

Technology Assistance Program Student Application and Skill Inventory Form

**Note: This is a competitive application process; please be as detailed as possible.*

Name _____ Student class/level _____

E-mail _____ Phone _____

Major/Concentration _____ GPA _____

Availability: Please indicate with a G (Gorham) or P (Portland) in the cells for those times you are available to work on each campus. From this information, meetings with the project requestor, your mentor, the TAP coordinator and others associated with the project can be scheduled.

	M	T	W	Th	F
8 am					
9 am					
10 am					
11 am					
12 noon					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					
7 pm					

Which type of project would you like to pursue? Indicate 1st and 2nd choice

_____ A. Web design

_____ B. PowerPoint presentations/preparing PP presentations for web use

_____ C. Database management

_____ D. Classroom support (be a student assistant who makes presentations in classes on various applications and tools, works with students one-on-one as needed, or helps students design and develop projects)

_____ E. Other _____

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)

1. What would you like to learn by participating in TAP and how would TAP assist you with your educational and/or career goals?
2. Briefly discuss your academic and relevant recreational interests. This will help us best match projects with student technology assistants.
3. As a student assistant, you may be working with individuals who possess fewer skills with technology than you do, but who have more authority because of their role in the University and this project particularly. What will you do to establish a good working relationship with them?

Reference: In some cases we may call upon this reference for information regarding your performance as student/worker.

Name _____ Relationship to you _____

Phone _____ E-mail _____

TAP SKILLS INVENTORY

Name: _____

Indicate your experience and proficiency for each of the listed technologies. Lack of proficiency in any particular area does not preclude your eligibility for the program. This information simply helps us to match you with projects.

Skills/Knowledge of	Years of experience	Level of proficiency (1 = none; 6 = a great deal)
Acrobat		
Photoshop 7.0+		
Dreamweaver MX		
Netscape Composer		
FrontPage XP		
Fireworks MX		
Flash MX		
Word XP		
Word Perfect		
AppleWorks		
Excel XP		
Access XP		
PowerPoint XP		
HTML		
Blackboard		
Macintosh platform		
PC platform		
Customer Service		
Other		
Other		
Other		

Please list and describe any relevant courses (include full course titles) and experience (employment or otherwise):

Please submit examples of your electronic portfolio through URLs, CDs, DVDs, etc. (optional)

**** PLEASE READ****

Responsibilities

Requestor:

- * Meet with student and TAP coordinator at beginning of project
- * Provide timely content and/or assignments to TAP student (in electronic format, as much as possible)
- * Learn technology necessary to update and maintain project, if appropriate
- * Monitor student TA's progress and provide feedback to the student and TAP coordinator
- * Complete final evaluation form for the TAP coordinator at the end of the project rating the student and the TAP program

Student Tech Assistant:

- * Meet with requestor and TAP coordinator at beginning of project to determine the parameters of the project, e.g.
 - Web design – Who gets information ready for the web pages (text and graphics)
Who uploads website to server?
Who maintains and updates the website?
What happens when interactive forms are requested?
 - PowerPoint presentations – Who prepares material for the presentation?
Who scans material, etc?
Who maintains and updates presentations?
Who runs equipment?
Will the presentation be put on the web?
 - Databases – Who supplies and/or enters data?
Who designs the database?
Who maintains and updates database?
What happens when interactive databases are requested (web based)?
- * Coordinate with your supervisor (mentor) to determine what resources and tools are needed for the project; meet periodically with the supervisor for updates, etc.
- * Learn the tools needed to work on the project
- * Submit log journal **ONCE A WEEK** to the TAP coordinator listing tasks worked on and approximate time allotted to each task
- * Fill out time card online each day in order to get paid
- * Complete final evaluation form for the TAP coordinator at the end of each project rating the project experience

Mentor:

- * Meet with student assistant and requestor at beginning of project to determine the parameters of the project
- * Meet with student assistant to determine what resources and tools are needed for the project
- * Meet on a regular basis with the student assistant for updates, etc.
- * Keep TAP coordinator up-to-date on progress of project
- * Complete final evaluation form for the TAP coordinator at the end of each project rating the process

TAP Coordinator:

- * Work with advisory committee to evaluate faculty/staff proposals
- * Match student technology assistant with requestor
- * Find appropriate mentor for student. This selection depends on the type of project.
- * Meet at the beginning of the project with requestor and student TA to determine the parameters of the project
- * Communicate on a regular basis with the student TA.
- * Mediate between student and requestor.
- * Approve student TA's time cards each week.
- * Review evaluations submitted by requestors, mentors, and students

Signature of applicant

Date

Please make copy of this application to keep for reference

Submit to: Barbara Stebbins, TAP Coordinator, ITMS, 3 Bailey Hall Gorham, 780-5359, stebbins@usm.maine.edu

8/5/2003