

MASTER OF EDUCATION PROGRAM

THEORY • PRACTICE • EXCELLENCE



Education Technology Internship (Candidate and Internship Supervisor) Handbook

York College of Pennsylvania
Department of Education
441 Country Club Road
York, PA 17403

The Education Technology Internship

The Education Technology Internship is the capstone experience for York College of Pennsylvania (YCP) graduate candidates pursuing the M.Ed. in Educational Technology and/or the Instructional Technology Specialist Certification (ITS). The purpose of the Education Technology Internship is to provide practical experiences designed to prepare candidates to become effective education technology leaders and practitioners. This internship affords candidates opportunities to integrate technology in authentic education contexts while under the direction of a college-appointed Internship Supervisor. Candidates who complete this internship, pending their completion of all course requirements prescribed for their elected track, are eligible to be awarded either the M.Ed. in Education Technology with the ITS certification, or stand-alone ITS certification.

Required Products and Performances

Internship Performances

Internship Performances are the core of the Education Technology Internship experience. Candidates will develop a Technology Professional Development Project and a Technology Action Research Project during MED 626 and MED 630. The Education Technology Internship will require candidates to carry out one of these projects and to catalog their work in a Technology Leadership Digital Portfolio (PLN). Candidates must present a proposal describing their plan for carrying out their internship for approval prior to scheduling their internship. The Technology Internship Application details this process and includes the rubric and approval form used to assess the quality and feasibility of the proposed technology project as an internship experience. All candidates must submit a project proposal to the Master of Education (M.Ed.) office and receive approval prior to scheduling their internship.

All internships will be completed in candidate's Local Education Association (LEA) unless an alternative placement is requested. Requests of this nature will be made by creating a separate letter indicating the proposed location of the internship and a rationale describing why this location is a suitable venue, then including this letter with the Technology Internship Application submitted to the M.Ed. office. Candidates must secure a Memorandum of Understanding from a district level administrator at the host LEA, or the chief administrator at the alternate site, as part of the application submission. Program approval to enroll in the Education Technology Internship, granted by the Education Technology Coordinator, is contingent on the depth and rigor of the proposed technology project. Approval must be granted for candidates to be eligible to enroll in the Education Technology Internship.

Candidates must finish their project during their internship semester, to the satisfaction of a designated Internship Supervisor, to earn credit for the internship.

Technology Leadership Digital Portfolio (PLN)

All candidates who apply for the internship will augment their existing Digital Portfolios with a blog that includes eight (bi-weekly) reflections of their progress on internship-related activities. These reflections will be assessed by the Internship Supervisor and included in the grade for MED 632 *Technology Internship*. Each blog post should include the following:

- An update of the tasks completed in association with the internship
- A reflection on the progress of the technology project
- At least 1 digital artifact (video clip, screencast, link to a technology product created or deployed during the internship)

Final Evaluation

Candidates' performances on each component of the Education Technology Internship are compiled on the Final Evaluation rubric by the Internship Supervisor. This document, used to determine candidates' final grade for the Education Technology Internship, will be submitted to the Master of Education Office within one week of the end of the semester in which the internship is completed. Internship grades, entered by the Education Technology Coordinator, will be informed by the Final Evaluation rubric.

Candidate Responsibilities

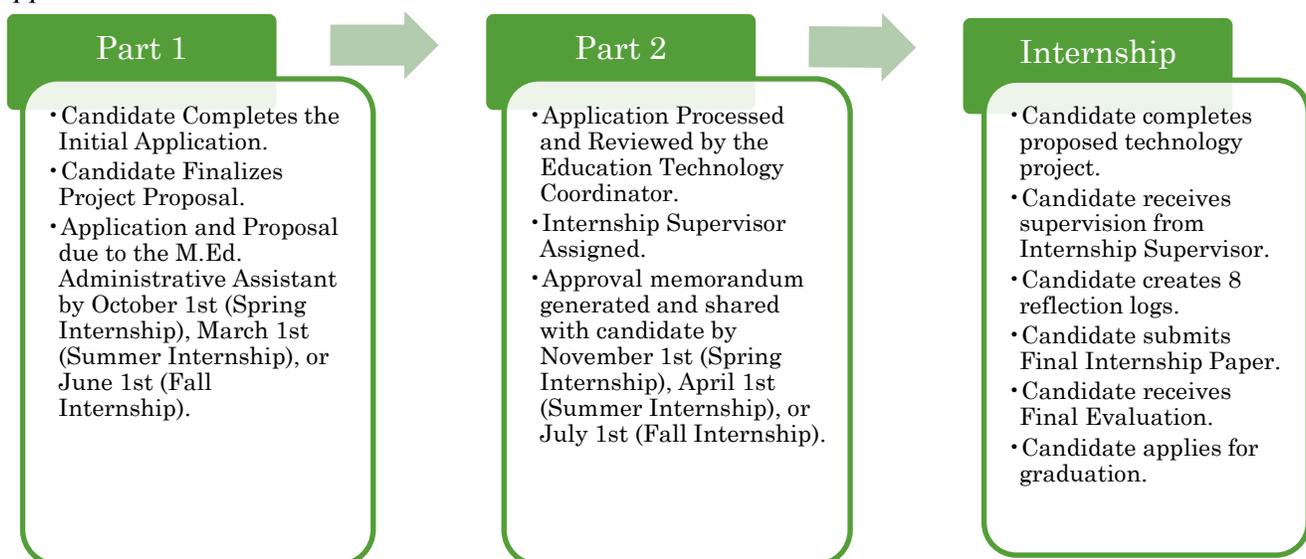
- Create and submit an internship project proposal.
- Attend the *Internship Orientation Session* scheduled at the beginning of the internship semester.
- Carry out all tasks designated in the technology project proposal, and other internship-related tasks, as designated by the Internship Supervisor and/or Education Technology Coordinator.
- Prepare eight (bi-weekly) blog posts on a Digital Portfolio (PLN) describing all internship-related activities completed each week, reflecting on the lessons-learned, and sharing at least one image, video clip, or screenshot documenting an internship-related activity completed that week.
- Submit a final reflection paper that summarizes the outcomes of the technology project to the Internship Supervisor.
- Candidates who do not possess a valid PA teaching certification or are not currently employed as a teacher or administrator at a public school in Pennsylvania must provide criminal background, child abuse and FBI fingerprinting clearances that are less than a year old to the YCP Education Department Office and to the required office as designated by the policy in place at the host site prior to the first day of the internship semester.
- Any behavior deemed improper (detrimental to the school, district, or college) will result in termination of the Internship with a grade of 0.

Internship Supervisor Responsibilities

- Assess the candidate’s internship project proposal and become familiar with the tasks required for the internship to be successfully carried out.
- Attend the *Internship Orientation Session* scheduled at the beginning of the internship experience.
- Assist the candidate in soliciting the required facilities, supplies, space, etc., to engage in the technology project.
- Review candidate’s bi-weekly blog posts documenting their internship-related activities.
- Alert the Education Technology Coordinator of any problems relating to the candidate’s professional or personal performance.
- Schedule and lead mid-semester and final evaluation on-site meetings with the candidate. Complete formal evaluations of the candidates’ performance and share them with the candidate in a timely fashion.
- Schedule and lead at least two additional on-site progress and reflection meetings with the candidate during the internship experience.
- Schedule and lead at least two off-site or distance (unassessed) meetings with the candidate.
- Submit all four completed evaluation forms (Visit 1, Mid-Internship, Visit 3, and Final Evaluation) to Educational Technology Coordinator (YCP M.Ed. Office) at the closure of the experience.
- Make suggestions to the Educational Technology Coordinator (YCP M.Ed. Office) as to how the Internship Program might be improved.

Internship Timeline

The Education Technology Internship is the capstone course for candidates pursuing advanced education technology certifications. All documents are due on the days described in the Internship Application Timeline:



Technology Action Research Project Proposal Instructions

Technology Action Research Digital Portfolio (PLN) Instructions:

- Review your Digital Portfolio to ensure functionality for all components.
- Create a blog space to house your bi-weekly reflections during your internship.
- Create an Internship tab that will document digital artifacts (images, screenshots, videos, embedded presentations).

Technology Action Research Paper Proposal Instructions:

- Prepare a 1 page executive summary explaining the goal of your research project (Including research questions).
- Prepare a 2-3 page literature review (with 5-7 references) establishing context for your research project.
- Prepare a 1 page summary of your assessment protocol.
- Present any assessments, questionnaires, focus group protocols, etc. as appendices to your paper.
- Prepare a graphic organizer presenting the timeline of your research project as an appendix to your paper.
- Prepare an Informed Consent Letter as an appendix to your paper.
- Organize all materials into one APA-aligned paper (7-10 pages with references). See <https://owl.english.purdue.edu/owl/resource/560/01/> for more information about preparing your work in APA format.

IRB Application Instructions:

- Visit <https://www.ycp.edu/about-us/offices-and-departments/institutional-research/institutional-review-board/> for general information about the IRB process at York College.
- Visit <https://www.ycp.edu/media/york-website/institutional-research/IRB-Advice-for-Student-Investigators.pdf> for candidate information about submitting an IRB.
- Visit <https://www.ycp.edu/media/york-website/institutional-research/Social-and-Behavioral-Research-Form.pdf> and download the IRB form for conducting human research (Social and Behavioral).
- Complete all required areas of the form.
- Download the completed form and include it with your application.
- Formally submit the application to the York College IRB. ****This must be completed independently prior to any data collection.****

Memorandum of Understanding Instructions:

- Download the Memorandum of Understanding.
- Secure permission from a district level administrator to conduct the internship with a signature.

Submission Requirements:

- Compile all components of your proposal and convert them (if needed) to PDF files and submit them (in one message) to MED@ycp.edu.
 - Education Technology Internship Application
 - Internship Proposal Paper
 - Internal Review Board Application
 - Signed Memorandum of Understanding
- Submit all required materials to the M.Ed. Administrative Assistant (MED@ycp.edu) by October 1st (Spring Internship), March 1st (Summer Internship), or June 1st (Fall Internship).
- Approval will be granted by November 1st (Spring Internship), April 1st (Summer Internship), or July 1st (Fall Internship).
- Enroll in MED 632.

Candidate Name:		Project Title:	
Technology Leadership Digital Portfolio (PLN)			
	Distinguished (3)	Proficient (2)	Needs Improvement (1)
Included functional web address.			
All required components included (Action Research blog and tab)			
Internship Paper			
	Distinguished (3)	Proficient (2)	Needs Improvement (1)
Thorough contextual analysis. (5-7 sources).			
Free from structural or grammar errors.			
Valid, reliable, and thorough data collection procedures			
Included required appendices (GO, surveys, informed consent)			
Error-free in-text citations and references (APA format).			
Internal Review Board Application			
	Distinguished (3)	Proficient (2)	Needs Improvement (1)
Included a thorough IRB application			
All required components comprehensively addressed.			
Included a graphic organizer displaying the data collection process.			
Memorandum of Understanding			
Included a signed Memorandum of Understanding from the LEA	_____ Yes	_____ No	
Comments:			

Total Points: ___ / 30		
Alternative Experience Grade Key		
_____ Accepted <i>This project is accepted. You may schedule your internship.</i> 30-26 points	_____ Accepted w/ Revisions <i>Please make the revisions described in the comments before you begin your internship.</i> 25-21 points	_____ Rejected <i>Major revisions required. Schedule an appointment with your coordinator.</i> 20 or fewer points

Evaluator Signature: _____

Date: _____

Technology Professional Development Project Proposal Instructions

Technology Leadership Digital Portfolio Instructions:

- Review your Digital Portfolio (PLN) to ensure functionality for all components.
- Create a blog space to house your bi-weekly reflections during your internship.
- Create an Internship tab that documents digital artifacts (images, screenshots, videos, embedded presentations)

Needs Assessment Instructions

- Present your functional needs assessment survey.
- Prepare a 1 page summary describing the distribution of the survey, response volume, response rate, respondent demographics.
- Prepare a 1 page summary of the needs identified in the survey.

Technology Professional Development Project Proposal Paper Instructions:

- Prepare a 1 page executive summary explaining the goal of your professional development project and how those goals are aligned to the findings of the needs assessment.
- Prepare a 2-3 page literature review (with 3-5 references) establishing context for your professional development project.
- Prepare a summary of your proposed professional development activities (1 page per component [tutorials, trainings, screencasts, websites, etc.]). Include 2-3 objectives for each professional development component.
- Prepare a graphic organizer presenting a detailed timeline of your professional development project as an appendix to your paper.
- Organize all materials into one APA-aligned paper (5-7 pages with references). See <https://owl.english.purdue.edu/owl/resource/560/01/> for more information about preparing your work in APA format.

Memorandum of Understanding Instructions:

- Download the Memorandum of Understanding.
- Secure permission from a district level administrator to conduct the internship with a signature.

Submission Requirements:

- Compile all components of your proposal and convert them (if needed) to PDF files and submit them (in one message) to MED@ycp.edu.
 - Education Technology Internship Application
 - Needs Assessment
 - Internship Paper
 - Signed Memorandum of Understanding
- Submit all required materials to the M.Ed. Administrative Assistant (MED@ycp.edu) by October 1st (Spring Internship), March 1st (Summer Internship), or June 1st (Fall Internship).
- Approval will be granted by November 1st (Spring Internship), April 1st (Summer Internship), or July 1st (Fall Internship).
- Enroll in MED 632.

Candidate Name:		Project Title:	
Technology Leadership Digital Portfolio (PLN)			
	Distinguished (3)	Proficient (2)	Needs Improvement (1)
Included functional web address			
All required components included (Internship Blog)			
Needs Assessment			
	Distinguished (3)	Proficient (2)	Needs Improvement (1)
Included a comprehensive and well-designed survey			
Included a comprehensive and polished data summary			
Included a comprehensive summary of the identified needs			
Internship Paper			
	Distinguished (3)	Proficient (2)	Needs Improvement (1)
Thorough contextual analysis. (3-5 sources)			
Free from structural or grammar errors			
Comprehensive summaries of PD components			
Included a comprehensive, clear, and well-constructed timeline			
Error-free in-text citations and references (APA format).			
Memorandum of Understanding			
Included a signed Memorandum of Understanding from the LEA		_____ Yes	_____ No
Comments:			

Completed by Education Technology Coordinator:		
		Total Points: ____ / 30
Alternative Experience Grade Key		
_____ Accepted <i>This project is accepted. You may schedule your internship.</i> 30-26 points	_____ Accepted w/ Revisions <i>Please make the revisions described in the comments before you begin your internship.</i> 25-21 points	_____ Rejected <i>Major revisions required. Schedule an appointment with your coordinator.</i> 20 or fewer points

Evaluator Signature: _____

Date: _____

Education Technology Internship Approval Memo

*Completed by Education Technology Coordinator.
(Return a copy to candidate and to med@ycp.edu.)*

ACCEPTED – Please review the following information:

Candidate Name: _____ Candidate ID#: _____

You are permitted to schedule your internship during the following semester:

Year: _____ Semester: _____ Spring _____ Fall _____ Summer _____

Candidate Program:

- ____ M.Ed. *Education Technology* with Instructional Technology Specialist Certification
- ____ M.Ed. *Education Technology* with Online Teaching Endorsement
- ____ *Certification Only* - Instructional Technology Specialist Certification
- ____ *Certification Only* - Online Teaching endorsement

Location of Internship:

School District Name: _____

School District Address: _____
(street and #) (city) (state) (Zip code)

On-Site Mentor Name: _____

On-Site Mentor Contact Information: _____
(phone number) (email)

Internship Supervisor Name: _____

Internship Supervisor Contact Information: _____
(phone number) (email)

Internship Supervisor Signature: _____

NEXT STEPS – ACCEPTED PROPOSAL

- Schedule MED 632 *Education Technology Internship*
- Attend an Internship Orientation Session
- Complete a Technology Project
- Attend an Internship Orientation Session
- Apply for Graduation
- Create a Presentation Summarizing Your Experience

Rejected – Please review the following information:

Your proposal was insufficient. Please review your application, project proposal, and the attached rubrics. Make the required improvements and additions, then resubmit your application to the Education Technology Coordinator. Your ability to engage in your internship during your desired semester is contingent on your speedy and thorough resubmission.

NEXT STEPS – REJECTED PROPOSAL

- Schedule a meeting with the Education Technology Coordinator.
- Revise your application and proposal.
- Resubmit your application and proposal.
- Applications must be resubmitted by December 1st (Spring Internship), June 1st (Fall Internship), or August 1st (Fall Semester) to be given consideration for the impending semester.

Memorandum of Understanding



Candidate Name: _____

MEMORANDUM OF UNDERSTANDING

Between _____ School District and
York College of Pennsylvania Master of Education Program

The Education Technology Internship is the capstone course for York College of Pennsylvania (YCP) graduate candidates pursuing the M.Ed. in Educational Technology, or the stand-alone Instructional Technology Specialist Certification. The purpose of the Education Technology Internship is to provide candidates practical experiences designed to prepare candidates to become effective education technology leaders and practitioners. This internship affords candidates opportunities to integrate technology in authentic education contexts in ways that support their host district and under the direction of a YCP-appointed Internship Supervisor. Candidates who complete this internship, pending their completion of all course requirements prescribed for their elected track, are eligible to be awarded either the M.Ed. in Education Technology with Instructional Technology Specialist Certification or the Instructional Technology Specialist Certification as a stand-alone program.

The purpose of this Memorandum of Understanding is to define the partnership between the York College of Pennsylvania Master of Education program and the school district under whose auspices the educational technology candidate will complete the capstone internship required to earn their Instructional Technology Certification.

Technology projects are the core of the Education Technology Internship experience. These projects, designed by the candidates, will include a Technology Professional Development Project or a Technology Action Research Project. These activities are designed by candidates to support the continual improvement and professional development plans of their host district. The technology project, carried out under the auspices of this agreement, will require candidates to carry out one of these projects. Candidates must submit, and receive approval for, a proposal describing their plan for carrying out their internship for approval prior to scheduling their internship. A copy of the candidate's application, which details the professional development and research activities they intend to carry out during this internship, is included with this document.

All projects will be completed in the candidate's Local Education Association (LEA) unless an alternative placement is requested. Candidates must secure a Memorandum of Understanding from administration at the host LEA as part of their internship application. Program approval to enroll in the Education Technology Internship, granted by the Education Technology Coordinator, is contingent on the depth and rigor of the proposed technology project. Approval must be granted for candidates to be eligible to enroll in the Education Technology Internship.

Indemnification by Area School District. _____ School District agrees to indemnify York College of Pennsylvania, its staff, graduate candidates, employees and agents for and from any and all liability, lawsuits, demands, claims, losses, damages and costs (including but not limited to attorneys' fees) of whatsoever kind that York College of Pennsylvania may incur, suffer or be put to pay, all without limitation as to time, arising out of any act, omission, conduct or negligence of Area School District, its employees, any of its agents or any of the Area School District candidates.

Indemnification by York College of Pennsylvania. York College of Pennsylvania agrees to indemnify Area School District, its staff, candidates, employees and agents for and from any and all liability, lawsuits, demands, claims, losses, damages and costs (including but not limited to attorneys' fees) of whatsoever kind that Area School District may incur, suffer or be put to pay, all without limitation as to time, arising out of any act, omission, conduct or negligence of York College of Pennsylvania staff, graduate candidates, or employees in connection with his or her presence at facilities under the ownership, control or possession of the Area School District.

Candidate Name: _____

**Responsibilities of the
York College Educational Technology Internship Program
and District Partners**

York College of Pennsylvania agrees to:

- Provide college supervision of the internship experience.

- Provide college supervisors for candidate's field-based experiences.

- Support, educate, and assess candidates.

- Ensure that the intern's internship addresses the program competencies.

- Assist the intern to develop a professional portfolio demonstrating mastery of performance tasks.

- Maintain appropriate records of all college, district, and state requirements for interns.

The School District Partner agrees to:

- Consent to allowing candidate to conduct a Technology Professional Development Project for educators within the district.
- OR
- Consent to allowing the candidate to conduct a Technology Action Research Project assessing the efficacy of a technology intervention with candidates or teachers in their current instructional role.

 - Consult with the intern's Internship Supervisor as appropriate.

This Agreement contains the entire understanding of the parties and may only be amended in whole or in part by an agreement in writing signed by both parties.

School District Representative (please print): _____

School District Representative Signature	Title/Position	Date
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York College of Pennsylvania	Title/Position	Date
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**Education Technology Internship
Visit 1 Checklist**

Candidate Name:	School or Organization:
Internship Supervisor:	Date:

Candidate Checklist

<ul style="list-style-type: none"> Summarize progress toward completing Technology Action Research Project or Technology Professional Development Project. 	
<ul style="list-style-type: none"> Update reflection blog (at least two posts) on your Digital Portfolio (PLN). 	
<ul style="list-style-type: none"> Add at least 2 digital artifacts representing your internship work on your Digital Portfolio (PLN). 	

Progress Rubric (Completed by Internship Supervisor)

	Distinguished (3)	Proficient (2)	Needs Improvement (1)
<i>Describes significant progress in carrying out the professional Technology Professional Development or Action Research project.</i>			
<i>Updated reflection blog (at least two comprehensive posts).</i>			
<i>Included at least two engaging digital artifacts on the "Internship" tab of the Digital Portfolio (PLN).</i>			

Comments (Completed by Internship Supervisor)

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Visit 1 Total Points _____

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

Candidate Name:	School or Organization:
Internship Supervisor:	Date:

Candidate Checklist

<ul style="list-style-type: none"> Summarize progress toward completing Technology Action Research Project or Technology Professional Development Project. 	
<ul style="list-style-type: none"> Update reflection blog (at least four posts) on your Digital Portfolio (PLN). 	
<ul style="list-style-type: none"> Add at least 4 digital artifacts representing your internship work on your Digital Portfolio (PLN). 	
<ul style="list-style-type: none"> Add an “outcomes” (Technology Professional Development Project) or a “results” (Technology Action Research Project) section to your internship paper. Write 1-2 pages of these sections. 	

Progress Rubric (Completed by Internship Supervisor)

	Distinguished (3)	Proficient (2)	Needs Improvement (1)
<i>Describes significant progress in carrying out the Technology Professional Development Project or Action Research Project.</i>			
<i>Updated reflection blog (at least four comprehensive posts).</i>			
<i>Included at least four engaging digital artifacts on the “Internship” tab of the Digital Portfolio (PLN).</i>			
<i>Added “outcomes” or “results section” to the internship paper. Wrote 1-2 pages of these sections.</i>			

Comments (Completed by Internship Supervisor)

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Mid-Internship Total Points _____

Candidate is performing at a distinguished level (12).
Candidate is performing at a proficient level (11-10).
Candidate is not currently performing at an adequate level and the following changes are required (9 or below). Candidate should take the following actions to succeed during this internship:

Candidate Name:	School or Organization:
Internship Supervisor:	Date:

Candidate Checklist

<ul style="list-style-type: none"> Summarize progress toward completing Technology Action Research Project or Technology Professional Development Project. 	
<ul style="list-style-type: none"> Update reflection blog (at least six posts) on your Digital Portfolio (PLN). 	
<ul style="list-style-type: none"> Add at least six digital artifacts representing your internship work on your Digital Portfolio (PLN). 	

Progress Rubric (Completed by Internship Supervisor)

	Distinguished (3)	Proficient (2)	Needs Improvement (1)
<i>Describes significant progress in carrying out the Technology Professional Development Project or Action Research Project.</i>			
<i>Updated reflection blog (at least six comprehensive posts.)</i>			
<i>Included at least six engaging digital artifacts on the "Internship" tab of the Digital Portfolio (PLN).</i>			

Comments (Completed by Internship Supervisor)

<p>_____</p>

Visit 3 Total Points _____

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

Candidate Name:	School or Organization:
Internship Supervisor:	Date:

Candidate Checklist

<ul style="list-style-type: none"> Update reflection blog (at least eight posts) on your Digital Portfolio (PLN). 	
<ul style="list-style-type: none"> Add at least eight digital artifacts representing your internship work on your Digital Portfolio (PLN). 	
<ul style="list-style-type: none"> Finish the “outcomes” (Technology Professional Development Project) or a “results” (Technology Action Research Project) section to your internship paper. Add a Conclusion section. 	
<ul style="list-style-type: none"> Finalize your internship paper. Complete any missing sections. Proofread and prepare it for submission. Align all headings, serialiations, tables, and references in APA. 	
<ul style="list-style-type: none"> Prepare a formal 15-minute presentation summarizing the accomplishments, challenges, and lessons learned completing the internship project. 	

Internship Paper

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

Presentation

	Distinguished (3)	Proficient (2)	Needs Improvement (1)
<i>Thorough summary of all components completed during the internship</i>			
<i>Visually engaging and effectively designed media materials</i>			
<i>Professional and polished delivery</i>			

Comments (Completed by Internship Supervisor)

Final-Internship Total Points _____

Visit 1						___ / 9
Mid Experience Evaluation						___ / 12
Visit 3						___ / 9
Final Evaluation						___ / 30
Total Points:						___ / 60
Educational Technology Internship Grade Key						
"4" <i>60-56 points</i>	"3.5" <i>55-52 points</i>	"3" <i>51-48 points</i>	"2.5" <i>47-45 points</i>	"2" <i>45-43 points</i>	"1-0" <i>42 or fewer points</i>	

Additional comments may be included on the back of this document or as an attachment.

Candidate's Signature: _____

Date: _____

Evaluator's Signature: _____

Date: _____