



**Educational Technology Internship
Approval Form
Loyola University Maryland Education Specialties Department**



Instructions for Student: (1) Fill out the student information below and attach a brief (one to two page) proposal for what you plan to do for your Educational Technology Internship. (2) Any project within a school setting (either your own school or another school) must have the approval of an administrator within that school. Bring this form with the attached proposal to the school administrator, and have him/her fill out the School Administrator Approval section. (3) Register for ET691 Educational Technology Internship for the semester you begin your internship. Consult your advisor for the appropriate section number. (4) Sign this form and bring it (along with the attached proposal) to your advisor for signature.

Student Information

Name Mary Clare Doerfler ID# 001428 157
 Address 845 Bosely Avenue, Towson, MD 21204
 Home Phone 443-286-8696 Work Phone _____
 Semester(s) for Internship Fall 2013

School Administrator Approval

Name Madeline M. Meaney Title Principal
 School Name Immaculate Conception School
 School Address 112 Ware Avenue, Towson, MD 21204
 Work Phone 410-427-4808 Email Address mmeaney@
TheImmaculate.org
 I have read the attached proposal and agree to allow this internship to take place in my school.
 Administrator's Signature [Signature] Date July 27, 2013

Student and Advisor Signatures of Approval

Student's Signature [Signature] Date July 25, 2013
 Advisor's Signature [Signature] Date 8/20/13

To: Maddy Meaney

From: MaryClare Doerfler

Date: July 25, 2013

Subject: A proposal for my internship to fulfill the requirements of Loyola University's Educational Technology's Master Program.

Purpose:

After meeting and discussing the needs of Immaculate Conception School's technology department with the Director of Technology at ICS, Patrica White, I am proposing that for my internship requirements I assist in the updating of the Immaculate Conception School's Technology Plan. The ICS Technology Plan should integrate technology into the teaching and learning process to transform the way students learn and teachers teach, as well as, reflect the beliefs and goals of the Archdiocese of Baltimore curriculum.

Conclusion:

I will work with Patricia White, Immaculate Conception School's Director of Technology, Immaculate Conception School's administration, the Technology Committee of Immaculate Conception, the teacher's Technology Committee of Immaculate Conception School, as well as, students of Immaculate Conception school to update the current Technology Plan of Immaculate Conception School. In conclusion to my internship I will introduce and explain to the teachers of Immaculate Conception School the updates and elements of the technology plan. I will also provide support for teachers to help them integrate elements of the plan into their teaching practices.