

Educational Media Graduate Job-based Internship
EME 6946 Section 0063
Developed and written by Dr. Judy Lee, July 2007

**Job-based Internship Manual: Completing the
Internship**

Step 1: Job-based Internship Wiki or Blog and Reports

Wiki or Blog

Each intern will develop a Job-based Internship Wiki or Blog to be used for posting reports, reflections and comments. Once the wiki or blog is completed, e-mail the Ed Media Faculty Supervisor with the Web address.

DATE DUE: You may begin creating the Job-site Internship blog or wiki once you are manually enrolled in the internship. It should be created and ready for use by the end of the second week of the semester the internship starts.

Reports

Complete and post the following reports in your Wiki or Blog for review and comments by the Ed Media Faculty Supervisor.

DATE DUE: You may begin writing the Reports once you are manually enrolled in the internship. They should be completed and posted to your wiki or blog on or before the **Date Due** indicated below for each Report.

Reports

1. A description of the community the school serves. Include comments on social, cultural, economic, and other demographics that help you understand the students with whom you work and plan the media program.

DATE DUE: Report posted the wiki or blog on or before the end of the third week that the internship starts.

2. A description of the school environment in which the media

center operates. Sources for this type of information are self-studies, such as the Southern Association of Colleges and Schools (SACS) or other yearly school reports.

Include the following information:

- The number of teachers and other support staff.
- The organization of the school (principal, assistant/associate principal(s), grade levels, departments, units leaders, etc.).
- The general education level of the faculty and support staff
- Special services and/or programs of the school (AP, guidance, at risk, etc.).
- Your comments on the stated mission, philosophy, and objectives of the school for the current year and how they impact the media program.
- An overview of the FCAT scores for your school and your school's grade and how they impact the media program.

DATE DUE: Report posted to the wiki or blog on or before the end of the fourth week that the internship starts.

3. A description of the media program in which you are doing your Job-based internship.

Include the following information:

- Special or innovative programs carried out by the library media staff.
- The type of scheduling used for the library media center.
- The sources of funding for the media center and the method by which they are allocated.
- The media budget for the year in which the internship is being completed.
- A description of any formal or informal networks or resource-sharing (interlibrary loans) program in which the media program is a part.
- The extent to which technology is a part of the media center and the media program.
- The mission, goals, and current objectives of the

- media program.
- The district policies and procedures manual for media programs.

DATE DUE: Report posted to the wiki or blog on or before the end of the fifth week that the internship starts.

Step 2: ExC3EL forms

The following **Step 2: ExC3EL** process will start once the reports are completed and posted to the wiki or blog.

The FL DOE **ExC3EL** forms will be used to assess and evaluate your media program. From this data, a plan to address strategies for improving the media program will be developed. Three ExC3EL forms will guide this process.

The following tasks must be completed towards fulfillment of the Job-based internship requirements and are to commence once the Job-site Wiki or Blog is in place and all reports have been submitted.

DATE DUE: The seven (7) tasks must be completed on or before the last day of class of the semester the internship is completed. Check the appropriate Academic Calendar at <http://www.ucf.edu> for semester dates.

TASK 1: Review and become familiar with the following forms found at the FL DOE Office of Library Media Services (<http://www.fldoe.org/bii/library%5Fmedia/>). Note: Download and print copies of each of the ExC3EL forms.

- ExC3EL: **Expectations for Collaboration, Collections, and Connections to Enhance Learning:**
 - A Program Evaluation Rubric
 - ExC3 Evaluation Rubric Summary Worksheet
 - Program Improvement Plan

TASK 2: Review and become familiar with the Florida [Educator Accomplished Practices \(FEAP\)](#) (pre-professional competencies).

- Refer to the FEAP that correlates with the Components and Levels in the Program Evaluation Rubric to identify Sample Key Indicators (e.g., examples of activities or strategies in the media program as evidence of a particular FEAP).

TASK 3: You will meet twice with your principal during the internship. At the first meeting discuss the purpose of the 3 ExC3EL forms required for completion of your Internship and what you intend to accomplish with the ExC3EL process.

- In your Job-based Internship Wiki or Blog, describe the first meeting with the principal and the reaction he/she had to your Internship tasks.

TASK 4: Using the Program Evaluation Rubric, assess your media program.

- For each Component, select the level (Entering, Developing, etc.) that represents the achievement of that Component. NOTE: It is possible to select multiple levels for each component.
- Q/A regarding the use of this form should be posted to the WebCt Internship Discussion room (<http://reach.ucf.edu/~eme6946a>) for a discussion with the Ed Media Faculty Supervisor.
- Scan the completed Program Evaluation Rubric and post it as an attachment to the Wiki or Blog for the Ed Media Faculty Supervisor to review and make comments.

TASK 5: Using the ExC3EL Evaluation Rubric, evaluate each Component of the Library Media Program and calculate the Strand average.

- Q/A regarding the use of this form should be posted to the WebCt Internship Discussion room (<http://reach.ucf.edu/~eme6946a>) for a discussion with the Ed Media Faculty Supervisor.
- Scan the completed ExC3EL Evaluation Rubric and and post as an attachment to the Wiki or Blog for the Ed Media Faculty Supervisor to review and make comments.

TASK 6: Using the Program Improvement Plan (PIP) and the Program Evaluation Rubric in Task 4, identify the Priority Component(s) in your media program that need improvement and identify strategies for improvement.

Also, review your Reports and consider if the needs of your school community are being met in your program. If you feel there are areas of need for your particular program that the ExC3EL forms did not address, you may include a section in the wiki or blog that address this as an additional Priority Component.

- Q/A regarding the use of this form should be posted to the WebCt Internship Discussion room (<http://reach.ucf.edu/~eme6946a>) for a discussion with

the Ed Media Faculty Supervisor.

- Scan the completed PIP and post it as an attachment to the Wiki or Blog for the Ed Media Faculty Supervisor to review and make comments.

TASK 7: When the work on the 3 **ExC3EL** forms is completed, meet with your principal a second and final time to review the results and discuss your recommendations for improvement.

- Share your wiki or blog with the principal and have him/her post a short message verifying the meetings and any other involvement he/she had with your internship.
- In your Job-based Internship Wiki or Blog, describe the final meeting with the principal and his/her reaction and comments regarding your Internship tasks and findings.
- Discuss his/her level of support in the PIP strategies for improvement.

Step 3: Concluding the Job-based Internship

- Using your Job-based Wiki or Blog, post your closing comments and reflections to include
 - A summary statement of the findings resulting from assessing and evaluating your media program.
 - A summary statement of the conclusions drawn from assessing and evaluating your media program.
 - A summary statement value of assessing and evaluating your media program.
 - The pros and cons of the 3 forms used in assessing and evaluating your media program.
 - Your overall reaction to the Job-based internship and any suggestions for improvement.
 - Other comments or reflections you would like to add.
- Let your principal know how much you appreciate his/her participation and support in the Ed Media Job-site internship

Step 4: Grading

- The Ed Media Supervisor will assess and evaluate the work completed for the Job-based internship and assign the appropriate grade.
- A [Job-based Internship Rubric](#) will be used to assess and evaluate the Job-site internship.