Guidelines for ETEC 6010 Internship

Purpose of the ETEC 6010 Technology Internship

The purpose of the intern program is to provide academic and practical professional experiences for students through a cooperative effort between the work site and universities. The importance of cooperation is paramount for the success of any program. The program is designed to involve candidates in activities and tasks performed by experienced leaders in the field of technology. These experienced leaders are referred to as site-based mentors.

Suggested Activities:

- The mentor will develop and facilitate meaningful experiences for professional development of the ETEC 6010 intern by:
- Identifying areas of technology management/application/training to be observed.
- Selecting new technologies to be researched for future application.
- Providing opportunities for the ETEC 6010 intern to participate in planning for the implementation/integration of existing technologies.
- Creating opportunities for the ETEC 6010 intern to participate in the planning and delivery of inservice training.
- Involving the ETEC 6010 intern in planning and managing change.
- Developing the ETEC 6010 intern’s basic research skills through collection, analysis, and interpretation of program data.

Responsibilities of Site-based Mentor:

- Plan meaningful experiences for the ETEC 6010 intern in areas appropriate to the work site.
- Provide opportunities for the ETEC 6010 intern to fulfill the plan.
- Provide guidance and supervision during the ETEC 6010 intern’s activities.
- Initial, for verification, the clock hours, and activities reported by the ETEC 6010 intern on the weekly or monthly log.
- Complete a mid-progress and final evaluation each semester of the ETEC 6010 internship and submit to the ETEC 6010 instructor.

Evaluation Policies:

The ETEC 6010 instructor, after assessing the unique needs of the ETEC 6010 intern, provides the final approval for both the specific activities and the clock hours necessary for granting three hours credit. The grade earned will be related to the quality of experiences, time documented, and evaluation completed by the Site-based mentor.

APPLICATION FOR ETEC 6010 INTERNSHIP

Student Name

Date

Course Steward: Dr. Karen McFerrin
Date syllabus revised: August 2010
Date format revised: March 2005

- 1 -

College of Education & Human Development
Northwestern State University of LA
I request admission to ETEC 6010 during the following semester/year:

I have completed the following course(s) in the M.Ed. in ETEC program:

I have made the necessary arrangements with the following Site-based Mentor to supervise the ETEC 6010 internship:

Mentor Name

Title/Position

Site

Telephone

City

State/Province/Territory

Zip/Postal Code

Evaluation Report:

Upon completion of the ETEC 6010 internship, the student must submit to the ETEC 6010 instructor an ETEC 6010 Internship Portfolio (both CD and uploaded to PASS-Port), including 1) weekly/monthly site log with documentation and sign-off by site-based mentor, 2) the ETEC 6010 Internship Plan, 3) a weekly journal of professional reflection of the week’s activities, including self-evaluation of performance and extent of growth related to professional goals and program outcomes, 4) ETEC 6010 Internship Self Evaluation form, and 5) the ETEC 6010 Site-based Mentor Evaluation form. The ETEC 6010 Internship Portfolio will be evaluated by the instructor using the ETEC 6010 Instructor Internship Evaluation.

ETEC 6010 Internship Plan

1. Professional Experience: Briefly describe previous educational technology experience.

3. Strategies: List specific strategies designed to meet goals.

4. Evaluation: Describe the process for assessing movement toward the successful completion of the goals.

ETEC 6010 Intern Signature

__________________________________________________________________

ETEC 6010 Instructor Signature

__________________________________________________________________

*Attach to Internship Application/Approval Form

SITE-BASED MENTOR INFORMATION FORM

NSU M.Ed. in Educational Technology candidate_______________________________ has enrolled in ETEC 6010 for internship during the______________ term of 20_____.

The student is required to complete a minimum 160 hours of direct service at the assigned site (excluding travel time) and 20 hours (1.5 hours per week for 14 weeks) in online discussion (for a total of 180 hrs.)

To maximize the learning experience for all candidates, a consistent, systematic approach to ensure diverse field experiences for M.Ed. candidates requires that at least 25% of total field experience hours (40 hrs. of the 160 hrs.) must be conducted outside of the candidate’s own school/classroom which involves a significantly different demographic structure.

The site hours are to be determined by the ETEC 6010 intern and the site supervisor with the approval of the instructor. Your sign-off on the student’s site log is required for validation that an activity has been successfully completed. Site supervisors are encouraged to set aside time on a regular basis to meet with the ETEC 6010 intern to discuss issues relating to the ETEC 6010 internship experiences. The student should provide the site supervisor with a copy of his/her approved Professional Development Plan and ETEC 6010 internship Requirements so that the site supervisor may facilitate the experiences and share resources and information necessary for the student to meet the goals of the ETEC 6010 internship.

Should the site supervisor have any questions or concerns, Dr. Karen McFerrin, Instructor of ETEC 6010, College of Education & Human Development, Northwestern State University, Natchitoches, LA 71497, 318-357-5083, mcferrin@nsula.edu should be contacted. The site supervisor’s signature below indicates agreement to these policies.

Course Steward: Dr. Karen McFerrin
Date syllabus revised: August 2010
Date format revised: March 2005
Site Supervisor Information

<table>
<thead>
<tr>
<th>Site-based Mentor – Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Position</td>
<td>School/Office</td>
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<tr>
<td>Street Address</td>
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<tr>
<td>City</td>
<td>Parish</td>
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Phone Numbers                    Email

*Attach to ETEC 6010 Internship Application/Approval Form

PLEASE RETURN FORM TO: Dr. Karen McFerrin, College of Education and Human Development, Northwestern State University, Natchitoches, LA 71497.

**LOG OF ACTIVITIES: ETEC 6010 INTERNSHIP**

<table>
<thead>
<tr>
<th>NAME: ____________________________</th>
<th>Task Areas</th>
<th>Time Start</th>
<th>Time End</th>
<th>Mentor Hours</th>
<th>initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Description of Related Activity</td>
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Course Steward: Dr. Karen McFerrin
Date syllabus revised: August 2010
Date format revised: March 2005
LOG OF ACTIVITIES TASK AREAS

1. Identifying areas of technology management/application/training to be observed.
2. Selecting new technologies to be researched for future application.
3. Providing opportunities for the ETEC 6010 intern to participate in planning for the implementation/integration of existing technologies.
4. Creating opportunities for the ETEC 6010 intern to participate in the planning and delivery of in-service training.
5. Involving the ETEC 6010 intern in planning and managing change.
6. Developing the ETEC 6010 intern’s basic research skills through collection, analysis, and interpretation of program data.
7. Other

ETEC 6010 INTERN SELF - EVALUATION FORM

ETEC 6010 Intern____________________________________ Date____________________
Intern Placement ______________________ Internship Semester ______________

Instructions: Circle the rating (3, 2, 1, or N) which best summarizes/describes the ETEC 6010 intern’s behavior/skill in relation to others with comparable experiences. 3 = Target  2 = Acceptable  1 = Not Acceptable  N = Not Applicable/Observed

1. Demonstrated and applied the educational technology knowledge bases acquired in practical settings which reflected changing demographics of schools and promoted comparisons of school experiences. 3 2 1 N
2. Sought opportunities to participate in professional improvement. 3 2 1 N
3. Sought opportunities to participate in the professional community. 3 2 1 N
4. Demonstrated initiative in creating caring, inclusive, and challenging learning communities. 3 2 1 N
5. Recognized, accepted, and completed professional obligations in a timely manner. 3 2 1 N
6. Adapted appropriately to the rapid changes in educational contexts at local, state, and national levels. 3 2 1 N
7. Demonstrated ethical behavior and fostered ethical relationships with parents, colleagues, and institutions to promote student personal and academic growth. 3 2 1 N
8. Maintained high standards of professional appearance, decorum, and communication. 3 2 1 N
9. Aligned activities/experiences with ETEC 6010 Internship Plan. 3 2 1

Course Steward: Dr. Karen McFerrin - 6 - College of Education & Human Development
Date syllabus revised: August 2010 Northwestern State University of LA
Date format revised: March 2005
10. Presented organized ETEC 6010 internship portfolio that included site and service logs with appropriate documentation.  

Total Score and Evaluation ________30 

Comments must be provided for scores less than 2. 

Comments: 

Signature of ETEC 6010 Intern 

THREE-POINT ETEC 6010 INTERN RATING SCALE 

3 = **Target.** The ETEC 6010 intern demonstrates outstanding skills and consistently displayed desired professional behavior without supervision or reminders. Goals of internship are fully met. This rating denotes exceptional abilities. 

2 = **Acceptable.** The ETEC 6010 intern completes tasks successfully and effectively. If problems occur, they are usually corrected and success is experienced. Desired professional behavior is demonstrated consistently with minimal supervision. The ETEC 6010 intern has occasional difficulties, but is generally independent in fulfilling assigned tasks. 

1 = **Not Acceptable.** The ETEC 6010 intern performs unsuccessfully in many areas. Responsibilities have not been fully assumed or may have been limited due to weaknesses. The ETEC 6010 intern is aware of difficulties but needs guidance to successfully perform responsibilities in several areas. While a good effort is being made in planning for and correcting problems, considerable work is still needed. Performance is not consistently satisfactory.  

N = **Not applicable/observed.**  

ETEC 6010 Internship Site-based Mentor Evaluation
1. Demonstrated and applied the educational technology knowledge bases acquired in practical settings which reflected changing demographics of schools and promoted comparisons of school experiences.  

   3  2  1  N

2. Sought opportunities to participate in professional improvement.  

   3  2  1  N

3. Sought opportunities to participate in the professional community.  

   3  2  1  N

4. Demonstrated initiative in creating caring, inclusive, and challenging learning communities.  

   3  2  1  N

5. Recognized, accepted, and completed professional obligations in a timely manner.  

   3  2  1  N

6. Adapted appropriately to the rapid changes in educational contexts at local, state, and national levels.  

   3  2  1  N

7. Demonstrated ethical behavior and fostered ethical relationships with parents, colleagues, and institutions to promote student personal and academic growth.  

   3  2  1  N

8. Maintained high standards of professional appearance, decorum, and communication.  

   3  2  1  N


   3  2  1  N

10. Presented organized ETEC 6010 internship portfolio that included site and service logs with appropriate documentation.  

    3  2  1  N

**Total Score and Evaluation**  

   ___________30  

   T  A  U

Comments must be provided for scores less than 2.

Comments:  

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**ETEC 6010 Internship Instructor Evaluation**

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</tr>
</thead>
</table>
| Name _________________________________ | Date _______________
| Intern Placement ______________________________ | Internship Semester _________

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   3 2 1 N

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local, state, and national levels.  

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10. Presented organized ETEC 6010 internship portfolio that included site and service logs with appropriate documentation.  

**Total Score and Evaluation**  

<table>
<thead>
<tr>
<th>Score</th>
<th>A</th>
<th>T</th>
<th>U</th>
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<tbody>
<tr>
<td>30</td>
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Comments must be provided for scores less than 2.  
Comments:  

______________________________  
ETEC 6010 Internship Instructor Signature
THREE-POINT ETEC 6010 INTERN RATING SCALE

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