

4. Technology

Leaders exhibit technology skills through:

- an understanding of the technological dimensions of administrative activities
- use of computer programs appropriately in implementing school-wide assessments
- use of computer programs appropriately to improve learning at all levels

The five areas of Internship Activities listed in this section represent areas of professional practice in which the intern has been engaged throughout the internship plus a section for the Internship Project.

- The intern will enter the total number of logged hours for each activity and indicate the experiences and evidence (artifacts) for each section.
- Upon completion of the internship, the Site Mentor should review this form with the intern.
- Please indicate your evaluation of the intern in each of the sections using the rubric listed below. Sign the evaluation and present it to the College Supervisor at the 3rd visit.

Table 1: Please use this rubric to evaluate the Intern for each item within the five sections plus the Internship Project:

	4 Highly Effective	3 Effective	2 Developing	1 Needs Improvement
Knowledge	Possessed or acquired substantial knowledge; applied knowledge to competent performance	Possessed or acquired substantial knowledge; applied knowledge to performance	Possessed or acquired general knowledge; applied knowledge to perform	Possessed or acquired little or no knowledge;
Responsibility	with considerable independent administrative or supervisory responsibility needing little or no external direction	with some independent, administrative or supervisory responsibility or with limited external direction	with limited independent, administrative or supervisory responsibility or needed external direction	participated as an observer without active participation or had no opportunity to participate

ITEM #	INTERN ACTIVITY	SUGGESTED HOURS	FALL YR	SPRING YR	SUMMER YR	Knowledge	Responsibility
401	Supervision of student attendance and other records	3					
402	Presentation of reports or leading discussions at departmental or cluster-group meetings	3					
403	Scheduling of student programs	5					
404	Administration of state-wide or district-wide testing programs	3					
405	Preparation of budget data and controlling budgetary expenditures	3					
406	Processing of requisitions for materials and services	3					
407	Checking in, storing, inventorying, distributing books supplies	3					
408	Processing of staff attendance and payroll data	3					
409	Supervision of office clerical routines and procedures (duplicating, mail, telephone, filing system, etc.)	5					
410	Preparation of reports for the State or the district's central office	5					

411	Preparation of an analysis of the proceedings of district board meetings in terms of their implications to the administrator of a school in the district	3				
412	Presentation of a report and/or leading a discussion at a Parents' Assoc. or other meeting of community people	3				
413	Preparation of material on a pertinent topic to be sent to parents or community groups	3				
TOTAL		45				
TOTAL LOGGED HOURS						

Ways in which these practices were experienced at this internship site:

Present data analysis for improved student achievement Budget management procedures

Maintain user-friendly web site for communication with parents, students, the public
 Use technology, telecommunications and information systems to enrich curriculum and instruction Apply and assess current technologies for school management and business procedures
 Develop and monitor long range plans for school and district technology and information systems Establish an ad hoc school-community technology committee
 Survey technology proficiency for staff and students Other: Please describe:

Evidence (artifacts) provided includes:

School technology plans consistent with district, state, and national policy PowerPoint presentation
 Agenda, handouts, and minutes from constituent groups Technology proficiency survey results
 Analysis of technology proficiency survey results
 Comments received from school web-page
 Video clip of vision and mission statement by school leader on school web-page
 Notes and sources of readings from books, articles, relevant web sites related to this topic Correspondence with experts in this area
 Other (please describe):