

CENTER FOR TEACHING EXCELLENCE

STEP Application Process

Students interested in becoming a STEP intern must submit a complete application package by mail or in person to the Center for Teaching Excellence. The following materials are required for a complete application package:

1. A cover letter explaining your interest in becoming a STEP intern, and what you hope to learn / contribute. (Also include information about your hours of availability, any additional employment responsibilities you might have, your class level and date of graduation).
2. A current resume (including 3 personal references).
3. A completed copy of the *STEP Intern Tech Tool Inventory*.
4. Examples of your work that showcase your skills (If applicable).

The CTE will review all applications and conduct interviews of all selected interns. The final selection process will be based on matching student skills and aptitudes with faculty project needs. Student applications will be accepted on a rolling basis throughout the academic year. However, most faculty members propose projects and request STEP interns at the beginning of the Fall and Spring semesters. (The CTE will keep all student information on file for possible future internships.)

Funding for STEP interns is set at a scale of \$10/hr for 10 hours / week. Project timelines can vary widely and are dependent on the needs and scope of specific projects. Both the faculty member and the intern will be responsible for arranging work schedules after the pairings have taken place. If you have any additional questions please contact Jeff Nugent by email at jsnugent@vcu.edu or by phone at 827-0838.

Please mail or drop off your application packet to the following address:

Center for Teaching Excellence
James Branch Cabell Library
901 Park Ave., 4th floor, room 442
Richmond, Va. 23284-2033

STEP Intern Tech Tool Inventory

In the table below, please circle the tools in the *Technology Skill Area* column that you have experience with. For each circled tool, please rate your experience level on a scale from 1- 5 (1 = still learning, 5 = expert).

Technology Skill Area	Experience Level
Web Authoring / Development	
Dreamweaver	
MS Front Page	
HTML coding	
Multimedia Authoring Tools	
Macromedia Flash	
Windows MovieMaker	
iMovie	
Adobe Premier	
MS PowerPoint Animation	
Camtasia Studio / Captivate	
Streaming Audio / Video	
DVD Production (Nero, etc.)	
Digital Image Processing	
Adobe Photoshop	
Macromedia Fireworks	
Format Conversion (scanning)	
Format Conversion (digitize slides)	
Course Management Systems	
Blackboard	
Course Design Tools	
Data Management	
MS Excel	
Access / .ASP	
SQL / MySQL / PHP	
Scripting / Coding	
Java Script	
ActionScript	
XML	
PERL	
C/C++	
Operating Systems	
Windows	
MAC	
UNIX	
Red Hat Linux	
Other Cool Stuff You Know	