

EDIT 6083: Professional Internship (CRN 40524)

Professor: Dr. Melissa Warr
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Course Location: 100% Online **Semester** Fall 2, 2021
Virtual Office Hours: Tue 2-6 PM; Wed 4-7 PM, Thu 10-1 PM or by appointment; bit.ly/WarrZoom

I. **Course Description**

(3 cr.) This course is designed to incorporate supervised experience in instruction, supervision, or administration in public schools, a higher education setting, or in a comparable professional environment.

II. **Form and Hours**

Participants are required to complete 120 clock hours of structured field-based professional activities. This course incorporates discussion, lecture, and real-world, problem-based experiences. Candidates earn 3 credit hrs.

III. **Course Objectives, Outcomes, and Standards:**

<i>This course is designed to enable candidates to*:</i>	CAEP	ISTE Education Leaders	AECT 2012
1. Work cooperatively with certified technology administrators while completing an action plan	A1.1, A1.2	3, 4	3, 4
2. Develop and participate in school-community relations activities to facilitate use of technology	A1.1, A1.2	1, 2, 3	1, 2, 3, 4
3. Assist with curriculum planning and development	A1.1, A1.2	1, 2, 3	2, 3, 5
4. Participate in teacher observation /evaluation to facilitate technology integration	A1.1, A1.2	2	2, 3, 4, 5
5. Analyze physical plant and facilities for needed technology improvements	A1.1, A1.2	4	1, 3, 4
6. Participate in fiscal planning and management for technology	A1.1, A1.2	4	1, 3, 4
7. Assist with school improvement efforts	A1.1, A1.2	1, 2, 3, 4	1, 2, 3, 4, 5
8. Assist with the development and implementation of professional development activities to facilitate	A1.1, A1.2	1, 2, 3	1, 2, 3, 4, 5

technology usage			
9. Critique the school's accountability and improvement plans to assure technology standards are met	A1.1, A1.2	4	3, 4, 5
10. Conduct action research in the assigned schools	A1.1, A1.2	4	4, 5
11. Assist with the schools' reports, grants, and records	A1.1, A1.2	4	3, 4, 5

*outcomes are customized to student goals and may not include all outcomes listed here

IV. **Primary Empirical Base:** (note, you do not need to purchase this books): DeBruyn, R.L. (1997). Proactive leadership in the 21st century. Manhattan, KS: The Master Teacher.

V. **Resources and Materials:**

There is no text for this course. The major resources and materials include: National educational technology standards for students: Connecting curriculum and technology (http://cnets.iste.org/students/s_book.html). National educational technology standards for teachers: Preparing teachers to use technology (http://cnets.iste.org/teachers/t_book.html). Educational technology standards and performance indicators for administrators (http://cnets.iste.org/administrators/a_stands.html). Multimedia Educational Resource for Learning and Online Teaching, MERLOT (<http://merlot.org>) and Louisiana Content Standards (<http://www.louisianaschools.net/lde/ssa/1222.html>).

VI. **Course Topics:**

The professional internship involves 120 documented hours of which 80 hours are documented and supervised field-based experience in the application of instructional technology in an appropriate professional environment based on an approved project proposal.

VIII. **Assessment and Grading Policy:** (See Course Schedule at the end of this syllabus for details on assignment and assessment deadlines and point values)

B. **Grading Scale:**

100-94% = A 93-85% = B 84-70% = C 69-60% = D Less than 59% = F

*NOTE: You must end the semester with a final average of 80% or higher and an average of 2.00 or higher on the signature assessment and student dispositions to pass this course.

C. **Attendance Expectations:** Based on the online delivery of this course, students are expected to keep up with all course assignment deadlines and log into Moodle and ULM regularly to keep up with announcements and course expectations.

D. **TurnItIn:** All signature pieces and other significant program assignments may require submission in Moodle via Turnitin.

E. LiveText: Only the signature piece must be uploaded to LiveText to receive a final grade for the course. If you do not upload your signature piece assignment to LiveText by the deadline for submission of grades, you will receive an “incomplete” until you are able to do so.

You will use LiveText with each course you complete at ULM. If you plan to complete your program within 2 years, you may wish to purchase a 2 year membership.

Please follow the links below to purchase a subscription:

- [Two-year LiveText membership](#)
- [Seven-year LiveText membership](#)

ALL STUDENTS MUST PURCHASE LIVETEXT WITH FIELD EXPERIENCE MODULE (FEM).

F. Course Communication

- 1) Email:** The email address designated in Moodle (username@warhawks.ulm.edu) will be used for all email correspondence. It is your responsibility to check Moodle and your email account regularly for information regarding this course. ULM requires that all university course-related business be conducted via your ULM e-mail account.
- 2) Communication with instructor:** Questions related to **course content and/or procedures** are encouraged and should be email to the course instructor. Barring unforeseen emergencies, the instructor will respond within 24 hours, Monday through Friday, to all email submitted.

G. The ULM Student Policy Manual can be found at: <http://catalog.ulm.edu/index.php?catoid=30>

H. Make-up Policy: All work completed for this course is online and project- or participation-based. Deadlines for all assignments in the Course Schedule can be found in this syllabus. Late work without a University-approved excuse (see Student Policy Manual) will be subject to the Late Work Policy as stated below. Assignments that require interaction with peers, such as discussion forums, will not be able to be made up.

I. Late Work Policy: Late assignments will be accepted at the discretion of the instructor with up to 5% deducted per day after the deadline and a zero after one week past the deadline.

J. Online Course ethics:

- Academic Integrity:** As a student in the online environment, the major responsibility for learning rests with you. Collaborative opportunities are offered in this course, but the expectation with exams is that the work is done independently.
- Plagiarism:** All student assignments are expected to be original work by the student. Sources must be cited if information is taken directly from another source. Work copied or borrowed will receive a zero.
- Online Etiquette:** All online communications are expected to be well thought out and respectfully delivered. Unlike spoken conversation, the written word remains!

VII. Student Services: The University of Louisiana at Monroe strives to serve students with special needs through compliance with Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. These laws mandate that postsecondary institutions provide equal access to programs and services for students with disabilities without creating changes to the essential elements of the curriculum. While students with special needs are expected to meet our institution's academic standards, they are given the opportunity to fulfill learner outcomes in alternative ways. Examples of accommodations may include, but are not limited to,

testing accommodations (oral testing, extended time for exams), interpreters, relocation of inaccessible classrooms, permission to audiotape lectures, note-taking assistance, and course substitutions.

Contact information for important ULM student services:

- * Student Success Center <http://ulm.edu/studentsuccess/>
- * Counseling Center www.ulm.edu/counselingcenter
- * Library www.ulm.edu/library
- * Computing Center Help Desk www.ulm.edu/computingcenter/helpdesk

Special Accommodations for Students with Disabilities: Current policies on serving students with disabilities can be obtained at for the ULM website: www.ulm.edu/counselingcenter

If you need accommodation because of a known or suspected disability, you should contact the director for disabled student services at:

Voice phone: 318-342-5220

Fax: 318-342-5228

Walk In: ULM Counseling Center, 1140 University Avenue (this building and room are handicapped accessible).

Mental Wellness on the ULM Campus: If you are having any emotional, behavioral, or social problems and would like to talk with a caring, concerned professional, please call one of the following numbers:

- ULM Counseling Center; 1140 University Avenue; 318-342-5220
- Marriage & Family Therapy and Counseling Clinic, Strauss Hall 112; 318-342-5678

Remember that all services are offered free to students, and all are strictly confidential.

Sexual Harassment or Gender-Based Discrimination: Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including federal loans and grants. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. If you encounter sexual harassment or gender-based discrimination, please contact the Title IX Coordinator at 318-342-1004; you may also file a complaint online, 24 hours a day, at: www.ulm.edu/titleix.

Appendix

Welcome to your professional internship! You have worked hard to reach this point in your program. Now it's time to apply everything you have learned to a practical situation.

It is your responsibility to identify an internship opportunity. You must find a supervisor who can help you in the context and sign off hours of completion.

Course Schedule

The schedule is subject to change. Always check Moodle for the most up-to-date details on assignments and deadlines.

Week	Instructions	Assignments
Week 1 10/11 – 10/17	<ol style="list-style-type: none"> 1. Identify an internship opportunity and advisor 2. Schedule a consultation with Dr. Warr 3. Submit internship application 4. Read Beghetto: Taking Beautiful Risks in Education 	1. Internship Application
Weeks 2-7 10/18 – 11/22	<ol style="list-style-type: none"> 1. Complete 80 internship hours 2. Complete and share 6 VPDR's 3. Begin working on internship website 	<ol style="list-style-type: none"> 1. Four reports, 20 hours each 2. 6 VPDR's
Week 8 11/23 – 12/3	<ol style="list-style-type: none"> 1. Complete portfolio website 2. Record reflection video and share in Moodle 3. Submit link to portfolio website to LiveText 4. Submit all 4 hour documentation sheets in a single PDF 	<ol style="list-style-type: none"> 1. Internship Website: submit to Moodle 2. Internship Website: submit to LiveText 3. Final reflection video- post in Moodle 4. Internship hour forms- submit in Moodle

Assignments and Grading

(see Moodle for full assignment descriptions)

Your grade will be broken down into the following categories:

Visual Professional Diary Reflections	35%
Professional Internship Website	45%
Final Reflection Presentation	10%
Forms* (application, documentation of hours)	10%

***Note:** to complete the course, you must submit your internship application, degree plan, and documentation of 80 internship hours. You will receive an incomplete until all elements are submitted.