

To: All VCU Teaching Faculty
From: CTE

Re: **Student Technology Expertise Program (STEP)**

What is STEP?

The **Student Technology Expertise Program** is designed to assist faculty with integrating technology into their teaching through project and skill development. Faculty members are matched with student interns who are experts in specific software applications. Interns work collaboratively with faculty members to help them develop a specific project and simultaneously learn new technology related skills. A key goal of the program is to provide faculty with skills that can sustain and promote the meaningful integration of technology to support teaching and learning. Web-site development, multimedia presentations, on-line course development, web-based case studies, media conversion, online surveys and assessment tools are all possible projects.

As an instructor, how do I get an intern to work with me? One STEP at a time!

All members of the VCU teaching faculty are eligible to apply for a STEP intern. If you have the desire to develop a meaningful use of technology to support teaching and learning in your courses - but feel you need additional skills – STEP may be just the solution you need. After your STEP request has been received and reviewed, the STEP Coordinator will meet with you to discuss your project and attempt to match you with an intern that meets your specific needs.

You can learn more about the application process by visiting the CTE web site at <http://www.vcu.edu/cte/STEP/index.html> You may also contact the program coordinator, Jeff Nugent, by phone at 827-0838 or by e-mail at jsnugent@vcu.edu for additional information.

How much will it cost me?

No money...only time. This program is fully funded by the CTE.

Guidelines for Faculty Participants

- ♦ The project must be completed within a 6 month period.
- ♦ Upon completion of the internship period, the faculty member must have acquired the technical skills to maintain the STEP project.
- ♦ All faculty members should remember that the internship is intended to be an educational experience for the student. Work collaboratively to make the experience mutually beneficial.
- ♦ All faculty must remain in regular contact with the **STEP** Coordinator for project status and updates.
- ♦ At the end of each semester, all faculty members are required to submit an evaluation of the intern.
- ♦ An "electronic snapshot" of your work is to be developed upon completion of your STEP project.