

Technology Assistants Program Faculty Application



****Please note this is a competitive application process****

TAP currently supports faculty projects requiring assistance with web design, spreadsheet/database design, or classroom mentoring. The project scope should be appropriate for a semester-length course.

Faculty members must submit a project proposal by the deadline each term; late applications may be considered on a space-available basis. Proposals may be mailed, faxed, or emailed as an attachment. Faculty members may recruit their own TAP student; both parties must request one another on their applications, but there is no guarantee that all requests will be granted.

STUDENT RESPONSIBILITIES:

A. Web Design

- Design course website or WebCT course folder
- Develop course website/ folder or add pages to existing site
- Upload website or web page to appropriate server
- Develop web site / course folder maintenance plan

B. Spreadsheet/Database Design

- Design spreadsheets and/or databases using Flowcharts
- Develop spreadsheet and/or database using Excel or Access
- Upload to appropriate web site (if required)
- Develop spreadsheet/ database maintenance plan

C. Classroom Mentoring

- Work with fellow students one-on-one in class and during office hours
- Help fellow students design and develop their projects
- Make presentations in class on various applications and tools

FACULTY RESPONSIBILITIES:

- Attend orientation at beginning of term
- Provide timely content and/or assignments to TAP student
- Learn technology needed to maintain course website, if appropriate
- Monitor TAP student progress and provide feedback to student and TAP Program Administrator
- Review learning logs
- Review final reflection paper
- Meet with students at least once per month
- Complete final evaluation

CONSIDERATIONS FOR PROPOSAL SELECTION:

The following criteria will be considered in selecting faculty proposals for participation in TAP:

- Will the project provide the student with a **learning experience**?
- Is this project for **educational/instructional** or **informational/administrative** purposes?
- What can **you learn** by having a TAP assistant?
- Is the **project feasible** in the time frame of a semester?
- Does the project **focus** on one of the student tracks or is the content scattered?

Please note that TAP students are participating in a learning experience. Projects that consist largely of repetitive or routine tasks are not appropriate for the program.

Name _____

GMU Email _____ Phone _____

Department/Unit Name _____

How did you hear about TAP? _____

Student you would like to be paired with (if applicable) _____

What type of technology assistance do you need? Choose **ONE** option.

___A. Web Design

___B. Spreadsheet/Database design

___C. Classroom mentoring (Please include days and times for course)

The following questions are critical for pairing you with the proper TAP student so please be as detailed as possible and follow the "Consideration for Proposal Selection" guidelines on the last page.

Describe your project and the role of the TAP student. Please be as specific as possible. If the student would be working on part of a larger project, clarify the student's responsibilities and role; if your project requires advanced skills (e.g. XML, CFML) please indicate if your department has resources that will be available to the student.

When are you available to meet with a technology assistant? We will make every effort to match faculty and student schedules to facilitate meeting.

What will the student learn by collaborating on your project?

Additional Comments:

Submit by semester deadline to:
Lisa Andion, LSS Instructional Support Manager
Instructional Resource Center, MSN 1F3
Office 703.993.9018 Fax 703.993.4544
<http://tap.gmu.edu> tap@gmu.edu