

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.

Professional Development 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 PD 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 (MOU) 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 (all at once) to MED@ycp.edu by October 1st (Spring Internship), March 1st (Summer Internship), or June 1st (Fall Internship).
 - Education Technology Internship Application
 - Needs Assessment
 - Internship Paper
 - Signed Memorandum of Understanding
- Approval will be granted by November 1st (Spring Internship), April 1st (Summer Internship), or July 1st (Fall Internship).
- Enroll in MED 632.

*Technology Professional Development Project
Proposal Rubric*

<i>Candidate Name:</i>	<i>Project Title:</i>
Technology Leadership Digital Portfolio	
Rating Scale:	3-Distinguished 2-Proficient 1-Needs Improvement
<i>Included functional web address</i>	
<i>All required components included (Internship Blog)</i>	
Needs Assessment	
<i>Included a comprehensive and well-designed survey</i>	
<i>Included a comprehensive and polished data summary</i>	
<i>Included a comprehensive summary of the identified needs</i>	
Internship Paper	
<i>Thorough contextual analysis. (3-5 sources)</i>	
<i>Free from structural or grammar errors</i>	
<i>Comprehensive summaries of PD components</i>	
<i>Included a comprehensive, clear, and well-constructed timeline</i>	
<i>Error-free in-text citations and references (APA format).</i>	
Memorandum of Understanding	
<i>Included a signed Memorandum of Understanding from the LEA</i>	

Comments:

Completed by Education Technology Coordinator:

Total Points: / 30

Alternative Experience Grade Key

<p>Accepted <i>This project is accepted. You may schedule your internship. (30-26 points)</i></p>	<p>Accepted w/ Revisions <i>Please make the revisions described in the comments before you begin your internship. (25-21 points)</i></p>	<p>Rejected <i>Major revisions required. Schedule an appointment with your coordinator. (20 or fewer points)</i></p>
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Evaluator Signature:

Date: