

## Field Experience Log & Reflection

### Instructional Technology Department

<b>Candidate:</b> Cheryl Usher	<b>Mentor/Title:</b> Mrs. Childress, Supervisor of Instructional Technology	<b>School/District:</b> Cherokee County School District
<b>Field Experience/Assignment:</b> Online Course Syllabus	<b>Course:</b> ITEC 7480	<b>Professor/Semester:</b> Dr. Moore/Summer 2012

### Part I: Log

Date(s)	Activity/Time	PSC Standard, Element & BOR Strand, Element & NETS-A Standard, Element
6/23/12	Completed OLE Grid to be used within Online Course Syllabus. <b>5 hours</b>	PSC 2.1, 2.3, 2.5, 2.6, 2.7, 3.3, 3.5, 3.7, 4.1, 4.2
6/29/12	Completed readings and research about syllabus components. <b>3 hours</b>	
7/2/12	Completed readings and established Communications Guide for use with online syllabus. <b>4 hours</b>	
7/7/12	Read and completed presentations on accessibility, accommodations, acceptable use, academic honesty, student privacy and copyright. <b>3 hours</b>	
7/8/12	Developed course syllabus based on readings, presentations and research. <b>7 hours</b>	
Total Hours: [22 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
<b>Race/Ethnicity:</b>								
Asian	X	X	X	X				
Black	X	X	X	X				
Hispanic	X	X	X	X				
Native American/Alaskan Native	X	X	X	X				
White	X	X	X	X				
Multiracial	X	X	X	X				
<b>Subgroups:</b>								
Students with Disabilities	X	X	X	X				
Limited English Proficiency	X	X	X	X				
Eligible for Free/Reduced Meals	X	X	X	X				

## Part II: Reflection

### CANDIDATE REFLECTIONS:

(Minimum of 3-4 sentences per question)

**1. Briefly describe the field experience. What did you learn about technology facilitation and leadership from completing this field experience?** This online syllabus contained essential components to cover a four week online learning course. The components included were instructor contact and communication information, communication guidelines, a description of the course, learning outcomes, performance standards, a course schedule, and class participation expectations. In addition, the syllabus included policies for grading, late work, conduct, honesty and acceptable use. Technology requirements and technology support were also included. I learned during this experience that as a technology facilitator I need to know how to create a syllabus to support a professional learning course so your participants understand what the course is about and what will be expected from them to complete the requirements for the course.

**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?** As a technology facilitator, this field experience emphasizes to me that I need to know learning outcomes, how to establish communication guidelines, and understand copyright and acceptable use so that my participants can experience the best professional learning possible. The skills needed involve good communication and a strong instructor presence that communicates often and gives feedback. My attitude and enthusiasm as a technology facilitator and trainer needs to be positive and encouraging always.

**3. Describe how this field experience impacted school improvement, faculty development or student learning at your school. How can the impact be assessed?** This field experience will initially impact faculty development as educators complete this course to learn about various tools to use with their students to enhance student learning. I believe that after I teach the course one time, I would also be making changes based on the feedback I received from the participants on questions they may have about the syllabus. This impact of the course can be assessed by the evaluation results. The impact of the faculty development can be assessed through a second evaluation tool that could be administered several months after the course to determine how teachers and students are integrating what was learned in the online class. This evaluation could be designed for teachers and students to complete.