



**Information Technology Services (ITS)
Student Technology Assistant (STA) Program - Faculty Proposal
Read Me First**

The Student Technology Assistant Program is designed to help faculty members become more comfortable with and increase their use of technology in their curriculum. This program is funded by the office of the Provost and carried out by ITS. Students (STA's) are hired by Academic Technology Services (ATS), paired with faculty members based on knowledge, skills and project requirements. STA's work along side the faculty member (12 hours per week) to develop a project management plan, and then carry out the work necessary to complete that plan over the course of one semester. STA supervisor will consult with you about the project scope and goals and make recommendations for the best possible outcomes. This program is intended not only to enhance teaching and learning experiences for all but to broaden the technical knowledge and increase the organizational and managerial skills of the STAs.

Eligibility:

- Instructors must be full-time faculty
- If proposing the development of an online (CE6/WebCT) course, instructors must have attended CE6 training
- Instructors must be available and prepared to begin work on their project at the time of acceptance into the program

Responsibilities:

- To hold regular meetings with the STA (intervals to be set forth in Project Agreement if proposal is accepted) and communicate on an ongoing basis. Communication is critical to the success of the project.
- To provide STA with materials and resources needed in a timely manner
- To set clear job tasks and goals for the project and due dates
- To inform the STA Program Supervisor of any changes in project or schedule
- To provide feedback on STA performance to the Program Supervisor
- To promote and share the STA project outcomes with the USD community

Proposal Selection – Criteria For a Good Project

The advisory committee will select projects based on the following:

- What are the potential benefits to the students in course(s)?
- How many courses/students will be affected by this project?
- What is the potential learning and collaboration experiences for the STA?
- Does the project involve innovative and creative uses of technology?
- Is the scope of the project reasonable given the time and resources available?
- Will this project be something that other faculty will be able to model in their courses?

Examples of previous projects include:

- WebCT course development and/or redesign
- Creation of interactive learning modules, including blogs, discussion boards, wikis, etc.
- Course/departmental web site development
- Audio and video editing
- Basic animation
- Digitization of transparencies/35mm slides
- Creating on-demand lectures/tutorials/simulations

Visit the Showcase of STA projects on our Web site for a complete list
<http://www.sandiego.edu/its/idt/services/STA/>



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Please complete this form to the best of your ability. If you are unsure about any of the requested information please call us for a brief consultation at x7400, or email us at iTeam@sandiego.edu. We will be happy to discuss your project proposal with you!

Submit online, via intra-campus mail (iTeam, Maher Hall, Room 194), or email (iTeam@sandiego.edu)

Faculty Name:		Date:	
Department:		Email Address:	
I am:	<input type="checkbox"/> Full Time Faculty	<input type="checkbox"/> Part Time Faculty	<input type="checkbox"/> Other (please describe)
What course(s) will this support?			
How many students are expected to benefit from this project each semester? _____ students			
Describe your project and briefly indicate the added value to the learning outcomes:			
What will the STA's role be in bringing this project to fruition:			
What skills might a student need in order to be well suited to this project: (web authoring, 3D animation, video production/editing, graphic design, database, PowerPoint, slide/picture scanning, etc.)			
How many weeks do you anticipate your project will take to complete if a Student Technology Assistant works on it approximately 12 hours per week?			_____ Weeks
Will the materials require password protection? (To meet fair use guidelines of copyright permission of to safeguard your intellectual property?)		Yes	No