

## Principal eInternship Guide

### eInternship Sections

Your eInternship Packet will be set up on a Google site and must contain the following sections and pages:

#### Section One (5 Pages)

1. (Page 1) Your plan for the internship – brief description of where you are interning, with whom you will be interning, and when you will be interning.
2. (Page 2) Internship Information Form, Intern Agreement, and PTSB Certificate
3. (Page 3) Pre-Internship Self Evaluation
4. (Page 4) School-University Agreement for Internship in Education
5. (Page 5) One agreement form for each assignment
  - a. Elementary (3 weeks or 120 hours)
  - b. Middle school (2 weeks or 120 hours)
  - c. High School (3 weeks or 120 hours)

#### Section Two (3 Pages)

**\*Do not log hours until you receive approval from your University of Wyoming Supervisor.**

6. (Page 6) Elementary Logs – 120 hours (each log should be scanned into your eInternship site after you have logged 50-60 hours)
7. (Page 7) Middle school Logs - 120 hours (each log should be scanned into your eInternship site after you have logged 50-60 hours)
8. (Page 8) High School Logs - 120 hours (each log should be scanned into your eInternship site after you have logged 50-60 hours)

#### Section Three (2 Pages)

9. (Page 9) Mentor evaluations (to be completed when you are finished with your hours - please review each evaluation with your mentor and upload the evaluation to this page.
  - a. Elementary Mentor
  - b. Middle School Mentor
  - c. High School Mentor
  - d. Post-Internship Self Evaluation
10. (Page 10) Internship Completion Form - page 20

## Google Site Tutorial

Google sites is a free Internet Wiki based on collaborative web design. You may use it to create your eInternship packet. Unlike many wikis, Google Sites does not require you to learn HTML, CSS, or Wiki syntax to develop content. You can also determine who can access your content, you should make your eInternship packet private for you and your internship supervisor.

A youtube tutorial to help you create your eInternship site is provided below:

### [New Google Sites for Beginners Tutorial - 2018](#)

Check out my gear on Kit: <https://kit.com/TeacherCast> In this video, we will show you how to create a basic website using "New" Google Sites. In this video, I'll show you: 00:45 How to create a New Google Site 01:09 How to create and customize a page header 01:30 How to add text to your website 01:57 How to add images to your website 02:38 How ...

[www.youtube.com](http://www.youtube.com)