

M.Ed. in Educational Technology Program

EDET 650 Internship Contract

Internship Site:

School District 5 of
Lexington & Richland Counties
1020 Dutch Fork Road
Irmo, SC 29063

Contacts:

Missy Wall Mitchell
Director of Accountability
803-476-8000
MMitchel@lexrich5.org

Barbara Solomon
803-476-8155
bsolomon@lexrich5.org

Context

District Five School District Five of Lexington and Richland Counties (District 5) operates a total of 12 elementary schools, four middle schools, five high schools, and one alternative academy. The District provides opportunities and programs which focus on both academic and personal success for all students from early childhood education through grade 12 and including adult and community education programs.

The mission of the Department of Accountability is to improve student achievement by providing reliable actionable information and cultivating a culture of data-based decision making. This is accomplished by developing the tools and maintaining the data needed by district personnel and the public to monitor the effectiveness of, and make informed decisions about, District 5 schools and programs.

Learning Goals and Objectives

During the internship, I will develop and refine my skills, knowledge and ability to:

- Comprehend current government (FERPA) guidelines as they relate to K-12 Educational student data.
- Research, summarize and evaluate varied interpretations of FERPA's complex guidelines
- Design and develop a professional development module utilizing multi-media tools such as PowerPoint, Camtasia and Audacity.
- Design and implement an evaluation tool to aid in retention and provide feedback regarding the success of the professional development objectives.

Responsibilities and Tasks

To achieve my objectives, I will:

- Evaluate current FERPA guidelines as they relate to K-12 Educational student data systems.
- Collect FERPA interpretations documented by other K-12 school districts across and outside South Carolina.

- Create a professional development module which will instruct school registrars regarding the application of FERPA
- Develop an evaluative tool which will measure the retention, understanding and acceptance of the content by the registrars.

Deliverables

To demonstrate achievement of my objectives, I will submit for my internship:

- an outline the district's policies which protect student data
- a summary of the application of FERPA regulations related to K-12 education
- identification of the legal ramifications if student data is compromised
- professional development module which will incorporate applicable daily practices, discussion of caveats and scenarios that focus specifically on the Registrar's access to and reporting of student data maintained in PowerSchool.
- development of evaluation tool which reinforces training objectives and measures retention
- 3-5 page paper that reflects on internship experience and describes how deliverables demonstrate achievement of specified objectives

Schedule and Milestones

Week 1 (Oct. 20 – Oct. 26)

Meet with internship mentor
Gather existing district policy regarding student data /
collaborate with the Public Information Division
Research FERPA via online and physical resources

Week 2 (Oct. 27 – Nov. 2)

Review research materials
Begin design process for professional development module
Submit bi-weekly reflection and timesheet (Nov. 3)

Week 3 (Nov. 3 – Nov. 9)

Summarize FERPA research findings
Continue design of professional development module
Submit draft of annotated bibliography (Nov. 10)

Week 4 (Nov. 10 – Nov. 16)

Complete design of professional development module
Begin design of evaluative tool
Submit bi-weekly reflection and timesheet (Nov. 17)

Week 5 (Nov. 17 – Nov. 23)

Make edits and revisions to professional development module
Complete design of evaluative tool
Submit final annotated bibliography (Nov. 24)

Week 6 (Nov. 24 – Nov. 30)

Make final edits and revision in all products

Facilitate professional development module with school registrars
Administer evaluation tool

Week 7 & 8 (Dec. 1 – Dec. 14)

Score and summarize results of evaluation tool
Write 3-5 page reflection paper
Submit final reflection paper (Dec. 8)
Submit final report using multi-media (Dec. 11)
Submit final timesheet (Dec. 11)

By signing below I am acknowledging that I agree to the terms in the Internship Contract.

Barbara Salomon
First and last name/Intern

10-21-14
Date

Michael R.
First and last name/On-Site Supervisor

10-21-14
Date

TJC Smyth
First and last name/Faculty Advisor

10.21.14
Date