STRUCTURED
Field Experience Log & Reflection
Instructional Technology Department

Candidate: Daniel Hoeh	Mentor/Title: Tracey Borup	School/District: Sprayberry High School/ Cobb County
Field Experience/Assignment: One-Hour Workshop	Course: ITEC 7460 Professional Learning and Technology Innovation	Professor/Semester: Dr. Sherry Grove/Spring 2017

Part I: Log

Date(s)	Activity/Time	STATE Standards PSC	NATIONAL Standards ISTE NETS-C
3/1	Evaluate and select a technology tool for the One-Hour Workshop including support materials. (3 hours)	PSC 2.6, 3.2, 3.6, 4.2	ISTE NETS-C 2g, 3b, 3g, 4b
3/2	Contact administration and create flyers, banner and email advertising the workshop. (2 hours)	PSC 1.2, 2.6, 3.2, 3.5, 3.6, 3.7	ISTE NETS-C 1b, 2g, 3b, 3f, 3e, 3g
3/3	Create a OneNote Notebook and PowerPoint presentation for the workshop. (3 hours)	PSC 1.2, 2.6, 3.2, 3.5, 3.6, 3.7	ISTE NETS-C 1b, 2g, 3b, 3f, 3e, 3g
3/4	Create agenda, lesson plan and support materials including links. (3 hours)	PSC 1.2, 2.6, 3.2, 3.5, 3.6, 3.7	ISTE NETS-C 1b, 2g, 3b, 3f, 3e, 3g
3/6	Include links to videos and PDF handouts. Organize material and improve layout of the notebook. (2 hours)	PSC 1.2, 2.6, 3.2, 3.5, 3.6, 3.7	ISTE NETS-C 1b, 2g, 3b, 3f, 3e, 3g
3/8	One-Hour Workshop on Office 365 including setup and clean up afterwards. Collect teacher evaluation/survey responses(2 hours)	PSC 2.2, 2.3, 2.4, 2.6, 3.1, 3.2, 3.3, 3.4, 3.5, 3.7, 4.2, 5.1, 5.2, 6.3	ISTE NETS-C 2b, 2c, 2d, 2f, 3a, 3b, 3c, 3d, 3e, 3g, 4b, 5a, 5b, 6c
3/9	Update OneNote Notebook of workshop for both class and to share with the staff. Include survey responses and write up a response.(3 hours)	PSC 2.6, 2.7, 2.8, 3.3, 6.2	ISTE NETS-C 2f, 2g, 2h, 3c, 6b
3/10	Create, edit, upload and attach a video that explains the workshop and the OneNote Notebooks. (3 hours)	PSC 2.6, 2.7, 2.8, 3.3, 6.2	ISTE NETS-C 2f, 2g, 2h, 3c, 6b
4/13	Present One-Workshop to class, view and critique projects. (1 hour)	PSC 3.7, 6.1, 6.2, 6.3	ISTE NETS-C 3g, 6a, 6b, 6c
4/14	Make needed improvements to the workshop. (2 hours)	PSC 1.2, 2.6, 3.7, 6.1, 6.2, 6.3	ISTE NETS-C 1b, 2f, 3g, 6a, 6b, 6c
	Total Hours: [24 hours]		

DIVERSITY								
(Place an X in the box representing the race/ethnicity and subgroups involved in this field experience.)								
Ethnicity	P-12 Faculty/Staff				P-12 Students			
	P-2	3-5	6-8	9-12	P-2	3-5	6-8	9-12
Race/Ethnicity:								
Asian				X				
Black				X				
Hispanic				X				
Native American/Alaskan Native				X				
White				X				
Multiracial				X				
Subgroups:								
Students with Disabilities								

Limited English Proficiency								
Eligible for Free/Reduced Meals								

Part II: Reflection

1. Briefly describe the field experience. What did you learn about technology facilitation and leadership from completing this field experience?

The One-Hour Workshop field experience was given for one day as part of the Lunch and Learning coaching session at Sprayberry High School. The experience began with evaluation and selection of different digital tools and instructional practices. A variety of materials were collected and organized onto the OneNote, along with an agenda and lesson plan. The training began with an introduction and a PowerPoint presentation. All supplemental information was offered to the teachers in the form of a OneNote Notebook that will be updated regularly.

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I learned that a technology leader must always be prepared for their audience.
I learned that is extremely important to evaluate and select appropriate tools
for the staff.  As a technology leader is important to understand the staff you
are working with.  The needs of the staff need to be addressed with the
presentation and tools must address the specific needs of those attending.
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2. How did this learning relate to the knowledge (what must you know), **skills** (what must you be able to do) **and dispositions** (attitudes, beliefs, enthusiasm) **required of a technology facilitator or technology leader? (Refer to the standards you selected in Part I. Use the language of the PSC standards in your answer and reflect on all 3—knowledge, skills, and dispositions.)**

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Knowledge - As a technology leader is it important to be knowledgeable about
the needs and demand of the technology staff and how digital tools can address
those needs. It is not enough to just understand how the tools work, a good
technology leader must effectively select and evaluate tools that address the
needs of the staff.  Along with evaluating digital tools, it is important to
communicate and collaborate in order to actively demonstrate how that tool can
be used.
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Skills – It is important as a technology facilitator and leader to present other teachers with instructional tools that have been selected and researched for accuracy, suitability and compatibility with the schools infrastructure.

Disposition – Disposition is a crucial aspect of instructional technology facilitator and leaders. It is important to always maintain a positive disposition that is relatable. It is important to develop positive peer relationships created with authentic listening and empathy.

3. Describe how this field experience impacted school improvement, faculty development or student learning at your school. How can the impact be assessed?

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This field experience helped to improve school improvement, faculty development
and student learning, by enabling teachers to expand their knowledge of digital
tools and resources.  The tools were used to organize educational resources and
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improve teacher best practices through PLC meetings. The coaching sessions included instructional tools that can be used directly in the classroom using instructional technology tools that currently available and compatible with the school's infrastructure. The impact of the field experience can be assessed using the teacher lesson plans, PLC meeting plans and increased student engagement as found in administrative walkthroughs.