods: Discussed mobile device integration strategies with Region 7 technology leaders; established timelines, roll-out procedures, and best-practices for technology (particularly new technologies)   | October 29, 2010        | 6                |
|   |          | Reflection: October 2010  |                         |                  |
|   | TF-III.B | Blended Learning for All: Set up Edmodo Institutional accounts for teachers participating in blended learning research project (Research 5301). Brainstormed ways to begin implementing blended learning methods in a variety of classrooms. Discussed ways to utilize social learning platform for middle grade students.  | August 23, 2010         | 1                |
|   |          | Reflection: August 2010   |                         |                  |
|   | TF-III.C | Automatic Differentiation: Provided Web Tools workshop for participants at Region IV ESC regarding UDL and social learning tools that will provide direct implementation strategies for project-based learning for any classroom; emphasis given to pushing student creativity and ways that UDL reinforces higher-order thinking skills, challenging students to push beyond whatever level they current find themselves | February 14, 2011       | 6                |
|   |          | Reflection: February 2011   |                         |                  |
|   | TF-III.D | Curriculum Development: Working with mentor, developed curriculum and activities for "Digital Parenting" series of workshops held once a month this spring  | January 3, 2011         | 4                |
|   |          | Reflection: January 2011  |                         |                  |
|   | TF-III.E | Curriculum Development: Working with mentor, developed curriculum and activities for "Digital Parenting" series of workshops held once a month this spring  | February 7, 2011        | 2                |

|                 |                           |  |           |
|-----------------|---------------------------|--|-----------|
|                 | Reflection: February 2011 |  |           |
| <b>Subtotal</b> |                           |  | <b>19</b> |

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|--|---------|---|-------------------------|------------------|
| Standard IV. Assessment and Evaluation | TF-IV.A | 8 <sup>th</sup> Grade Technology Proficiency Exam: Technology proficiency test was administered to all 8th grade students (through my role of coordinator/facilitator)  | March 14-18, 2011       | 18               |
|  |         | Reflection: March 2011  |                         |                  |
|  | TF-IV.B | Tech Proficiency Test Results Analysis and Disaggregation: Disaggregation and analysis of the results from the recent 8th grade technology proficiency test. Ultimate purpose of improving instructional practice to maximize student learning. | April 7, 2011           | 2                |
|  |         | Reflection: April 2011  |                         |                  |
|  | TF-IV.C | Edmodo Research Survey: Created, distributed, and analyzed survey for teacher integration of online learning platform into general education classroom.   | November 8, 2011        | 1                |
|  |         | Reflection: November 2010   |                         |                  |
| <b>Subtotal</b>                        |         |   | <b>21</b>               |                  |

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|--|--------|---|-------------------------|------------------|
| Standard V. Productivity and Professional Practice | TF-V.A | TCEA Conference: Attended various workshops, focus groups, and sessions expanding/developing knowledge/practice of digital technologies into classroom instruction. Explored means of improving existing infrastructure to accommodate changing technologies. | February 7-11, 2011     | 14               |
|  |        | Reflection: February 2011   |                         |                  |
|  | TF-V.B | Tech Apps Curriculum Review: Met with Sandra Edwards (other Tech Apps teacher) to discuss second semester changes with regards to technology implementation and scope/sequence of Tech Apps course.   | December 10, 2010       | 2                |
|  |        | Reflection: December 2010   |                         |                  |

|                        |        |   |                 |           |
|------------------------|--------|---|-----------------|-----------|
|                        | TF-V.C | Productivity Through Technology: Met with campus faculty to discuss ways that technology can increase productivity. Topics included: keyboard shortcuts, PDF forms (using Acrobat), embed codes, collaborative documents, Outlook calendar invitations, etc | August 18, 2010 | 2         |
|                        |        | Reflection: August 2010   |                 |           |
|                        | TF-V.D | Youth Worker Conference: Presentation called "Online Uprising: Trends for Today's Teens and What to Do About It". Discussion regarding the state of technology w/ regards to today's students and how we can best leverage it for their success.            | April 13, 2011  | 2         |
| Reflection: April 2011 |        |   |                 |           |
| <b>Subtotal</b>        |        |   |                 | <b>20</b> |

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|---|---------|--|-------------------------|------------------|
| Standard VI. Social, Ethical, Legal, and Human Issues | TF-VI.A | Digital Parenting (Digital Citizenship): Students and parents explored concepts of digital citizenship and discussed strategies for ongoing conversations about the rights and responsibilities of online behavior/Internet use.   | March 22, 2011          | 3                |
|   |         | Reflection: March 2011   |                         |                  |
|   | TF-VI.B | TATN Conference Attendance: Attended Assistive Technology Conference in San Antonio; developed understanding of implementation of various assistive devices and their implementation into the classroom  | June 14-18, 2010        | 2                |
|   |         | Reflection: June 2010  |                         |                  |
|   | TF-VI.C | Grant Writing: In collaboration with my mentor, Jay Powell, we wrote a grant to be able to host monthly classes for parents. The topic is called "Digital Parenting" and would empower parents to use and converse more fluently with their children regarding technology. Topics covered will be PC-based applications, Internet basics, and online safety. Emphasis will be on getting parents and students to talk to one another; providing additional training in diversity awareness and how technology impacts the cultural barriers around us. Interpreter to be written into grant. | September 13-22, 2010   | 5                |
|   |         | Reflection: September 2010   |                         |                  |

|                 |                        |  |                |           |
|-----------------|------------------------|--|----------------|-----------|
|                 | TF-VI.D                | Digital Parenting (Mobile Devices): Students and parents met to discuss mobile technologies, their impact on youth culture, and ways to leverage them for student learning. Specific strategies were implemented regarding use-cases, responsibilities, and implementation.  | April 12, 2011 | 3         |
|                 | Reflection: April 2011 |  |                |           |
|                 | TF-VI.E                | Digital Access District Meeting: Met with District Instructional Technology Director to discuss implementation of new policies that would provide better/more stable access for all students. Specifically looked at policies and software for a visually impaired student who was excluded from a recent test due to lack of technology access. | March 24, 2011 | 2         |
|                 | Reflection: March 2011 |  |                |           |
| <b>Subtotal</b> |                        |  |                | <b>15</b> |

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|---|----------|---|-------------------------|------------------|
| Standard VII. Procedures, Policies, Planning, and Budgeting for Technology Environments | TF-VII.A | New Computer Lab Installation; Student Learning Analysis: Worked with campus leadership and Network Technicians to find new ways to leverage installation of new computer lab for student success and learning.   | April 6, 2011           | 5                |
|   |          | Reflection: April 2011  |                         |                  |
|   | TF-VII.B | Hardware Procurement: Met with Jay Powell and campus Network Technician to discuss and purchase needed technology for campus.   | January 14, 2011        | 2                |
|   |          | Reflection: January 2011  |                         |                  |
|   | TF-VII.C | Strategic Planning: I met with Jay Powell (campus technology coordinator and mentor) to discuss plans for the upcoming school year. Weighed pros and cons of implementing blended learning in different classrooms as well as the role of social websites in middle grade learning. | July 28, 2010           | 2                |
|   |          | Reflection: July 2010   |                         |                  |
| <b>Subtotal</b>   |          |   |                         | <b>9</b>         |

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|--------------------------------------|---------------------------|--|-------------------------|------------------|
| Standard VIII. Leadership and Vision | TF-VIII.A                 | NYSCATE Conferences (Presentation): Presentation over existing research in educational technology and ways that it can affect classroom instruction; How to leverage what THEY know when you don't   | November 19-22, 2010    | 3                |
|                                      |                           | Reflection:  |                         |                  |
|                                      | TF-VIII.B                 | NYSCATE Conference (Presentation): Presentation discussing ways that current teachers (particularly those that didn't use technology as students) can begin the change process and implement new uses of technology on their campuses; start with personal productivity, move to classroom instruction, influence other teachers, etc                                  | November 19-22, 2010    | 3                |
|                                      |                           | Reflection: November 2010  |                         |                  |
|                                      | TF-VIII.C                 | Grant Writing: Review, revise, correct, submit grant for technology integration with parents/community members   | November 15, 2010       | 3                |
|                                      | Reflection: November 2010 |  |                         |                  |
|                                      | TF-VIII.D                 | Tech Apps Planning Day: Met with district technology leaders and coordinators to discuss (collaboratively) ways that courses can be redesigned/tweaked to meet TEKS, NETS-S. Strategic roll-out plan discussed regarding new software programs for technology classrooms.  | June 10, 2010           | 8                |
|                                      | Reflection: June 2010     |  |                         |                  |
|                                      | TF-VIII.E                 | Facility Evaluation: Worked with Jay Powell, campus Network Technician, campus Technology Trainer, and campus Principal to evaluate and make necessary changes to campus technology infrastructure as needed; discussed possible training opportunities regarding needed changes (such as the move to individual student logins and the implementation of Gaggie Apps) | April 14, 2011          | 3                |
|                                      | Reflection: April 2011    |  |                         |                  |
| <b>Subtotal</b>                      |                           |  |                         | <b>20</b>        |
| <b>TOTAL</b>                         |                           |  |                         | <b>127</b>       |

Site Mentor:

Name: Jay D. Powell II Title: Teacher / Webmaster  
(Please Print)

Signature: Jay D Powell Date: 5/9/2011



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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  |
|-----------------------|---|
| Learn-Teach-Integrate | <a href="http://learn-teach-integrate.wikispaces.com">http://learn-teach-integrate.wikispaces.com</a> |