Technology Program Administrator

You are to visit three different technology resource centers as part of your practicum experience. Choose one of the centers you visit and complete an evaluation of the center's programs and activities. You will need the cooperation of the technology specialist for the center that you select to evaluate. This activity requires an in-depth analysis of the center. You should prepare to make several visits to the center that you choose to analyze for this activity. After you have conducted your analysis, you will summarize the results in the form of a report that you would submit to the site based management team as if you were hired as a consultant to evaluate their center. You DO NOT have to submit this report to the technology center. Your report will consist of two parts, which are described below. Both parts of this assignment should be embedded in your e-portfolio.

Part A: Program Evaluation

Your Evaluation Report must consist of the following sections, listed in order.

- Executive Summary

  The executive summary appears first in your document, but you will write this part last. See http://www.ehow.com/how_16566_write-executive-summary.html for tips on writing an executive summary.

- Organizational Chart

  The organizational chart will be a work in progress as you conduct your visit to the center. You may need to ask your cooperating technology specialist questions after your visit to clarify points in your chart. **Do not** use a chart that exists at the center. Create a new one based on the information you gather. Often, existing charts are out of date, or represent the *ideal* workings of the operation, not the actual operations. You can read about organizational charts and see examples (good and bad) of them here: http://management.about.com/cs/generalmanagement/a/OrgCharts.htm

  Note that your chart should help you with your evaluation. You might notice, for example, a duplication of effort or an overly complex structure in certain aspects of the center. You can create your organizational chart with any tool you choose, but it must be embedded in your final document. You may be able to create your chart using tools available in your word processor. You might find http://bubbl.us/ or http://www.gliffy.com/ to be useful tools for creating the chart.

- Methods

  This section of the paper should describe the methods you use to collect the data you are using to construct your evaluation report. If you use interviews, provide the interview protocol (questions and procedures) as an appendix to the report and describe who was interviewed. If you use observations, include any checklists that you might create to aid in your observations in the appendix. If you review existing documentation such as internal reports, websites, etc., provide a list of the documents you use along with a brief description of each document. **It is expected that you will use various methods to gather your data and that your data will come a variety of sources.**

- Center Context and Goals

  Provide a brief history of the center. Also, answer the following questions: What is the mission of the center? What are the goals of the center? Who are the stakeholders? What are the job titles and brief position descriptions for key personnel who staff the center? What is the current status of the center?

- Center Activities

  Provide a description of the activities or programs carried out by the center. Answer the following questions for each activity: What is the purpose of the activity? Who is the audience?   Where is it conducted (on site, online, elsewhere)?

- Evaluation

  This section of the report is where you will synthesize all of the information you collected for the report. Consider the organizational chart, the goals or mission, and the activities performed by the center. You will arrive at a judgment for whether or not the center is fulfilling its mission or accomplishing its goals, and that **judgment must be supported with examples and observations from the data you collected**. You will decide how efficiently the center operates. End your report with recommendations to improve the operations of the center.

Part B: Monthly Report

  Create a "brag sheet" for the center. It should provide a snapshot view for a typical month, quarter, or semester of the center's operations. While this monthly report may include some information in a narrative format the report should utilize graphics/visuals/media to tell the "story" of the activities of the center. You should use an appropriate Web 2.0 tool to develop this report. Include the link to your report as an artifact in your e-portfolio.

You will NOT submit this technology center evaluation as an assignment to be graded. Instead, embed relevant artifacts into your e-portfolio along with your reflection. Use the performance expectations guidelines on the next page to ensure that you have met the requirements for this required practicum assignment.

Technology Program Administrator
Performance Expectation Guidelines

	Standards	Acceptable	Target	Score
Introduction	IT-PSC 5.0100 IT-PSC 5.0300 SLO-IT#1 e SLO-IT#4 d InTASC #10	Executive Summary provides an overview of the institution's programs. Includes an original organizational chart.	Executive Summary provides a succinct and well-developed overview of the institution's programs that support implementation of the educational agency's shared vision. Includes an original organizational chart that describes job task flow within the institution.	
Method	InTASC #6	Multiple sources of data were used and described; interview questions and/or observation checklists are included as appendices.	Multiple sources of data including a needs assessment were used and described; interview questions and/or observation checklists are included as appendices. Narrative clearly describes the results of the data and implications for program revisions.	
Evaluation	InTASC #10	The Evaluation section of Part A demonstrates reflection and provides justifications for analysis, judgment, and recommendations based on the data collected for the report.	The Evaluation section of Part A demonstrates reflection and provides justifications for analysis, judgment, and recommendations based on the data collected for the report; includes evidence of collaboration with school community members.	

Organization and Form		The assignment is organized as indicated in the assignment description APA Style is followed. The assignment contains few, if any, writing mistakes which distracted the reader.	The assignment is organized as indicated in the assignment description No errors in APA style. The assignment contains few, if any, writing mistakes which distracted the reader.	
Part B: Brag Sheet		A link to the "Brag Sheet" is provided under the "FRIT 7739-Technology Program Administrator" heading in the portfolio. Brag sheet provides a view for a typical month, quarter, or semester of the center's operations. Utilizes graphics/ visuals/media to tell the "story" of the activities of the center. Created with an appropriate Web 2.0 tool.	A link to the "Brag Sheet" is provided under the "FRIT 7739-Technology Program Administrator" heading in the portfolio. Brag sheet provides a creative snapshot view for a typical month, quarter, or semester of the center's operations. Creatively utilizes graphics/visuals/media to tell the "story" of the activities of the center. Created with an appropriate Web 2.0 tool.	