The Technology Fellowship Program

Program Guidelines

The Technology Fellowship Program is a mini-grant initiative designed to help Hopkins faculty develop digital course resources by combining their instructional expertise and project design capabilities with the technology skills of students who are interested in enhancing their digital portfolios. The focus of this program is to create instructional resources that support **undergraduate education**.

Together, the teams design and develop projects during one of three time periods:

Summer/Fall only (May 1, 2018 – December 31, 2018)
Summer/Fall/Spring (May 1, 2018 – April 15, 2019)
Fall/Spring only (September 1, 2018 – April 15, 2019)

Please indicate on your application which time period you will follow.

Each project should be structured around approximately 285 hours of total student time at $14 per project hour. During the implementation schedule established by the team, the faculty member provides project concept, continuing consultation, and oversight. Both partners are expected to be in Baltimore during the time frame selected by the team and to meet with staff in the Center for Educational Resources for at least 2 status update discussions scheduled at mutually convenient times. **A draft project plan must be completed and submitted to the appointed CER liaison at the initial project planning session before team members leave campus for the summer.**

Once the team members have committed to a project period, they may not extend their work into a subsequent semester without prior consultation with the CER. Faculty members will receive their stipends upon completion of the project. Fellows will be paid on an hourly basis as work is completed, up to a 285 hour limit. For purposes of this grant program, graduate students are considered "students" and are not eligible to propose projects as supervising faculty.

Faculty and fellows are required to attend the following events as part of the Technology Fellows program.

Required Team Events

Event	Date
2018 Technology Fellows Showcase	Tuesday, May 8, 2018 (12-2)
2018 Initial Project Planning Session	within 2 weeks of award notification
2019 Technology Fellows Showcase	Tuesday, May 7, 2019

Project updates involving faculty, their fellow partners, and CER staff are required. They will be scheduled at times convenient to the faculty and fellows.

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Roles

Faculty

The Technology Fellowship program assumes that the faculty member is a full partner of the project and will provide the project concept (including an assessment strategy), subject matter expertise and project management oversight throughout the duration of the project. The faculty member is responsible for signing the student tech fellow's timecards and forwarding them to the CER. The faculty member also ensures the maintenance of the resource developed beyond the period of the Technology Fellowship funding.

While faculty members are not required to engage in digital project development along with the student, they are encouraged to do so.

Student

The primary role of the student technology fellow is to assist the faculty member in "realizing" the vision of the project. Fellow's work consists of digital development (html, graphic or web design, multimedia work, programming), learning new technology skills if necessary, consulting with CER staff members during the project if needed, and presenting project status updates at meetings with CER staff. Fellows are responsible for accurately recording all time worked and submitting hours in a timely fashion.

CER

Each project will have an assigned CER staff liaison to provide technical, instructional design, and project management expertise and consulting. The CER staff member will also help the team articulate project milestones and provide mechanisms for reporting progress, if needed. Faculty and student team members are encouraged to use the facility, equipment, and consulting services of the CER during the duration of the grant. The CER is also available to ensure students have the proper skill sets to realize their projects. The CER can assist with locating appropriate training and resources about technology related to the projects.

Payment

Technology Fellowship grants are to be used for faculty and fellow stipends; grant funds are not available to support equipment/software acquisitions. Departmental funds should be used for non-stipend needs. Payment for faculty/student grant recipients is dependent on attendance at meetings and submission of project plans as described above. All questions about payment should be addressed to Cheryl Wagner, Technology Fellows Program Manager (cwagner@jhu.edu).

Student Fellow Stipends

Student fellows are paid at the rate of $14/hr. Multiple students may work on a project, but the total payment to all students may not exceed $4,000 (the equivalent of approximately 285 hours per project). Faculty partners are responsible for signing student timecards, accounting for hours worked, and tracking project milestones. The CER reserves the right to terminate projects and stop fellow payments if acceptable progress is not made based on project milestones.

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Faculty Stipends

Faculty stipend for project oversight ($1,000) will be paid upon completion of the project.

Eligibility

Full-time faculty and student teams from the Krieger School of Arts & Sciences, the Whiting School of Engineering, the Peabody Institute and Conservatory, the Bloomberg School of Public Health, the School of Nursing, the School of Medicine, and the School of Advanced International Studies are eligible to apply for Technology Fellowship grants. The focus of this program is to create instructional resources that support **undergraduate education;** however, resource development is acceptable for graduate courses in which full-time undergraduates regularly enroll. All teams must consist of one faculty member and at least one student fellow. Students and faculty are not required to be from the same school.

Reporting

A draft project plan must be completed and submitted to the appointed CER liaison before teams leave campus for the summer break. In addition, each team should develop a schedule of project milestones at the start of the project; this will be used to evaluate project development. CER staff will be available for consultation on developing project milestones. Continuing payments are contingent upon ongoing progress and adherence to the project milestones schedule. Teams must complete mid-semester project update documents.

Teams must submit a final project report that incorporates the assessment conducted, including a digital copy of work completed for archival purposes and guest access to the materials developed. Teams are also required to participate in the end of the year Symposium by conducting an electronic poster session of their project. In addition, teams will be asked to complete a Technology Fellows Program evaluation at the conclusion of the project.

Evaluation Guide

A Technology Fellows Program committee will evaluate all proposals based on the criteria below. This committee will consist of faculty and staff from all JHU Divisions that teach undergraduates.

Evaluation Criteria

Projects will be evaluated against the following criteria described below in order of importance.

1. **Enhances Pedagogy:** The proposal suggests a new way of thinking about curriculum.

2. **Has a viable assessment strategy:** The proposal suggests concrete ways to evaluate and report its impact on teaching and learning in the course it supports.

3. **Increases accessibility to instruction:** The project enhances students' ability to access electronic information resources, their instructor, their classmates, or a broader set of resources to support the course objectives.

4. **Develops an approach that can be generalized or scaled:** The project serves as a prototype that can be modified, enhanced, or extended to other venues, divisions, departments, or courses.

5. **Provides/develops new electronic resources:** The project yields new electronic resources for learning, such as databases, simulations, and multimedia applications. Summarize how your proposal will resolve the challenge or problem. The solution should specifically describe the technology resource(s) to be developed by the students under the faculty's mentorship.

6. **Increases collaboration:** The project enhances and facilitates collaboration among students and/or faculty within a division, or between faculty and staff of different divisions or service units of the University, such as the libraries, the JHU Press, and Hopkins Information Technology Services.

7. **Is cost conscious:** The proposal demonstrates a good fit between purpose and plan; it embraces a selective use of information technology while keeping implementation costs to a minimum.

Application Sections

If a dotted red line appears around a text box on the application form, you have exceeded the number of characters allowed. You will not be able to submit the application if the character limit is exceeded. For the Fellow Statement, we recommend having your student fellow or fellows write their statements in a word processor application, observing a 300 word limit each. These statements can then be copied and pasted into the text box provided. The students' names should accompany their statements.

Audience (Please observe the 1,000 character limit. This is approximately 150 words.)

Briefly state who the audience for the completed project will be. Typically, this will be the students in a specific course or courses. If the resource will be used more broadly, please include that information.

Pedagogical Challenge (Please observe the 1,000 character limit. This is approximately 150 words.)

State the problem or issues your proposal intends to address.

Solution (Please observe the 1,000 character limit. This is approximately 150 words.)

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Summarize how your proposal will resolve the challenge or problem. The solution should specifically describe the technology resource(s) to be developed by the students under the faculty's mentorship.

Assessment Strategy <mark>(Please observe the 1,300 character limit. This is approximately 200 words.)</mark>

Describe how you will evaluate the impact of the resource developed on the teaching and learning in the course it supports.

Fellow Statement <mark>(Please observe a 300 word limit per fellow.)</mark>

Please address the following:
- Describe your current skills and what you hope to gain as a technology fellow.
- How will your technical skills contribute to the success of the project?
- If selected as a technology fellow, how will you balance your normal academic and extracurricular commitments with the added responsibilities of the Fellowship?
- Include a description of your level of experience with the technologies to be used in your project. If you are relatively inexperienced, explain how you plan to address that.
- American Citizen or have an F1 Visa - indicate in your statement as this will be required for payroll purposes

Faculty Proposal <mark>(Please observe the 3,250 character limit. This is approximately 500 words.)</mark>

This program supports faculty-student teams in the development of web-based resources for undergraduate courses taught in the School of Arts and Sciences, Engineering, Peabody, Nursing, Medicine, Hygiene & Public Health, and SAIS. Examples of past Technology Fellowship projects can be found here.

Please address the following:
- What is the pedagogical issue or problem that your project intends to address? (Criterion 1)
- How are you currently dealing with this problem, and how will your proposed project improve your students' ability to learn, increase their access to resources, or encourage more active or collaborative learning? (Criteria 3 & 6) How is this approach new or unique? (Criterion 5)
- Please explain how you will use the assistance of a technology fellow, what skills you hope the fellow will bring to your project, and how you will manage the project work flow with the fellow. (Criterion 7)
- How will the objectives of the project be divided between faculty and fellow? (Criterion 7)
- How will you determine whether your project has been successfully completed and how will you measure its impact on the course? (Criterion 2)
- How many hours per week during the academic year do you expect the fellow to work on this project? (Criterion 7)
- What other courses or departments could benefit from this project? (Criterion 4)
- How will this resource be maintained beyond the funding of the fellowship? (Criterion 4)

For more information on your proposal or the Tech Fellows program, please contact Cheryl Wagner at cwagner@jhu.edu or 410-516-7181.