**Capstone Log**

**Instructional Technology Department**

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| **Candidate:** Sheri Bashlor | **Mentor/Title:** Kimberly SpiveyMedia Specialist & Mentor | **School/District:** Midway Elementary School/ Pierce County  |
| **Research Project Title:**Implementing County and Region Technology Fairs  |

 **You are not required to reflect after each entry. Reflections can address one or more entries in the log. Just delete the reflection row if you do not use it.**

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| **Date** | **Activity/Amount of Time(Please total the time after the last entry.)** | **PSC/ISTE Standards** |
| January 24, 2015  | Kim Spivey and I visited Creekview High School in Cherokee County to learn more about the process of the technology fair and what the different categories looked like. **8 hours**  | PSC1.1, 1.2, 5.2, 6.1ISTE1a, 1b, 6a, 6b, 6c |
| Reflection: The experience of visiting an established tech fair with a leader who had been doing it for years was definitely worth the drive to Cherokee County. Because Ms. Judy Haggerty, the Cherokee County tech fair director at the time, knew our intentions of implementing our own tech fair, she allowed us to observe during the entire process. We made notes about judge folders, procedures, judging times, scheduling, and much more. We did a couple of interviews and took some pictures and videos of what we saw this day. We also allowed the same to occur at our tech fair and invited others who were interested in doing the same thing for their counties.  |
| February 6, 2016 | Kim and I met with the Superintendent and Assistant Superintendent and explain our idea about implementing a tech fair. The principal at Midway Elementary came as well. We also attended the principals meeting to propose the information to them, got names from each of the principals for STEAM Team member nominations. **(including preparation) 2 hours** | PSC1.1, 1.2, 5.2, 6.1ISTE1a, 1b, 6a, 6b, 6c |
| February 20, 2015 | Today was the first technology fair committee meeting. **(including preparation) 3 hours**  | PSC1.1, 1.2, 1.3, 1.4ISTE1a, 1b, 1c, 1d |
| Reflection: At the meeting, we began discussing the norms and convents for each of the meetings we were going to be holding for the year. We discussed the purpose of the committee and announced the State tech fair date and encouraged everyone to sign up as a judge. We got permission and funding from the BOE to take a half day on that Friday and stay in a hotel that night as well. We discussed having school-wide tech fair committees and they would be the co-chairs at those, in order to promote technology initiative within each school building. We wrote the proposal for technology camp and both technology fairs and discussed funding. We discussed tech camp: the dates, cost, staff, and logistics. Tech clubs at each school was also discussed, which included dates, times, materials needed, staff, and logistics. Both tech fairs were discussed, dates for those, locations, judges, categories, and rewards. It was a productive and great first meeting.  |
| March 7, 2016 | A group of teachers judged at the State Tech Fair in Macon, Georgia. I was one of them. **10 hours** | PSC1.1, 1.2, 5.2, 6.1ISTE1a, 1b, 6a, 6b, 6c  |
| Reflection:Reflection:This day was an awesome experience and made me so excited that the kids in southeast Georgia were going to get to be a part of it. Having the other teachers there to expose them to a new concept and experience for our students helped as well.  |
| March 11, 2016 | **STEAM Team Meeting****(including preparation) 3 hours**  | PSC1.1, 1.2, 1.3, 1.4ISTE2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h |
| Reflection:We discussed the following information. The meeting was mostly informational, but successful for all of those in attendance. 1. Members of Building-level tech committee
	1. Add names to Shared Folder
	2. Responsible for School-level Fair no later than December 15 (need to know dates for this because one of the three district coordinators needs to be there - 1st year requirement only)
2. Proposal Finalization
	1. Materials Needed and Cost
		1. Send kspivey your information by Monday, March 16, 2015.
		2. Share via Schoogle or through email.
3. Advertising for Technology Fair & Camp
	1. Announce at District Teacher Welcome about Technology Fair (Mrs. DeLoach)
	2. Create a commercial for all schools to share last few weeks of school to build interest (S. Bashlor)
	3. Flyers to reach all students (S. Bashlor)
	4. Push-out through social media (Facebook, Twitter, school websites, email, text, etc.)
	5. Push-out within your own school buildings
4. Date of next District Technology Fair Committee meeting
5. Technology Camp (Jim Farmer included)

 Location: Midway Elementary* 1. Ages: Grades 3-12
	2. Dates: June 8-10 (M-W)
	3. Time: 8:00-2:00pm
	4. Cost: $60 for 1 child; $50 2+ children
	5. Activities and Events
		1. Guest Speakers
			1. Steve Jeffords
			2. Tim Schramm
		2. Schedule of Technology Categories
			1. Day 1: Overview and Digital Photography--Steve Jeffords, guest speaker
			2. Day 2: Category Classes; Solar Power?, Technical College guest speaker
			3. Day 3: Graphic Design; Field Trip--Pierce County Graphics--Create t-shirt.
		3. Lesson Plans from teachers involved
	6. Volunteers from each school
	7. Date of next technology camp meeting:
 |
| April 29, 2015 | **STEAM Team Meeting for Summer Technology Camp****3 hours** | PSC1.1, 1.2, 1.3, 1.4ISTE2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h |
| Reflection: 1. Create Timelines for Tech Fair
	1. <http://ugaclass.weebly.com/>
	2. Tech Fair judging prior to December
2. Clean Rubrics gatechfair.org
	1. Description of Project in rubric
	2. More uniform rubrics
3. Plan Events for Tech Camp (Sheri)
4. Assign Duties per Timeline from Michele Hood (Hall County)

**Notes:** Teachers who work the camp can send their eligible children for $40 each (instead of $60).Possible free childcare for teachers who work the camp (BETA, cheerleaders, etc.).Keep track of “receipted money” from each school through a Google Drive Form.Each school add Tech Camp update for Facebook page and school homepage.Sheri will contact Blackshear Times to put small announcement. |
| May, 2015 | **Created Technology Camp Curriculum** **(throughout the month of May)****35 hours** | PSC2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.6, 6.1ISTE2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3a, 3b, 3c, 3d, 3e, 3f, 3g |
| Reflection:Technology Camp curriculum included lessons on game design, video production, graphic design, robotics, website designing, etc. I planned the lessons, scheduled the teachers to teach, wrote our daily schedules for camp, and typed of information to send home and promote the camp. Information was sent home before school got out for the summer.  |
| June 8, 9, and 10 | **Technology Camp****25 hours** | PSC2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.6, 3.7, 4.1, 4.2, 4.3, 6.3ISTE2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3a, 3b, 3c, 3d, 3e, 3f, 3g, 5a, 5b, 5c |
| Reflection:Because I was co-chair in creating the technology camp, I learned a lot about coaching and leading in the field of technology. Learning current technology uses and using up-to-date technology devices are both important when planning for educating others on technology. Having varied courses and encouraging student choice were also important in planning the camp. I also learned the importance of involving staff members who are both excited about and educated in the field of technology. Providing hands-on experiences, such as going on a field trip to a local t-shirt company for kids to see their camp shirts being printed, were beneficial and made the camp memorable for those who attended.This field experience not only impacted school improvement by providing new and innovative ways for students to use technology, it also provided all of the others schools and teachers at each school in the county with the same opportunities. Because the technology camp was open to all schools and teachers at every school, unity took place among the students and teachers; the camp was housed at the school where I currently teach. The impact can be assessed through the surveys given to students, teachers, and parents of those who participated in the technology camp. I was proud to be a part of such a great experience! |
| September 16, 2015 | **STEAM Team Meeting****(including preparation) 3 hours** | PSC1.1, 1.2, 1.3, 1.4ISTE1a, 1b, 1c, 1d |
| Reflection: We discussed the following at this meeting. 1. Regional Technology Fair, Saturday, January 23, 2015, at MES from 9:00-until
	1. Ten Categories
		1. 3-D Modeling
		2. Animation
		3. Digital Photo Design
		4. Game Design
		5. Graphic Design
		6. Internet Applications
		7. Multimedia Applications
		8. Non-multimedia Applications
		9. Robotics
		10. Video Production
		11. Device Modification Checking with OK RESA Tech Fair (Jim to see if ok)
			1. Hardware is no longer a category
			2. Device Modification is now the category, and it is open to grades 3-12.
	2. Technology Literacy Competition
		1. History of computers
		2. Parts of the computer
		3. Peripheral computer devices
		4. Uses and limitations of computers
		5. General uses of common computer applications software
		6. New and emerging technologies
		7. The Internet
		8. Social implications of computers
		9. General programming (Level III, Grades 9-12, only)
2. PC Tech Fair Coordinators:
	1. Sheri Bashlor
	2. Ericka McIntosh
	3. Anybody else?
3. Date: Saturday, December 5, 2015 at MES from 9-2ish.
	1. Names need to be submitted by **October 29th** for scheduling purposes.
	2. 1st Place and 2nd Place Winners debrief after awards ceremony.
	3. Submit winners to OK RESA by January 9th.
4. Fundraising ideas at PC Tech Fair: Who can be in charge?
	1. Sell t-shirts or commemorative item
	2. Sell food
	3. Sell drinks
	4. Sell snacks
	5. Sell school store items (technology)
5. Logistics--Who is in charge of the following:
	1. Scheduling the students and times Brandi Metts, Susan Altman
	2. Judge outreach--Ericka McIntosh
6. Paper Application for students to enter the categories (Friday) kspivey
7. PR--Get the word out
	1. Brochure with Judging QR Code
	2. Video & Parent Flyer (will be sent out by this Friday via email)
	3. Website media/school website admin
	4. Newspaper kspivey
8. Set date for next meeting, October 29th, at 1:00 p.m.
 |
| October 29, 2015 | **STEAM Team Meeting to discuss progress****(includes preparation) 3 hours** | PSC1.1, 1.2, 1.3, 1.4, 6.2ISTE1a, 1b, 1c, 1d |
| Reflection: 1. Forms due date change
	1. Issues are that students in elementary are unfamiliar with some of the technology.
	2. Classroom teachers need to be informed that brochure creation, flyers, Prezis, PowerPoints, and other class projects can be entered as projects for tech fair.
2. T-shirt design and orders (PC STEAM team)
	1. Meet with Tracy Rediger Friday, Nov 13 at 11.
	2. Plan medals for grade bands
3. Begin Judge collection for District (PC) events
	1. brochure
	2. Numbers needed
4. Cap limits for each school for the students who want to participate.
5. Plan fundraising items and events for tech camp and for teachers to go to GaETC or other Tech Camp for educators.
	1. Code.org has free workshops that teachers can learn coding to teach students. Free resources available.
	2. Possible: Tech & Learning Live

Kim Spivey: Fix each counties’ registration form to reflect that District/Region needs to be swapped.Note: SHIM = Sheri and KimSHIM’s To-Do List on Tuesday, November 3, 2015* Color-code entries for judges to determine number of judges needed
* Order fundraising items (complete purchase orders)
* Create certificates or get participation ribbon
* Create a website that is better than Ware County’s (and ask for donations) - Forward to LeVance for him to share with vendors
* Create a brochure or document to share information for judges (put in the newspaper)

Next meeting: Dec. 1Pass out times for each “team”Dec 4:Organize hospitality roomOrganize the judges and times/categories/grades |
| November, 2015 | **Prepared all communication for parents, teachers, and students (handout, badges, certificates of participation, letters with judging times, etc.)** **15 hours** | PSC3.1, 3.2, 3.7ISTE1a, 1b, 1c, 1d, 6a, 6b, 6c |
| December 1, 2015 | **Met to pass out times and discuss any last minute decisions or preparation that needed to take place****2 hours** | PSC1.1, 1.2, 1.3, 1.4ISTE1a, 1b, 1c, 1d |
| December 4, 2015 | **Set up for Pierce County Tech Fair****8 hours** | PSC3.1, 3.2, 3.7ISTE1a, 1b, 1c, 1d, 6a, 6b, 6c  |
| December 5, 2015 | **Pierce County Tech Fair****12 hours** | PSC2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.6, 3.7, 4.1, 4.2, 4.3, 6.3ISTE2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3a, 3b, 3c, 3d, 3e, 3f, 3g, 5a, 5b, 5c |
| December 11, 2015 | **Debrief about PC Tech Fair and formed Steering Committee** **2 hours** | PSC1.1, 1.2, 1.3, 1.4, 6.1, 6.2, 6.3ISTE1a, 1b, 1c, 1d, 4a, 4b, 4c, 6a, 6b, 6c  |
| December, 2015 | **Met with Steering Committee to discuss Okefenokee Tech Fair****5 hours** | PSC1.1, 1.2, 1.3, 1.4ISTE2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h |
| January 16, 2016 | **STEAM Team Committee Meeting****(including preparation) 3 hours** | PSC1.1, 1.2, 1.3, 1.4ISTE2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h |
| Reflection: We discussed the following at the meeting. 1. Steering Committee
	1. Kim Spivey - Media, Judges, and Sponsors
		1. What is the steering committee?
		2. Who is on the steering committee?
			1. Kim Spivey, Sheri Bashlor, Jared Crapps, Brandi Metts, and Ericka McIntosh
		3. Update on judges (how many we have and need)
			1. We need at least 44 judges.
			2. We currently have 23 judges.
		4. Update on Sponsors
			1. Monetary donations
			2. Raffle donations
				1. Sweat Fitness (tanning, personal training, etc.)
				2. Facial (one-hour)
			3. Judge goody bags (50 bags)
			4. Recreation (bouncy slide)
			5. Food (outside and inside)
		5. Thank You Notes
			1. Judges
			2. Sponsors
			3. Volunteers
	2. Sheri Bashlor - Parent/Student Communication
		1. Update on pre-orders (due January 15th)
		2. Student times and schedule/info. - January 15th
		3. Student packets
			1. Update on brochure, review, and edit
				1. Send business logos for sponsors
			2. Update on badges (hallway colors)
			3. Breakfast (1/22)
			4. Labels and envelopes (Friday 1/22)
		4. Feedback forms
			1. Collect for county representatives
			2. Label with student name, color-coded
		5. Update on certificates (Sheri)
		6. Update on PowerPoint for awards ceremony
	3. Brandi Metts - Scheduling
		1. Update on schedule
		2. Hallway Captains
			1. Duties
			2. Tech Literacy Challenge
	4. Ericka McIntosh - Food
		1. Update on breakfast
		2. Update on concessions/lunch
		3. Update on hospitality room
	5. Jared Crapps - Recreation, Signs, and Certificates
		1. Update on recreation (bouncy slide, cornhole boards, playground, etc.) - Trey Walker will be in charge.
		2. Update on signs
		3. Certificates
2. Okefenokee Technology Fair, Saturday, January 23
	1. STEAM Team Attendees
	2. Placement for Saturday (Jared shared document)
3. Preparation/Work Day, Friday, January 22
	1. Judges
		1. Call to confirm attendance
		2. Classrooms
			1. Sign and chair outside of room
		3. Binders
			1. Individual schedule
			2. Brochure with daily schedule
			3. Rules
			4. Rubrics
			5. Individual feedback forms
			6. Student certificates
			7. QR code to scan for feedback for us
		4. Goody bags
			1. Fill and set up
		5. Badges (in sign-in area)
	2. Multipurpose room set-up
		1. Awards table
		2. Pictures
		3. Kim’s computer for ppt
			1. Kim Thank You Script
			2. Jared Script
 |
| January 20-21, 2016 | **Created materials needed for my part of tech fair****12 hours** | PSC3.1, 3.2, 3.7ISTE1a, 1b, 1c, 1d, 6a, 6b, 6c |
| January 22, 2016 | **Work Day to Prepare for Okefenokee Regional Tech Fair****10 hours** | PSC3.1, 3.2, 3.7ISTE1a, 1b, 1c, 1d, 6a, 6b, 6c |
| January 23, 2016 | **Okefenokee Technology Fair****12 hours** | PSC2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.6, 3.7, 4.1, 4.2, 4.3, 6.3ISTE2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3a, 3b, 3c, 3d, 3e, 3f, 3g, 5a, 5b, 5c |
| February 5, 2016 | **I shared data from tech fair with STEAM Team members and BOE employees (including Superintendent and Assistant Superintendent) at Smoke Risin’ Barbeque, reviewed data and survey results/evaluations as well****(including preparation) 6 hours**  | PSC1.1, 1.2, 1.3, 1.4, 2.7, 2.8, 5.2, 5.3, 6.1, 6.2, 6.3ISTE1a, 1b, 1c, 1d, 4a, 4b, 4c, 6a, 6b, 6c |
| Reflection: **Okefenokee Technology Fair 1st Place Numbers** **February 5, 2016****1st Place Numbers and Percentages****All 1st place winners will be going to State in Macon, Georgia.**

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| --- | --- | --- | --- |
| **County** | **1st Place Winners** | **Percentage of 1st Place** | **Total Project Entries** |
| **Bacon** | **5** | **11%** | **26**  |
| **Brantley** | **9** | **19%** | **41** |
| **Pierce** | **22** | **47%** | **51** |
| **Ware** | **11** | **23%** | **37** |
| **Totals** | **47** | **100%** | **155** |

**1st Place Numbers and Percentages without TLC**

|  |  |  |  |
| --- | --- | --- | --- |
| **County** | **1st Place Winners** | **Percentage of 1st Place** | **Total Project Entries** |
| **Bacon** | **5** | **12%** | **26**  |
| **Brantley** | **8** | **19%** | **41** |
| **Pierce** | **22** | **52%** | **51** |
| **Ware** | **7** | **17%** | **37** |
| **Totals** | **42** | **100%** | **155** |

**List of Pierce County Students Invited to Attend State**I took this part out due to names of students. **Okefenokee Technology Fair Monies****February 5, 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Sale** | **Deposits** | **Withdrawals** | **Profit** |
| Breakfast | $671.15 | $278.94 | $392.21 |
| Cash Donations | $951.00 | $0.00 | $951.00 |
| Concessions | $454.75 | $532.24 | -$77.49 |
| Entry Fees | $1,470.00 | $0.00 | $1,470.00 |
| Raffle | $1,334.82 | $0.00 | $1,334.82 |
| T-Shirt Sales | $1,062.00 | $651.00 | $411.00 |
| Awards | $0.00 | $539.00 | -$539.00 |
| Other Costs | $0.00 | $1,098.77 | -$1,098.77 |
|  |  |  |  |
| Grand Total | $5,943.72 | $3,099.95 | $2,843.77 |

* Our total profit is $2,843.77.
* Brandi Metts is selling the remainder of candy at PCMS to make up for the loss on concessions.
* Other costs
	+ Mr. Lanny ($100.00)
	+ Stamps ($20.00)
	+ Green shirts ($592.50)
	+ Color printing ($200.00)
	+ Stewart peppermint ($5.02)
	+ DNA supplies ($36.00)
	+ Staples ($131.03)
 |
| March 4-5, 2016 | **Attended State Tech Fair, worked at registration, then with results (set up on the 4th)** **16 hours** | PSC2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3, 3.6, 3.7, 4.1, 4.2, 4.3, 6.3ISTE2a, 2b, 2c, 2d, 2e, 2f, 2g, 2h, 3a, 3b, 3c, 3d, 3e, 3f, 3g, 5a, 5b, 5c |
| Total Hours: [**198 hours**]: |  |

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| **DIVERSITY**(Place an X in the box representing the race/ethnicity and subgroups involved in this capstone.) |
| **Ethnicity** | **P-12 Faculty/Staff** | **P-12 Students** |
|  | P-2 | 3-5 | 6-8 | 9-12 | P-2 | 3-5 | 6-8 | 9-12 |
| **Race/Ethnicity:** |  |  |  |  |  |  |  |  |
|  Asian |  |  |  |  |  | X | X | X |
|  Black |  |  |  |  |  | X | X | X |
|  Hispanic |  |  |  |  |  | X | X | X |
|  Native American/Alaskan Native |  |  |  |  |  |  |  |  |
|  White | X | X | X | X |  | X | X | X |
|  Multiracial |  |  |  |  |  | X | X | X |
| **Subgroups:** |  |  |  |  |  |  |  |  |
|  Students with Disabilities |  |  |  |  |  | X | X | X |
|  Limited English Proficiency |  |  |  |  |  | X | X | X |
|  Eligible for Free/Reduced Meals |  |  |  |  |  | X | X | X |