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OF PENNSYLVANIA

Education Technology Internship
## *Bi-Weekly Blog Reflections*

| Post 1 – Date Posted: | *1 = Yes*<br>*.5 = Partial*<br>*0 = No* |
|---|---|
| **Relevance:** The blog post displays thoughtful reflection on the internship tasks addressed during review period. | |
| **Comprehensiveness:** The blog post has sufficient depth (3-5 paragraphs). | |
| **Quality:** The writing quality is appropriate for an academic blog post (limited errors). | |
| **Content:** The blog post contains links to materials or artifacts created by the candidate. | |
| **Connection:** The blog post connects the reflection to others' works or ideas (2-3 links to other sources). | |
| *Points for Post 1* | |
| Post 2 – Date Posted: | *1 = Yes*<br>*.5 = Partial*<br>*0 = No* |
| **Relevance:** The blog post displays thoughtful reflection on the internship tasks addressed during review period. | |
| **Comprehensiveness:** The blog post has sufficient depth (3-5 paragraphs). | |
| **Quality:** The writing quality is appropriate for an academic blog post (limited errors). | |
| **Content:** The blog post contains links to materials or artifacts created by the candidate. | |
| **Connection:** The blog post connects the reflection to others' works or ideas (2-3 links to other sources). | |
| *Points for Post 2* | |
| Post 3 – Date Posted: | *1 = Yes*<br>*.5 = Partial*<br>*0 = No* |
| **Relevance:** The blog post displays thoughtful reflection on the internship tasks addressed during review period. | |
| **Comprehensiveness:** The blog post has sufficient depth (3-5 paragraphs). | |
| **Quality:** The writing quality is appropriate for an academic blog post (limited errors). | |
| **Content:** The blog post contains links to materials or artifacts created by the candidate. | |
| **Connection:** The blog post connects the reflection to others' works or ideas (2-3 links to other sources). | |
| *Points for Post 3* | |
| Post 4 – Date Posted: | *1 = Yes*<br>*.5 = Partial*<br>*0 = No* |
| **Relevance:** The blog post displays thoughtful reflection on the internship tasks addressed during review period. | |
| **Comprehensiveness:** The blog post has sufficient depth (3-5 paragraphs). | |
| **Quality:** The writing quality is appropriate for an academic blog post (limited errors). | |
| **Content:** The blog post contains links to materials or artifacts created by the candidate. | |
| **Connection:** The blog post connects the reflection to others' works or ideas (2-3 links to other sources). | |
| *Points for Post 4* | |

| Post 5 – Date Posted: | 1 = Yes<br>.5 = Partial<br>0 = No |
|---|---|
| **Relevance:**  The blog post displays thoughtful reflection on the internship tasks addressed during review period. | |
| **Comprehensiveness:**  The blog post has sufficient depth (3-5 paragraphs). | |
| **Quality:**  The writing quality is appropriate for an academic blog post (limited errors). | |
| **Content:**  The blog post contains links to materials or artifacts created by the candidate. | |
| **Connection:**  The blog post connects the reflection to others' works or ideas (2-3 links to other sources). | |
| *Points for Post 5* | |
| Post 6 – Date Posted: | 1 = Yes<br>.5 = Partial<br>0 = No |
| **Relevance:**  The blog post displays thoughtful reflection on the internship tasks addressed during review period. | |
| **Comprehensiveness:**  The blog post has sufficient depth (3-5 paragraphs). | |
| **Quality:**  The writing quality is appropriate for an academic blog post (limited errors). | |
| **Content:**  The blog post contains links to materials or artifacts created by the candidate. | |
| **Connection:**  The blog post connects the reflection to others' works or ideas (2-3 links to other sources). | |
| *Points for Post 6* | |
| Post 7 – Date Posted: | 1 = Yes<br>.5 = Partial<br>0 = No |
| **Relevance:**  The blog post displays thoughtful reflection on the internship tasks addressed during review period. | |
| **Comprehensiveness:**  The blog post has sufficient depth (3-5 paragraphs). | |
| **Quality:**  The writing quality is appropriate for an academic blog post (limited errors). | |
| **Content:**  The blog post contains links to materials or artifacts created by the candidate. | |
| **Connection:**  The blog post connects the reflection to others' works or ideas (2-3 links to other sources). | |
| *Points for Post 7* | |
| Post 8 – Date Posted: | 1 = Yes<br>.5 = Partial<br>0 = No |
| **Relevance:**  The blog post displays thoughtful reflection on the internship tasks addressed during review period. | |
| **Comprehensiveness:**  The blog post has sufficient depth (3-5 paragraphs). | |
| **Quality:**  The writing quality is appropriate for an academic blog post (limited errors). | |
| **Content:**  The blog post contains links to materials or artifacts created by the candidate. | |
| **Connection:**  The blog post connects the reflection to others' works or ideas (2-3 links to other sources). | |
| *Points for Post 8* | |
| *Comprehensive Blog Total Points:* | **/40** |

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**Education Technology Internship**

*Visit 1 Checklist*

| Candidate Name: | School or Organization: |
|---|---|
| College Supervisor: | Date: |

| **Candidate Checklist** | |
|---|---|
| • Summarize progress toward completing Professional Development or Action Research Project. Respond to all communication from supervisor within 24 hours. | |
| • Update reflection blog (at least two posts) on your Digital Portfolio (PLN). | |
| • Add at least 2 digital artifacts representing your internship work on your digital portfolio (PLN). | |

| **Progress Rubric (Completed by College Supervisor)** | |
|---|---|
| *Rating Scale:* | *3 = Distinguished* <br> *2 = Proficient* <br> *1 = Needs Improvement* |
| Describes significant progress in carrying out the Professional Development or Action Research project. Responds to all communication from supervisor within 24 hours. | |
| Critically reflects on successes and/or setbacks. | |
| Includes at least two engaging digital artifacts on the "Internship" tab of the Digital Portfolio (PLN). | |
| *Visit 1 Total Points:* | |

| |
|---|
| **9** = Candidate is performing at a distinguished level. |
| **7 – 8** = Candidate is performing at a proficient level. |
| **6 or below** = Candidate is not currently performing at an adequate level, and the following changes are required. *Candidate should take the following actions to succeed during this internship:* |

| **Comments (Completed by College Supervisor)** |
|---|
| |

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## Education Technology Internship
## *Mid-Internship Evaluation*

| Candidate Name: | School or Organization: |
|---|---|
| College Supervisor: | Date: |

| **Candidate Checklist** | |
|---|---|
| • Summarize progress toward completing Action Research or Professional Development Project. Respond to all communication from supervisor within 24 hours. | |
| • Update reflection blog (at least four posts) on your Digital Portfolio (PLN). | |
| • Add at least 4 digital artifacts representing your internship work on your Digital Portfolio (PLN). | |
| • Add an "Outcomes" (Professional Development Project) or a "Results" (Action Research Project) section to your internship paper.  Write 1-2 pages of this section. | |

| **Progress Rubric (Completed by College Supervisor)** | |
|---|---|
| *Rating Scale:* | *3 = Distinguished*<br>*2 = Proficient*<br>*1 = Needs Improvement* |
| Describes significant progress in carrying out the Professional Development or Research Action project. Responds to all communication from supervisor within 24 hours. | |
| Critically reflects on successes and/or setbacks. | |
| Includes at least four engaging digital artifacts on the "Internship" tab of the Digital Portfolio (PLN). | |
| Adds "Outcomes" or "Results" section to the internship paper.  Wrote 1-2 pages of this section. | |

| ## *Mid-Internship Total Points:* | |
|---|---|

**11 - 12** = Candidate is performing at a distinguished level.

**9 - 10** = Candidate is performing at a proficient level.

**8 or below** = Candidate is not currently performing at an adequate level, and the following changes are required. *Candidate should take the following actions to succeed during this internship:*

| **Comments (Completed by College Supervisor)** |
|---|
| |

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**Education Technology Internship**

# *Visit 3 Checklist*

| Candidate Name: | School or Organization: |
|---|---|
| College Supervisor: | Date: |

| Candidate Checklist | |
|---|---|
| • Summarize progress toward completing Professional Development or Action Research Project. Respond to all communication from supervisor within 24 hours. | |
| • Update reflection blog (at least six posts) on your Digital Portfolio (PLN). | |
| • Add at least 6 digital artifacts representing your internship work on your digital portfolio (PLN). | |

| Progress Rubric (Completed by College Supervisor) | |
|---|---|
| *Rating Scale:* | *3 = Distinguished*<br>*2 = Proficient*<br>*1 = Needs Improvement* |
| Describes significant progress in carrying out the Professional Development or Action Research Project. Responds to all communication from supervisor within 24 hours. | |
| Critically reflects on successes and/or setbacks. | |
| Includes at least six engaging digital artifacts on the "Internship" tab of the Digital Portfolio (PLN). | |
| *Visit 3 Total Points:* | |

| |
|---|
| **9** = Candidate is performing at a distinguished level. |
| **7 – 8** = Candidate is performing at a proficient level. |
| **6 or below** = Candidate is not currently performing at an adequate level, and the following changes are required. *Candidate should take the following actions to succeed during this internship:* |

| Comments (Completed by College Supervisor) |
|---|
| |

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## Education Technology Internship
# *FINAL EVALUATION*

| Candidate Name: | School or Organization: |
|---|---|
| College Supervisor: | Date: |

### *Checklist for Candidate*

| | |
|---|---|
| • Update reflection blog (at least eight posts) on your Digital Portfolio (PLN) | |
| • Add at least 8 digital artifacts representing your internship work on your digital portfolio (PLN) | |
| • Finish the "Outcomes" (Professional Development Project) or "Results" (Action Research Project) section of your internship paper. Add a "Conclusion" section. | |
| • Finalize your internship paper. Complete any missing sections. Proofread and prepare it for submission. Align all headings, seriations, tables, and references in APA. | |
| • Prepare a formal 15-minute presentation summarizing the accomplishments, challenges, and lessons learned while completing the internship project. | |

### *Internship Paper*

| | Rating Scale: | 3 = Distinguished<br>2 = Proficient<br>1 = Needs Improvement |
|---|---|---|
| Thorough contextual analysis | | |
| Free from structural or grammar errors | | |
| Comprehensive summaries of research methods / PD components or protocol | | |
| Error-free in-text citations and references (APA format) | | |
| Included comprehensive Results section with pre-post assessment data (Action Research) or summary of PD components outcomes section (Professional Development) | | |
| Included a thoughtful and comprehensive conclusion section that included at least 3 more citations grounding your lessons learned in existing literature | | |
| Comprehensive summary of all internship components (10 or more pages of APA aligned written work) | | |

### *Presentation*

| | |
|---|---|
| Thorough summary of all components completed during the Internship | |
| Visually engaging and effectively designed media materials | |
| Professional and polished delivery | |

| | |
|---|---|
| ***Comments (Completed by College Supervisor)*** | |
| | |

| | |
|---|---|
| ***Visit 1*** | _____ / 9 |
| ***Mid-Experience Evaluation*** | _____ / 12 |
| ***Visit 3*** | _____ / 9 |
| ***Blog Posts*** | _____ / 40 |
| ***Final Evaluation*** | _____ / 30 |
| ***TOTAL POINTS:*** | _____ / 100 |

| Educational Technology Internship Grade Key | | | | | |
|---|---|---|---|---|---|
| ***"4"*** *100 – 93 points* | ***"3.5"*** *92 – 88 points* | ***"3"*** *87 – 82 points* | ***"2.5"*** *81 – 77 points* | ***"2"*** *76 – 70 points* | ***"1-0"*** *69 or fewer points* |

*Additional comments may be included as an attachment.*

**Candidate's Signature:** _____ **Date:** _____

**Evaluator's Signature:** _____ **Date:** _____