Hello Everyone,

First let me thank you for doing your very best to complete this semester's internships under the most very challenging circumstances.  We understand that all of us are navigating unknown experiences and doing our best to complete expectations of your school and university programs.

Mrs. Hartman and I have discussed the best way to complete this semester's expectations and have determined the following to be the most workable strategy for evaluating this year's internship.

Before completing the course, you must complete all reflections.  No one will be given a grade until that has been completed.

For second year students (EDAD 5911) after completing the reflections you should complete the written final evaluation and upload to LiveText.  The requirements of this paper are located on LiveText under *Final Assignment*. This paper should be a very detailed review of your project. You should also share this paper with your mentor.

  If due to the closure of school you have had to alter your project, that aspect should be discussed and the challenges of doing so should be listed.  If your project was well underway first semester you should not have problems completing the paper and may need to make some assumptions about how the final data collection and analysis would have taken place and project  what you think the results might have been and why.   If you had to change the group you presented to and the format you used, note that also.   If however, you were not able to get your project well underway before school closed, you should contact me about how to complete your project. Mrs. Hartman and I are reviewing LiveText assignments this week. If you feel you have all your assignments submitted, you need not contact me.

Once the written paper is completed, you should share the attached evaluation rubric with your mentor.   Please note that this rubric has changed and is not the one located in the handbook at the beginning of the year.

If at all possible, I would like to have a conference call or zoom meeting to have the mentor complete the evaluation or talk with me about your progress.   I realize in all circumstances that may not be possible.  If you believe you can arrange a conference, check with your mentor and me to see about availability and we will schedule a time to do so. If it is not possible, talk with your mentor, ask him/her to complete the evaluation by highlighting or marking the appropriate area on the attached rubric.  We expect all students to perform in the acceptable range, however if your mentor believes you have done an outstanding job in one or more areas of focus, s/he should mark the target area.  You should not expect to receive a target in each area.  Once that is done, ask her or him to send a copy of the completed, signed rubric to me and one to you.

Once I have received all of your reflections, your final assignment and your mentor's evaluation, I will submit a change of grade for fall semester and provide this semester's grade.   They will be the same grade. If you want to receive your grade by Wednesday, May 6 (grades due date), you must have everything to me by Tuesday May 5 at noon.   Remember **it is possible** to get a PR again and then receive your grade when everything is completed. As a matter of fact, many students frequently do not complete everything by the end of the semester.

After reading over this message, please let me know if you have questions.  Remember, the best way to reach me is by phone or text.

Thank you so much for your efforts this semester, it has been a pleasure to get to know all of you and learn a little about your schools.

Please continue to stay safe!

Best wishes,

Leonard

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