**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
   1. Elementary (3 weeks or 120 hours)
   2. Middle school (2 weeks or 120 hours)
   3. 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.**

1. (Page 6) Elementary Logs – 120 hours (each log should be scanned into your eInternship site after you have logged 50-60 hours)
2. (Page 7) Middle school Logs - 120 hours (each log should be scanned into your eInternship site after you have logged 50-60 hours)
3. (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)**

1. (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.
   1. Elementary Mentor
   2. Middle School Mentor
   3. High School Mentor
   4. Post-Internship Self Evaluation
2. (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.

Below is a list of topics covered in this tutorial. This tutorial is only meant to provide the basics of Google sites. Additional forums are located at <http://www.google.com/support/forum/p/sites?hl=en>

* Obtain an Account
* Create a New Site
* Create a New Page
* Edit a Page
  + Insert a Link
  + Insert an Image
  + Insert a Table
  + Insert a YouTube Video
* Remove Attachments/Comments from a Page
* Preview a Page
* Delete a Page
* Site Navigation
  + Add Pages to Navigation List
  + Reorder Pages from Navigation List
  + Remove Pages from Navigation List
  + Remove Recent Site Activity from Sidebar
* Share your eInternship

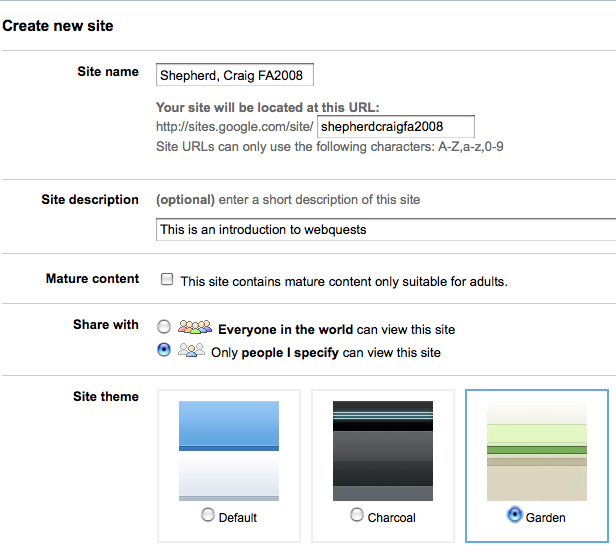
**Obtain a Google Sites Account**

To obtain a Google sites account you will need to have a Google Account. Those of you who already use Gmail or related Google Services already have access to Google Sites. Just navigate to <http://sites.google.com> and login using your Google account information. If you need to create an account, navigate to <http://sites.google.com> and select the **Sign up for Sites** option on the page. You will be asked to fill out a form and then allowed to login to your site.

**Create a New Site**

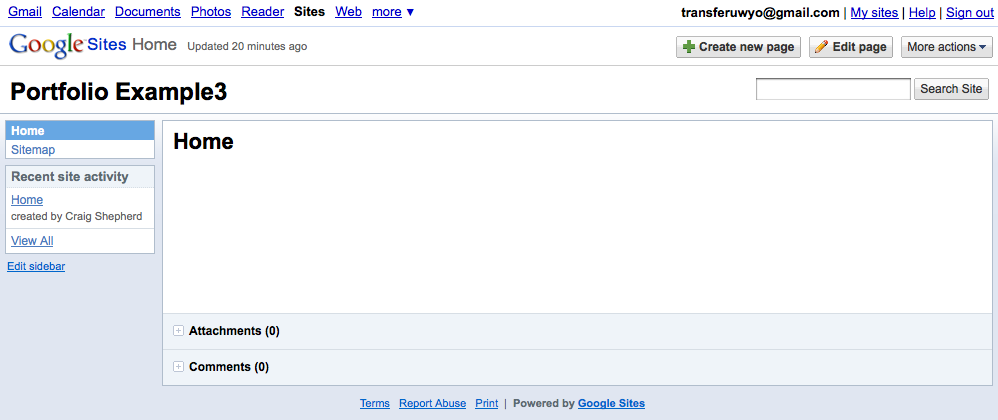
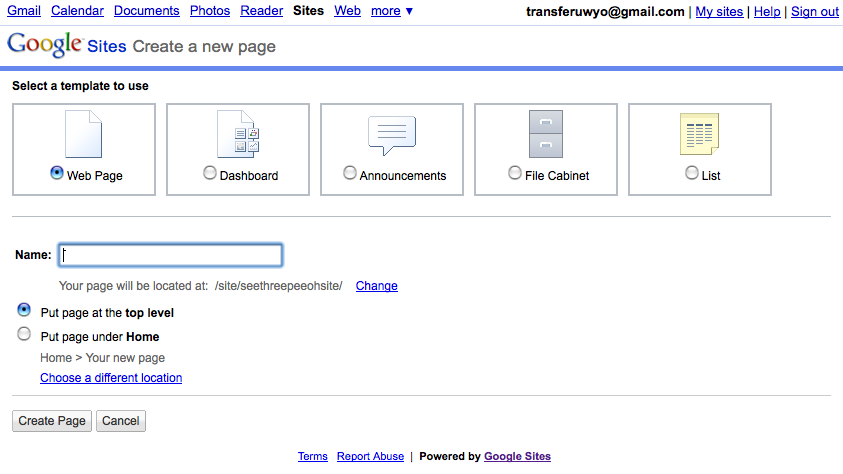
If you have not created a site, you will be presented with a brief overview of the program. Click the **Create site** button.

**eInternship**



1. Name your site “**Last name, First name eInternship**”
2. In the **Share with** option select “Only **people I specify** can view this site”
3. Pick a site theme
4. Type the code to verify that you are a real person
5. Select the **Create site** button

Once you create a site, the home page will automatically generate (pictured below). The Home page is a special page because it automatically displays when your site is entered. Because of this, you will retitle it to become your eInternship introduction page (see Edit a Page for details).

**Create a New Page**

1. Click the **Home** link in the navigation bar
2. Click the **+** **Create new Page** button in the top-right of your screen.
3. Title your page
4. Select the **Webpage** template
5. Select “Put the page at the **top level**”
6. Select **Create page**

**Edit a Page**

1. Navigate to the page you want to edit
2. Click the **Edit page** button
3. A page editor will appear. Within this editor you can alter the title of your page, type content, format text, insert images, etc.
4. Select the **Save** button

**Insert a Link:**

1. Type the text that you want displayed on your page
2. Highlight this text with your cursor
3. Select the **Link** button from the menu
4. Indicate if you want to link to a web address or to another page on your website
5. Select if you want your link to open in a new window
6. Type (or paste) the address to the page
7. Click the **OK** button

**Insert an Image:**

1. Select the **Insert** menu
2. Choose **Image** from the list
3. In the pop-up window, indicate if you will obtain your image from a website or if you will upload it from your computer
4. Locate the image
5. Click on the **Add image** button
6. A window will appear below your image. Indicate whether you want to align your image to the left, center, or right of the screen, what size you want you image, and whether you want to wrap text around it. If these links don’t appear underneath your image, click on your image to select it.

**Insert a Table:**

1. Select the **Table** menu
2. Scroll over **Insert Table** from the list and select the number of rows and columns by highlighting them in the grid that appears
3. After highlighting the number of rows and columns, left-click your mouse
4. Click within a cell to add text
5. To add or delete additional rows or columns, select the **Table** button, and choose the corresponding option from the list

**Insert a YouTube Video:**

*Note: If your video is hosted outside of YouTube, create a hyperlink to it.*

1. Select the **Insert** menu
2. Scroll over **Video** and choose **YouTube** from the list
3. Copy and paste the web address for this video into the provided box
4. Indicate whether you want a border or title in your video
5. If you want a title, be sure to enter it in the box
6. Press the **Save** button

**Remove Attachment/Comments Options from a Page**

1. Navigate to the page you want to remove attachment or comment options
2. Click the **More actions** button.
3. From the drop-down list, select **Page settings**
4. Deselect **Allow attachments** and/or **Allow comments** from the list
5. Click the **Save** button.

**Preview a Page**

Google Sites provides tools, features, and page views to web authors that are not shown to average viewers. However, they also provide a tool to preview what your page will look like to someone else.

1. Navigate to the page that you want to view
2. Click on the **More actions** button
3. From the drop-down list, select **Preview page as viewer**

**Delete a Page**

1. Navigate to the page that you want to remove
2. Click on the **More actions** button.
3. From the drop-down list, select **Delete**

**Site Navigation**

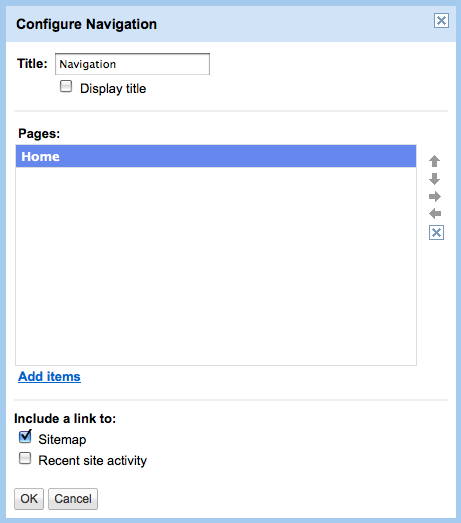
The navigation menu allows you to quickly navigate to webpages that you created in your eInternship site. By default your Home page and Site Map are included in this menu. However, you can add, remove, and reorder any page on your site in this menu.



**Add Pages to Navigation List:**

1. Select the **Edit sidebar** link on the bottom-left of your window
2. Under the Navigation heading select the **edit** link (circled at right)
3. Deselect **Automatically organize my navigation**
4. Select the **Add page** link
5. Select your page from the list and press **OK**
6. Repeat steps 4 and 5 to add more pages
7. Select **OK** when you are finished
8. Select **Save Changes**
9. Select the **Return to site** link in the upper-left portion of your window to return to your webpage

**Reorder Pages from Navigation List:**



1. Select the **Edit sidebar** link on the bottom-left of your window
2. Under the Navigation heading select the **edit** link (circled on previous page)
3. Deselect **Automatically organize my navigation**
4. To reorder a page on the navigation bar, select page title with your cursor and use the arrow keys (circled at right) to reposition or indent it
5. Press the **OK** button when you are satisfied with your navigation list
6. Select the **Save Changes** button
7. Select the **Return to site** link in the upper-left portion of your window to return to your webpage

**Remove Pages from Navigation List:**

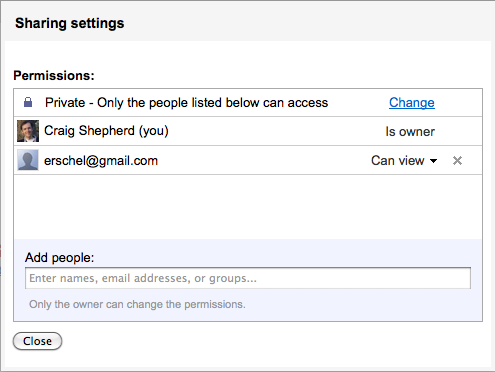
1. Select the **Edit sidebar** link on the bottom-left of your window
2. Under the Navigation heading select the **edit** link (circled on previous page)
3. Select the page with your cursor and press the **X** button (below the arrow keys circled above) in the upper-right hand corner of the pop-up window
4. Press the **OK** button when you are satisfied with your navigation list
5. Select the **Save Changes** button
6. Select the **Return to site** link in the upper-left portion of your window to return to your webpage

**Remove Recent Site Activity from Sidebar:**

1. Select the **Edit sidebar** link on the bottom-left of your window
2. Under the Navigation heading select the **edit** link (circled on previous page)
3. Deselect **Recent site activity** from the **Include a link to:** list
4. Press the **OK** button when you are satisfied with your navigation list
5. Select the **Save Changes** button
6. Select the **Return to site** link in the upper-left portion of your window to return to your webpage

**Share your eInternship**

Google sites provides three ways to share your work with others. Please share only the link with your University of Wyoming Supervisor. To share your eInternship:

1. Click on the **More Actions** button at the top-right of your window and select **Site permissions**. A window will appear identifying who has access to the site.
2. Select the **Change** link to the right of that window
3. You want your site to be private except for your University of Wyoming Supervisor. Select **Private**.