

Technology Assistants Program Student Application



Course Description:

CHSS 395 Technology Apprenticeship/NCLC 395 Instructional Technology - 3 credits
Prerequisites: 30 credit hours; GPA of 2.500 or higher; ability to use an internet browser; keyboarding, data entry, and word processing skills.

The Technology Assistants Program is an experiential learning course that gives undergraduate students an opportunity to learn new technology skills. Students receive 45 hours of instruction and work 90 hours on a technology project, with faculty (tracks listed below). TAP utilizes project management as a core technique for completing assignments so students should be self-motivated. Students must submit this application to the Technology Assistants Program Administrator. Students, if selected, should plan to be on campus the week before classes start for orientation and training. This week is a significant portion of the technical instruction that will take place.

Student Learning Tracks:

A. Web Design

- Design/Develop course website or WebCT course folder
- Upload website or web page to an appropriate server
- Develop website / course folder maintenance plan

B. Spreadsheet/Database Design

- Design Spreadsheets and/or databases using Flowcharts
- Develop Spreadsheets and/or database using Excel or Access
- Upload to an appropriate website (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

Personal Information

1. Name		2. G#	
3. GMU Email		4. Phone	
5. Class Level		6. Major Concentration	
7. GPA	8. How did you hear about TAP?		
9. Course CHSS395___ NCLC395___		10. Section R 4-5 *Online class available w/permission of instructor	
11. Which track would you like to pursue? Indicate 1 st and 2 nd choice. ___ Web Design ___ Spreadsheet/Database Design ___ Classroom Mentoring			
12. Is there a Professor you planned on being paired with? If yes, please list their name:			

13. **Availability:** Please attach a spread sheet of your class schedule, work schedule, and any other conflicts. The schedule must be as detailed as possible to work best for you and contain no inconsistencies.

14. **Short Essay Questions:** On a separate sheet of paper answer the following three questions with two or three paragraphs each (no more than 150-200 words per question).

- What would you like to learn by participating in TAP?
- How would TAP assist you with your educational and career goals?
- Professors from all disciplines submit project proposals for TAP. Please briefly describe your academic and recreational interests so you may have the proposal that fits you best.

15. **Reference:** Please provide us with the following information for a reference, in some cases we may call upon your reference for information regarding your performance as a student/worker.

Name _____
Phone _____
Email _____

16. Please list any URLs where examples of your work may be seen:

17. Indicate your experience and proficiency in each of the listed technologies.

Skills/Knowledge of	Years of experience	Level of proficiency (beginner, intermediate, advanced)
Acrobat		
Illustrator		
Photoshop		
Premiere		
Director		
Dreamweaver		
Composer		
Fireworks		
Flash		
FrontPage		
Word		
Excel		
Access		
Power Point		
HTML		
Townhall		
WebCT		
Macintosh Platform		
PC Platform		
Customer Service		
Other:		
Other:		

Submit to:

Lisa Andion, LSS Instructional Support Manager
 Instructional Resource Center, MS 1F3
 Fairfax, Virginia 22030
 Office 703.993.9018 Fax 703.993.4544
<http://tap.gmu.edu> tap@gmu.edu

Directions

1. List your full name.
2. Your Mason G number.
3. Your GMU email is important because that is how we will contact you about your acceptance and other TAP related material.
4. For phone number, list the most accessible number.
5. Class level you will be when you take TAP.
6. Your major or intended major. If undecided, list majors of interest.
7. List your current cumulative GPA. If below a 2.5, please include a transcript.
8. Please be specific. (E.g. kiosk, bookmark, IT103 class, etc)
9. Circle the class type that fulfills your education requirement.
10. Circle the section that best fits your schedule.
11. Based on the descriptions, mark your first and second choice.
12. We recommend that students and faculty apply together since there is an established relationship.
13. Please be realistic with your availability so you can complete the project and still accomplish day to day tasks.
14. These essays are important for pairing, so be as detailed as possible.
15. The reference should know both your work ethic and personality.
16. It is not a requirement for you to have a website/webpage, but we would like to see what level of design you are at if you do have one.
17. For proficiency, gauge your answer as follows: beginners understand and can complete a few basic functions; intermediates navigate the program and perform usual functions; experts can answer 90% of questions about program.