

EDUCATIONAL MEDIA TRADITIONAL INTERNSHIP EME 6946 Section 0063

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Ed Media Internship Experience

The following information is designed to provide the guidance and direction the Ed Media intern and the Site Supervisor/Media Specialist need in planning the Ed Media internship experience.

Special attention should be given to dates of completion or Date Due for each section of the Internship Experience.

Internship Wiki or Blog

The intern will develop a Wiki or Blog to be used for posting reports, reflections and comments. Once the wiki or blog is completed, the Web address should be email to the Ed Media Faculty Supervisor.

The intern may begin creating the blog or wiki once manual enrollment in the internship has been completed. However, it must be completed and ready for use by the end of the first week of the semester the intern officially starts the internship.

Internship Objectives and the [Florida Educator Accomplished Practices](http://www.fldoe.org/dpe/publications/preprofessional4-99.pdf) (FEAP)

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The **Florida Educator Accomplished Practices** Preprofessional competencies are for teachers and media specialists of the 21st century. They are the FL DOE standards that guide and develop the Ed Media program and the curriculum. Each of the 12 Accomplished Practices is addressed in an activity or assignment across the Ed Media courses.

12 Florida Educator Accomplished Practices

1. ASSESSMENT
2. COMMUNICATION
3. CONTINUOUS IMPROVEMENT
4. CRITICAL THINKING
5. DIVERSITY
6. ETHICS

7. HUMAN DEVELOPMENT & LEARNING
8. KNOWLEDGE OF SUBJECT MATTER
9. LEARNING ENVIRONMENTS
10. PLANNING
11. ROLE OF THE TEACHER
12. TECHNOLOGY

The FEAPs will be used by the intern and Site Supervisor to develop the **Internship Objectives** and other work to be completed during the internship.

Developing the **Internship Objectives** should be the first thing the intern and Site Supervisor do once the **Internship Timeline** has been developed and approved and the internship officially begins.

Internship Objectives: To be Completed by the Intern and Site Supervisor

- Review and become familiar with the Preprofessional Florida Educator Accomplished Practices and Sample Key Indicators at the FL DOE Web site.
<http://www.fldoe.org/dpe/publications/preprofessional4-99.pdf>
- Using the FEAPs, develop a Word document with no less than six (6) Internship Objectives.
 - One (1) or more FEAP must be used in an Internship Objective.
 - Examples:
 - I will work collaboratively with a teacher to plan and teach a lesson on Internet Research Skills for at-risk students (FEAP 1, 8, 9, 10, 11 and 12))
 - I will use my knowledge about collection development to order books and technology resources for the science section of the collection. (FEAPs 8, 10 and 12)
 - I will process a book order and prepare it for circulation (FEAP 8)
 - I will attend a District Level Media Specialist meeting or the FAME Conference (FEAP 3)
 - Identify each FEAP by number (i.e., FEAP 2) in each Internship Objective.
- Once the Internship Objectives have been written, post them to the Internship Wiki or Blog for the Ed Media Faculty Supervisor's review, comments and approval.
- Once the **Internship Objectives** have been approved, begin

using them towards implementation of the **Internship Objectives**.

Internship Objective Assessment

- As each of the Internship Objectives are completed, post in the Internship Wiki or Blog an assessment of the completed Internship Objective to include the following:
 - Internship Objective with the identified FEAP(s)
 - Assessment of the completed Internship Objective to include
 - A description of the activity or assignment used to meet the objective.
 - The extent to which the objective was met with comments and an explanation for the level identified:
_____ Objective satisfactorily met
_____ Objective partially met
_____ Objective not met
 - Different approaches or strategies for improvement regarding objectives that were partially or not met
 - Comments from the Site Supervisor regarding the intern's completion and assessment of the objective
- The Ed Media Faculty Supervisor will review the completed objective(s) and add comments.

Internship Reports

The following reports are designed to help the Intern become familiar with the community, school and media program in which the internship is completed. They are to be completed by the Intern, with input from the Site Supervisor as needed. Excellent sources for this type of information are self-studies such as the Southern Association of Colleges and Schools or other reports the school completes for accreditation or review. An analysis or overview of the FCAT scores and the school's grade should also be included in the reports when instructed.

Intern Reports

Complete and post the following **REPORTS** in the Wiki or Blog for review and comments by the Ed Media Faculty Supervisor and the Site Supervisor. **DATE DUE:** All reports should be posted no later than 14 days after the official start of the internship.

Report 1 (FEAP 1)

A description of the media center in which the intern is doing the internship. Include descriptions of and comments on

- The number of media professional and support staff.
- 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.
- A description of any formal or informal networks or resource sharing (interlibrary loans) program in which the media program participates.
- The extent to which technology, including Web 2.0 technologies, is a part of the media center and the media program.
- Comments on the mission, goals, and current objectives of the media program.
- Comments on the district policies and procedures manual for media programs.
- Demographics of the students using the media center.
- Special needs of students using the media center.

Report 2 (FEAP 1)

A description of the school environment in which the media center operates. Include descriptions and comments on

- The number of teachers and other staff.
- The organization of the school (grade levels, departments, units, etc.).
- A description of the administrative and supervisory system of the school (principals, department chairperson, unit leaders, etc.).
- Special services and/or programs of the school (guidance, at risk, special education, etc.).
- The schools that feed students into your school and the schools that your school feeds students into.
- Comments on the stated mission, philosophy, and objectives of the school for the current year and how they impact the media program.
- The FCAT score for the school and a summary of the impact of this score on the school.

Evaluation, Assessment and Final Grading

Assessing and evaluating the intern is an important aspect of the internship and a process which helps improve the intern's professional

effectiveness and contributes to the total learning experience. Dialogue between the Ed Media Faculty Supervisor, Site Supervisor and the Intern is a form of informal assessment. However, formal assessments and evaluations will also be completed.

The assessment and evaluation process for internship is multifaceted and should be closely tied to the approved Internship Objectives and activities identified by the Intern and the Site Supervisor.

All assessment and evaluation tools will be posted to the Internship Wiki or blog for the Ed Media Faculty Supervisor to review and post comments.

Evaluation Process and Forms to Be Used

[Mid-Point Evaluation of Intern form](#)

At the midpoint of the Internship, the Intern and the Site Supervisor will meet to discuss the intern's progress and accomplishments and to complete the form. The Internship Objectives will serve as the basis for the midterm and final assessment and evaluation discussions.

[Evaluate Your Internship Experience](#)

The intern, at the completion of the Internship, will complete this evaluation tool. After completion of the tool, the intern will discuss the evaluation with the Site Supervisor.

Assessment Process and Forms to Be Used

[Final Assessment of the Intern](#)

At the completion of the Internship, the Site Supervisor will complete this assessment tool. After completion of the tool, the Site Supervisor will discuss the assessment with the Intern.

Completion of the Ed Media Traditional Internship

Once the intern has completed the internship experience and all evaluation and assessment completed, determining the final grade will take place.

Final Grading

- Using a comprehensive review of the Internship Objectives, all related work required for the internship and the evaluation and assessments tools, the Ed Media Faculty Supervisor will

evaluate and assess the Intern's work completed for the traditional internship.

- A [Traditional Internship Rubric](#) will be used to assign the internship final grade.
- The Ed Media Faculty Supervisor will turn in the final Ed Media internship grade.