	ACADEMIC AFFAIRS GUIDELINES

Section 2.2:	Admissions and Transfer	
Title:	Student Technology Fellowship Guidelines	
Number (Current Format)	**Number (Prior Format)**	**Date Last Revised**
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Reference:		
Related Form(s):		

1. Program Overview

1.1. **Background:** Students enrolled at the six South Dakota Public Universities have a critical need for acquiring information technological skills that go beyond content and can be explored within the general curriculum. Such skills are essential for meeting the ever-changing workforce need for South Dakota, and ensuring the continued integration of instructional technology into the teaching and learning environment. The Student Technology Fellowship (STF) Program began during the Fall 2000 semester, after the South Dakota Legislature approved a general fund appropriation to provide students enrolled in the Regental system special opportunities to develop professional-level skills in the design and implementation of communications technology for instructional purposes.

1.2. **Purpose:** The program offers a select number of students each year the unique opportunity to support units or individual faculty/staff expand the capacity for instructional technology in the educational experience. Through the program, STFs develop professional-level skills in a wide variety of information technology areas, via both online and hands-on training methods, as well as by working "in the field" for the unit to which they are assigned. The outcome from this ongoing investment is an increase in the technology skills of the student fellows and an increase in the number of graduates who have experienced technological applications in their studies making them better equipped to use technologies in their chosen career.

2. Selection Process

2.1. Undergraduate students attending one of South Dakota's six Regental institutions (Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines & Technology, South Dakota State University, and University of South Dakota) are eligible to apply to participate in the STF Program if they meet the initial eligibility criteria detailed in section II.A of the program guidelines. Students selected to participate may re-apply each academic year and receive funding for up to

four academic years, if they meet continuing eligibility criteria detailed in section 2.3 of these guidelines.

2.2. **Initial Eligibility Criteria**

2.2.1. South Dakota resident

2.2.2. Minimum Cumulative High School GPA of 2.5 on a 4.0 scale for those entering directly out of high school, or a minimum cumulative GPA of 2.5 for those with at least one semester of postsecondary coursework

2.2.3. At the time of appointment, be enrolled as an undergraduate, full-time, degree-seeking student

2.2.4. Demonstrated information technology experience

2.3. **Continuing Eligibility Criteria**

2.3.1. Maintain a cumulative 3.0 grade point average on a 4.0 scale;

2.3.2. Meet the following credit hour thresholds for the respective year of service in the program;

- 30 credit hours before the start of the second year;
- 60 credit hours before the start of the third year;
- 90 credit hours before the start of the fourth year;

2.3.3. At the time of reappointment, be enrolled as an undergraduate, full-time, degree-seeking student

2.3.4. Complete up to a total of 165 hours of work during the fall and spring semesters (averaging 10-12 hours each week), including meetings, training, and assigned jobs/projects. Remaining hours can be rolled over to the following summer, where additional hours may also be assigned by the institutional program manager.

2.4. **Selection Procedures**

2.4.1. Each university will manage the selection of its own fellows, which must be coordinated by the institutional program manager.

2.4.2. Each student offered a fellowship would have to formally agree to meet the requirements and expectations of the program.

2.5. **Term of Enrollment**

2.5.1. While participation in the program is based on the academic year, reviews of STFs will occur each term.

2.5.2. Participants are expected to meet the continuing eligibility criteria and complete assignments each term as directed by the institutional program manager. Failure to meet these requirements will result in termination from the program at the discretion of the institutional program manager.

3. Allocation of Funds

3.1.   Prior to the start of each fiscal year, institutional representatives on the system Technology Affairs Council (TAC) will approve the current allocation of STFs throughout the system and the stipend amounts for the upcoming year.

3.2.   **Campus Allocations:** The allocations established for FY11 will serve as the baseline for campus allocations, and institutions have the authority to distribute their share of fellowship positions to other institutions on a yearly basis according to institutional or system priorities that may warrant a redistribution of positions. The fellowship is limited to a maximum of four academic years.

1. Black Hills State University – 20
2. Dakota State University – 11
3. Northern State University – 15
4. South Dakota School of Mines & Technology – 10
5. South Dakota State University – 30
6. University of South Dakota – 39

3.3.   **Stipend Amounts:** STFs are awarded a yearly stipend for their participation in the program. Recipients are eligible to receive four different stipend amounts, which are designated according to a student's level of experience, duration in the program, and/or role as an institutional mentor.

3.3.1. Stipend Levels

3.3.1.1. Level 1 - $5,000 ($15.15 per hour). First year participants in the program, and/or student assigned duties at an institutional help desk or computer repair facility.

3.3.1.2. Level 2 - $5,500 (16.67 per hour). Second year participants in the program, and/or student assigned duties for developing and managing unit websites at an institution.

3.3.1.3. Level 3 - $6,000 (18.18 per hour). Third year participants in the program, and/or student assigned instructional design support duties or responsibilities at an institution.

3.3.1.4. Level 4 - $6,500 (19.70 per hour). Fourth year participants in the program, and/or student assigned considerable professional development duties or responsibilities at an institution.

3.3.2. Stipend Assignments

3.3.2.1. The goal of the STF Program is to provide students with a comprehensive set of skills that emerge from work at each of the established set of duties and responsibilities articulated in section VI.A. Students with experience in the program will be given preference for duties/assignments that fall at higher stipend levels.

3.3.2.2. Once a student is assigned a stipend level he/she will remain at that level until new duties/responsibilities are assigned at a higher level or until the years of experience warrant movement to a higher level.

3.4. **Time Tracking:** Students participating in the STF Program are treated as employees subject to social security taxes.

3.4.1. STFs are responsible for submitting their online timesheets (http://snap.sdbor.edu) by the stated deadline, normally the 21st of each month.

3.4.2. Timesheets are approved by the unit or individual faculty/staff member who supervises the day-to-day activities of the STF.

3.4.3. By the 23rd of each month, STFs are responsible for reporting their hours to the institutional program manager.

3.4.4. STFs who have met degree requirements to graduate may continue working either until the amount of their authorized hours is exhausted or until the termination date of their contract for the fiscal year.

4. **Recipient Requirements**

4.1. STFs represent their institution and the Regental system and are expected to perform in a professional manner reflective of this position while engaging in activities related to the program.

4.2. **Dress Code:** Appropriate attire will be determined by the unit supervisor.

4.3. **Email Account:** Each STF will be provided with either an institutional business only email account or student account that must be checked daily (Monday-Friday) during the academic term.

A standard email signature on all outgoing messages should include:

        4.3.1.   Student Name

        4.3.2.   Student Technology Fellow

        4.3.3.   Assigned Area

        4.3.4.   Institution

        4.3.5.   Institutional Address

        4.3.6.   Phone number

        4.3.7.   Email address

5. Program Management

5.1.   Each university will appoint an institutional program manager for the STF Program who will oversee their selection and designation to units or individual faculty/staff.

5.2.   **Selection Process:** The institutional program manager is responsible for coordinating the selection of all STFs for the institution.

    5.2.1.   Coordinate advertisements for open positions;

    5.2.2.   Schedule interviews and coordinate interview committee

    5.2.3.   Conduct reference checks

    5.2.4.   Notify applicants and recipients

5.3.   **Professional Development:** Each university will structure an on-going development program that extends the skills and knowledge of the individual fellows.

    5.3.1. The institutional program manager is responsible for coordinating professional development opportunities.

    5.3.2. Professional development programs must meet developmental standards and can be coordinated using a time frame that is deemed to be appropriate for meeting needs of recipients with varying levels of experience.

    5.3.3. Where deemed appropriate and as an integrated part of the student's program, institutions may award up to one hour of academic credit for field experience per academic year as a part of the program.

5.4.   **Institutional Assignment Allocation:** Each university will structure an approach that fits its environment and needs. Structures might include assignment of fellows to the university's instructional design and support center, to an academic unit, or to individual faculty/staff to work on specific projects and courses.

5.4.1.   Requests for STFs each term must be coordinated through the institutional program manager.

5.4.2.   Units and individual faculty/staff must make a formal request that details the nature of the assistance needed, accept responsibility for managing the day-to-day activities, and the anticipated outcomes from the STF activities.

5.4.3.   STFs will be assigned by the institutional program manager to those units and individual faculty/staff members based on best fit with institutional priorities.

5.4.4.   Institutional program managers are responsible for ensuring that STFs will not engage in tasks that fall outside those detailed in section VI.A.

5.5.   **Oversight:** The institutional program manager is responsible for insuring that students are meeting their fellowship and professional development obligations.

5.5.1.   Recipient data must be evaluated at the conclusion of each term to ensure the continuing eligibility criteria are met.

5.5.2.   Periodic evaluations will be conducted with the unit and individual faculty/staff members to evaluate recipient progress.

5.6.   **Reporting Requirement:** The institutional program manager is responsible for compiling data and submitting reports as requested to evaluate the effectiveness of the STF Program. To meet this requirement, institutional program managers are encouraged to request that each recipient maintain a log of his/her experiences and professional development activities. This information should be reviewed each year and be available upon request.

6. **Duties & Responsibilities**

6.1.   Once assignments have been made, STFs are eligible to complete a wide range of duties and responsibilities to meet the instructional goals for the unit or individual faculty/staff member. The assignments will constitute significant contributions to the use of technology in instruction and provide the student with significant work experience.

6.2.   **Eligible Duties & Responsibilities**

6.2.1.   Technical Support

6.2.1.1. Facilitate classroom preparation for technology based delivery;

6.2.1.2. Assist with campus virtualization efforts;

6.2.1.3. Programming for campus supported applications;

6.2.1.4. Provide assistance for library digitalization project;

6.2.2.   Website Development & Management

6.2.2.1. Maintain web-based information resources;

6.2.2.2. Migration of new design standards;

6.2.2.3. Maintain information currency;

6.2.2.4. Assist with web-casting/web conferencing.

6.2.3. Instructional Design Support

6.2.3.1. Assist with course design and preparation;

6.2.3.2. Develop computer-based simulation to be used in class;

6.2.3.3. Production of multi-media course presentations;

6.2.3.4. Audio and video capture, editing, and publishing;

6.2.4. Professional Development

6.2.4.1. Assist in educational programming for faculty;

6.2.4.2. Engage in mentoring activities for other STFs;

6.2.4.3. Coordinate e-learning activities on campus;

6.2.4.4. Support faculty research projects utilizing technology.

6.3. **Ineligible Duties & Responsibilities:** STFs do not fill the roles associated with work-study students, teaching assistants, or research assistants. Accordingly, the list of tasks that the fellows will not be performing includes:

6.3.1. Word-processing of tests, course handouts, etc.

6.3.2. Putting information in an electronic form for research projects

6.3.3. Preparing presentations for professional meetings

6.3.4. Entering management data into a spreadsheet

6.3.5. Performing clerical functions for faculty members