UNSTRUCTURED Field Experience Log & Reflection
Instructional Technology Department

Candidate: Jennifer Burke	Mentor/Title: Karin Searls, Teacher, EIP 5th-6th Grade	School/District: Centennial Academy/Atlanta Public Schools
Course: ITEC 7410 / Instructional Technology Leadership		Professor/Semester: Julia Fuller / Summer 2014

Part I: Log

(This log contains space for up to 5 different field experiences for your 5 hours. You may only need one! If you have fewer field experiences, just delete the extra rows. If you have more than 5 field experiences, please copy and paste additional rows. Thank you!)

Date(s)	1st Field Experience Activity/Time	PSC/ISTE Standard(s)	Reflection (Minimum of 3-4 sentences per question)
6-11-14	As chair of Centennial Academy' communications committee, set up Google+ circles, twitter account for Centennial Academy @Centennial_Academy. Set up Google+ circle of CPES alumni (middle & high school kids). Messaged CPE alumni in Google+ to invite participation in video chats. Discussed with 6th grade students to deliver PD to CA teachers about the bog garden project they helped build last spring. (1.45 HOURS)	PSC 3.7 / ISTE3g PSC 4.2 / ISTE 5c	**1. Briefly describe the field experience. What did you learn about technology facilitation and leadership from completing this field experience?** As chair of the communications committee I was charged with setting up social media accounts for staff and parents to use for communications. Although I use social media for professional learning, I learned that I need to carefully consider which media to use and how to use naming conventions. When setting up social media for student use it is also important to model and facilitate ethical and legal use of digital media, as well as considering whom to include and how to interact safely with students.

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								
Black	X	X	X					
Hispanic	X	X	X					
Native American/Alaskan Native								
White	X	X	X					
Multiracial	X	X	X					
Subgroups:								
Students with Disabilities								
Limited English Proficiency								
Eligible for Free/Reduced Meals								

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.)**

This learning relates to what I need to know when establishing protocol for student collaboration and communication via school and other networks. I believe we need to teach students about ethical use and safety, and then trust them to behave appropriately in the educational setting. As a teacher I need to model and facilitate the safe, healthy, legal and ethical use of digital information and communication technologies.

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 impact student learning as students begin to collaborate with other schools and each other in the digital environment. Student learning will improve as students become collaborators and creators, contributing to shared knowledge through web-based projects and systems. This can be measured by their commitment to responsible use through completion of Digital Passports at the beginning of the school year.

Date(s)	2nd Field Experience Activity/Time	PSC/ISTE Standard(s)	Reflection (Minimum of 3-4 sentences per question)
6-17-14	Conferenced with CA Board Member Janet Kinard, drafted and disseminated request for parent assistance in using google apps, participation in communications committees. Draft communications policy & shared via Google+ with committee members. (3 HOURS)	PSC 3.7 / ISTE3g PSC 4.1 / ISTE 5a	**1. Briefly describe the field experience. What did you learn about technology facilitation and leadership from completing this field experience?** In order to ensure parent support and participation, it is vital to solicit parent input into school policies. At

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the same time, we need to encourage ethical, responsible use of technology. I learned that drafting a communication policy to govern official communications will ensure that all communication is balanced and informative. Our communications media need to ensure that parents have sufficient access to information about school policies and events.

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.)

This learning relates to what I need to know and do to ensure that digital communications and collaboration tools are used efficiently to communicate with parents and the wider community. As a technology facilitator I need to demonstrate skills and dispositions including selecting communications tools and that promote strategies for achieving equitable access to tools and resources.

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 impacts school improvement as parents are included in our policy-making process. It also invites their participation in sharing their expertise with teachers so they recognize that their perspectives are included and valued. This can be measured through parent climate surveys about   parent

			Reflection
			(Minimum of 3-4 sentences per question)

Date(s)	3rd Field Experience Activity/Time	PSC/ISTE Standard(s)	Reflection (Minimum of 3-4 sentences per question)
6-18-14	Met with Summer Blackmon & Malika Meidinger (as Centennial Academy "Google Experts" Team) to begin planning google apps implementation, professional development at Centennial Academy. (2.5 HOURS)	PSC 5.2 / ISTE 4b	**1. Briefly describe the field experience. What did you learn about technology facilitation and leadership from completing this field experience?** From this field experience I was reminded of the importance of sharing information and collaborating on important efforts such as professional development. As I become more active in professional development and coaching this school year, what I learn about my colleagues strengths will help me call on them for assistance. I have learned that we all have different levels of expertise using this media and it is important to share the load when working toward technology innovation and school change. **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**

involvement as well as high levels of parent involvement at the school, documented by parent volunteer sign-in pages.

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on all 3—knowledge, skills, and dispositions.)

A technology facilitator needs to be able to assess what technology professional development teachers need in order to provide the most effective support. To develop and implement good technology professional development, a technology leader must promote best practices for learning activities that align to state and national standards. Technology professional development will be most effective when it also aligns to the greatest needs of teachers at the time it is needed.

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 impacts school improvement and faculty development by immediately contributing to communication and collaboration among staff members. All teachers will be supported to ensure equal understanding of using Google products for planning as well as student collaboration. The impact will be assessed by assessing the quality of class websites developed by teachers as well as the level of online collaboration among grade level teams and committees.

Date(s)	4th Field Experience Activity/Time	PSC/ISTE Standard(s)	Reflection (Minimum of 3-4 sentences per question)
7-1-14	Volunteered at ISTE (International Society for Technology in Education) supporting attendees at BYOD presentation– high school writing assessment and feedback tools. (3 HOURS)	PSC 6.1 / ISTE6a, 6b	**1. Briefly describe the field experience. What did you learn about technology facilitation and leadership from completing this field experience?** During this experience I volunteered to help facilitate a professional learning workshop about online

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feedback sources that interact with students' own devices. I learned that many volunteers with different levels of expertise in different facets of technology are critical to the effective function of a national conference that offers professional development. I also realized that when technology leaders switch roles from teachers to learners and share their expertise with colleagues that the exchange of ideas energizes both parties and contributes to greater learning.

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A technology leader must have sufficient knowledge and skills in effectively implementing technology to be a resource to colleagues. At the same time, a technology leader must never stop learning, and demonstrates continual growth in knowledge and skills of current and emerging technologies and apply them to personal productivity. Enthusiasm for new technology's and new knowledge are required for a technology leader to be successful.

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As our school increased enrollment to include 7th and 8th grade students, it is likely that we will embrace the BYOD movement and develop policies and procedures that support students using

their devices in school. This volunteer activity was helpful by exposing me to information about a trend in education that I would normally not have participated in because it was intended for teachers of older students. However, it is always helpful to learn of new ways to provide useful feedback to students. The impact of this field experience will be assessed in our policies for use of innovative feedback and devices.

Date(s)	5th Field Experience Activity/Time	PSC/ISTE Standard(s)	Reflection (Minimum of 3-4 sentences per question)
7-3-14	Participated in Centennial Academy leadership meeting to review website design issues – teleconference with contracted website developer. Established procedure for gaining Communication Committee members' input into website design. Distributed list of options electronically to Communications Committee members. (2.5 HOURS)	PSC 3.6 / ISTE3f PSC 3.7 / ISTE3g	**1. Briefly describe the field experience. What did you learn about technology facilitation and leadership from completing this field experience?** I participated in Centennial Academy leadership meeting to review website design issues via teleconference with our contracted website developer. Upon identifying features that will tell our story, we established a procedure for all members of our communications committee to review and comment on 5 different styles. From this field experience I learned that even when technology leaders have expertise, sometimes it is more effective to delegate details to another professional who has different perspectives and expertise rather than keep control. Following the meeting, I shared different styles with members of our communications committee for their comments.

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on all 3—knowledge, skills, and dispositions.)

Part of the responsibility of a technology leader is to guide branding and identity for an organization. I have not been involved in marketing and branding efforts before, so it is beyond my knowledge and skills. This activity relates to the importance for a technology leader not to need to know everything, but to know whom to turn to when tackling tough issues. Because utilizing digital communications and collaboration tools are so important to communicate locally and globally, technology leaders need to carefully select and evaluate digital tools and resources for suitability and compatibility with the infrastructure.

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 impacts school improvement because it represents part of our school's transformation to a new educational model. In order to communicate to students and stakeholders that our transformation affects the entire school environment, a new web presence is needed as part of our communications strategies. The impact of this field experience was immediately demonstrated as parent members of the communications committee responded positively to being allowed to participate in the selection process.