

EDIT 7460

Internship in the Technology Integration Program (TIP)

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Course Description

This course provides a practicum in selected school technology support centers under the supervision of university staff and a technology facilitator at the school site. The goal is to provide students with authentic experiences to serve as a basis for developing their professional vision, and to familiarize them with the responsibilities of a technology facilitator in educational setting through hands-on experience.

EDIT 7460 is evaluated on a Satisfactory/Unsatisfactory basis; successful students earn 3 hours of semester credit.

Minimum Prerequisites:

EDIT 6170: Instructional Design

EDIT 6190: Design and Development Tools

EDIT 6320: Information Technology

EDIT 6400: Emerging Perspectives on Learning, Teaching and Technology

EDIT 7500: Technology Enhanced Learning Environments

Objectives:

1. The student will be able to provide assistance to teachers in identifying technology systems, resources, and services to meet specific learning needs.
2. The student will be able to assist teachers as they use technology resources and strategies to support the diverse needs of learners.
3. The student will be able to provide options for the management of technology resources within the context of learning activities.
4. The student will be able to use methods for teaching concepts and skills that support use of web-based and non web-based authoring tools in a school environment.

5. The student will be able to assist teachers in using recommended evaluation strategies for improving students' use of technology resources for learning, communication, and productivity.
6. The student will be able to identify resources and participate in professional development activities and professional technology organizations to support ongoing professional growth related to technology.
7. The student will be able to work with technology support personnel in the site to maximize the use of technology resources by administrators, teachers, and students to improve student learning.

Expectations:

1. The internship begins with a consultation between the student and the supervising UGA faculty member, during which a contract for the internship experience is established. The contract will include the elements described in this document, and any other components necessary to fill gaps in the individual student' experience and ability. **More than 120 hours** may be required if additional experience seems necessary.
2. Contact hours include a minimum of 100 hours at the site, spread over no more than two semesters.
3. The student must spend a minimum of an additional 20 hours in reflection about the on-site experience, including keeping an experience journal and sharing experiences with other interns and supervising faculty.
4. The student must attend one or more professional educational technology conferences (either state, regional, national, or international) during the last year of study.
5. The student must submit all required documentation (see below).
6. The student should remember that he/she is entering a profession with high standards of personal conduct and appearance as well as definitive legal standards. While on-site, they must follow all locally accepted rules applying to language, dress, and deportment, all applicable school rules, and all applicable state and federal laws. It is the responsibility of the student to discover the rules and laws that

govern the internship site.

Documentation:

The student will keep an online journal of individual experiences reflecting an understanding of tasks undertaken and observed during the internship. This online journal will be a personal record of the student's experiences with adequate detail to describe those experiences. Each entry should include at least 400 words. If you need any assistance, please contact the internship coordinator. The journal may include:

- Notes of conversations held with IT faculty, technology facilitator, and other students about questions and problems encountered during the internship experience.
- Questions about the media center program and the technology specialist's roles and responsibilities that the student might explore.
- Discoveries about these questions resulting from personal investigation.
- Personal reflections on these discoveries and how they apply to the student's vision of technology integration.
- Problems, concern, and challenges for future exploration and reflection.
- You are encouraged to incorporate photos in your journal.

Site selection:

The student will work with the internship coordinator and supervising faculty member in choosing a site, and sites ought to be cleared by their advisor in consultation with the internship coordinator. The internship coordinator will be responsible for contacting the supervising technology facilitator and requesting permission for internship placement with the school's administration. If the student is presently employed as a teacher or paraprofessional, the student is encouraged to choose an internship outside the student's present building if possible. Placement in an unfamiliar setting benefits the student by providing new ideas and different perspectives.

Instructions to the student

Make preliminary inquiries to determine a site for your internship, and establish an

approximate timeline. Visit your mentor and discuss the activities required to complete the Internship experience. Draw up a proposal, listing all experiences and demonstrating how you will meet each requirement. Submit this proposal to the university internship coordinator. Make changes until you have a mutually agreed upon the contract with the internship coordinator. Return to your internship site. Share the finalized contract with your mentor, and obtain his/her signature. Note that more negotiation may be necessary at this stage. Finally, obtain the signature of the principal on the contract. In addition, find out if there is any other school system official that must sign off on your internship. Make a copy, and return the signed copy to the internship coordinator. When the signed copy is submitted, the internship coordinator will work with your supervising professor to provide registration instructions and clearance. If you are a paid professional employee in the school which is your primary internship site, it is doubly important that you obtain your principal's permission. The internship should not interfere with your normal job responsibilities. If you use your preparation time to count toward internship hours, then you must make up for missed clock hours on the job during your own personal time. As a student at UGA, you are honor-bound to be scrupulously honest in all matters regarding coursework; that expectation fully applies to this internship experience in accounting for your time toward your employer.