



UW Stout E-Learning Practicum

Intern Performance Assessment / Professional Development Plan

This document is to be completed by the intern at the very beginning of their internship placement. It will be reviewed at midterm, and due in a final form at the end of the Practicum.

Directions for the Intern:

Enter Cooperating Instructor's name: Dr. Susan Manning

Enter your name: Ruth Grayberg

Enter the official Course Title and Catalog numbers of the course: Instruction Design: E-Learning-FA12-900C-2218

Enter the class dates start to finish: 9/17/12 – 11/25/12

Work with your cooperating instructor to negotiate these duties. That means you're free to custom tailor the agreement, and to revise it as you go along. This is a set of guidelines created by the E-Learning Team and it is always growing and evolving. ~ Dennis

Online "Voice"

- Intern provided a welcoming, friendly personal introduction during course icebreaker.
- Intern provides appropriate, helpful feedback to students.
- Intern's communication with cooperating instructor and students is polite, supportive and timely.
- Email communication with cooperating instructor and students includes subject and salutation.
- Intern's discussion additions expand the learning and stimulate additional research, questions and/or discussion.
- Words are sincere and open, coming from a place of mutual learning versus a place of authority.
- Treats students as 'valued customers.'

Intern's self-assessment comments (upon completion).

Although I struggled with finding my "voice" I did accomplish all of the above. I learned about myself and my style as I went along, which was a very important learning experience for me. I think it still needs some tweaking, but I made headway.

Cooperating Instructor comments (upon completion). Ruth's communication was always warm and appropriate and well received by the students. I don't know that she struggled with finding "voice" as much as feeling confident in the subject matter.

Discussion interaction

- Intern promotes student understanding of the connection between course work and professional work outside of the online classroom.
- Intern encouraged reciprocity, teamwork and collaboration
- Intern observes student posts and adds personal additions during the most appropriate time period.
- Intern's discussion additions expand the learning and stimulate additional research, questions and/or discussion.
- Posts at least 3 times per week.
- Models professional presence (logs in 5 of 7 days).

Intern's self-assessment comments (upon completion).

Most of the time I was able to stay on top of student posting. I logged in regularly although I didn't always post to the board. I definitely had to deal with some drawbacks this semester... the flu, then the weather (Sandy knocked out power for almost a week). Again, learning my timing and what I felt was a balance in the amount of presence was a goal for me. It still is.

Cooperating Instructor comments (upon completion). The 1st few weeks we worked on trying to find that balance of presence, and then too many acts of God got in the way! When she was available and at the top of her game, she did a good job of supporting the students through her presence.

Professional Communication

- Intern's communication with cooperating instructor is polite, supportive and *timely*.
- Email communication with cooperating instructor is brief and to the point.
- Intern is dependable and present.
- Should special circumstances arise the intern keeps the cooperating instructor informed as soon as possible.
- Intern respects a chain of command by *always consulting the cooperating instructor first* about any elements of student performance.
- Intern understands the need for strict confidentiality when working online. This means that specific student information and performance data is only to be discussed with the cooperating instructor (first) and practicum supervisor.
- Participates in a weekly phone conference with cooperating instructor.
- Intern is *proactive*, providing the required communications and reports without being repeatedly prompted by the cooperating instructor.

Intern's self-assessment comments (upon completion).

I feel I fulfilled most of the above despite the illness and weather factors. I worked at being "timely" as that is a personal and professional struggle for me.

Cooperating Instructor comments (upon completion). I had no trouble with Ruth's timeliness with me. There were a couple times when I nudged her to jump in the discussion forum, but that was earlier in the course and to be expected. I recall one situation where I refer to student her and she was very prompt in reaching out and helping that individual.

Administrative/Teaching tasks (Pre-course and ongoing)

1. Reviews all links and course readings and links to be sure all are updated and available.
2. Reviews all course materials closely for needed text edits.
3. Provides feedback on course design, technical tools and dynamics.
4. Should a broken link or editing problem arise, the intern facilitates content revision with specific and detailed feedback on *where and what* the problem is.

Intern's self-assessment comments (upon completion).

I would give myself a "proficient" on this. I didn't scour through the materials, probably because I just took the class the semester before and knew that all was well then. I did check links because they can be unpredictable at times and found one that wasn't what it should be. I feel I should have done more in this area...I just took too much for granted and you can't do that if you're an instructor.

Cooperating Instructor comments (upon completion). [Insightful comment about taking things for granted... Even I have to return to reading the book each time I teach, just be sure everyone is following the same ideas.](#)

Weekly tasks

1. An active discussion participant, posting at least 3 times per week.
2. Provides weekly summary of discussion to the cooperating instructor that includes consolidated discussion highlights.
3. Where appropriate, answers student questions with patience, confidence and resourcefulness.
4. Agrees upon week's tasks with Cooperating Instructor and provides the service within the agreed upon time frame.
5. Looks for 'stranded posts' (Primary posts that have not gotten a response within a reasonable period of time.) and responds as needed.

Intern's self-assessment comments (upon completion).

[Weather permitting; I did all of the above within the scope of what I've already described. I visited the boards daily, posting 2-3 times per week.](#)

Cooperating Instructor comments (upon completion). [She was diligent in staying on top of things.](#)

Intern discussion facilitation – Guided Practice.

During the second half of the course intern will facilitate one required discussion forum. At the end of the discussion the intern will review student participation and do a practice evaluation of student performance using the course grade scale.

Student evaluation/grades recommended by the intern are reviewed by the Cooperating Instructor who offered feedback as needed.

The Cooperating Instructors free to use practice grades and evaluations as they see fit.

Intern's self-assessment comments (upon completion).

I facilitated boards and provided grades and comments to Susan. We would also discuss these grades and comments in our weekly phone meetings. I felt I did well in this area.

Cooperating Instructor comments (upon completion). I agree—good eye on student evaluation and excellent in keeping up with our weekly meetings.

Intern tracking and feedback responsibilities

The intern will offer a weekly report to the cooperating instructor on student activities within the course. This *may* include:

- a summary of student participation derived from the class list tracking tools;
- a review of previous modules looking for make-up work;
- a report on students 'missing in action'
- any other types of feedback that help the cooperating instructor and intern better understand student work in the course.

Intern's self-assessment comments (upon completion).

This was done through our week phone meetings, and additionally through email if I noticed a problem. I didn't look for make-up work.

Cooperating Instructor comments (upon completion). Ruth was great with all of these.

Intern technology tool initiation and support -

The intern will setup and facilitate one 'optional' synchronous conference for students. The intern will summarize the highlights of this conference and provide these highlights to all students. *(This is often waived by the Cooperating Instructor. Up for negotiation to say the least!)*

Intern's self-assessment comments (upon completion).

Cooperating Instructor comments (upon completion).

***This list may be revised by the Cooperating Instructor to better fit the circumstances of the class.**

*Not all criteria need be applied.

*Cooperating Instructor and Intern will share this document.

***Intern writes *mid-term* self evaluation using this document and shares it with cooperating instructor. Cooperating Instructor offers informal feedback.**

Cooperating Instructor assessment of intern skills and characteristics

Intern skills and characteristics	Exemplary	Proficient	Developing
Cooperation	X		
Timeliness		X	
Effectiveness	X		
Attention to detail		X	
Professionalism	X		
Dependability	X		
Enthusiasm	X		
Attentiveness	X		
Online Cooperating Instructor skills	X		

Additional comments by Cooperating Instructor.

I found Ruth to be very easy to work with. It was unfortunate that we had a hurricane in the middle of the course, but she was a trooper in terms of staying active and involved despite that. In the early weeks, I could see she was a little tentative, but she developed a presence and a confidence throughout the experience. She asked really great questions about why I do what I do, and I could see she was processing instructional design and teaching behaviors for herself. Ruth, I wish you all the best as you move forward!

Intern self-assessment

Intern skills and characteristics	Exemplary	Proficient	Developing
Cooperation	X		
Timeliness		X	
Effectiveness		X	
Attention to detail		X	
Professionalism	X		
Dependability		X	

Enthusiasm	X		
Attentiveness	X		
Online Cooperating Instructor skills	X		

Additional comments by intern.

Signed by Cooperating Instructor

Date

Susan Manning

Nov. 11, 2012

Signed by intern

Date

Ruth Grayberg

Nov 10, 2012