Tech Fellow role

Your role is to assist faculty and students in your department with TC Apps, i.e. Moodle, Google Apps, TC Gmail, Mahara, Alfresco, Adobe Connect, SecondLife, iTunesU, the SmartBoard, Lecture Capture (Tegrity), etc. and with the use of the new Active Learning Classrooms. You will be responsible for testing upgrades and introducing faculty to the tools TC is supporting. You may also be asked to give workshops to students to demonstrate how the various platforms can be used effectively and run faculty orientation meetings.

You will work 17 hours a week and be required to:

- Work in your team or individually on the project/s that will be assigned to you
- Assist faculty with TC Apps (particularly with Moodle) and with the use of the Active Learning Classrom in 438 HM.
- Promptly respond to emails from faculty, coordinator and supervisor.
- Attend all training session, participate and host group meetings. (Mandatory.) Learn the content provided in the training sessions. Complete all assignments and share your knowledge with the group.
- Regularly test new tools and upgrades.
- Produce online and off-line help documentation (handouts, videos, web pages, etc)
- Provide Moodle Orientation sessions both face to face and online.
- Teach the ACS technology workshops.
- Participate in Faculty Dialogues and other events organized by ACS
- Respect the deadlines.
- Submit reports and timesheets.
- Keep an open mind and be proactive
- Demonstrate good interpersonal and communication skills

COMMUNICATION

Your responsiveness is crucial. **You must acknowledge receipt of emails from faculty and/or your supervisor and respond promptly (within 24 hours).**

FACULTY SUPPORT

You will be working one-on-one with faculty members, assisting them with the use of new technologies for their courses. You can use the most appropriate format for your support (face-to-face, web conferencing, screen sharing, emailed instructions, phone consultations, etc.).

Besides promptly responding to requests for help from faculty, you will need to pro-actively approach the faculty members and encourage them to get involved with TC Apps. You need to introduce yourself to them and to the Department of Academic Administration (DAAs) and specify what your role is. We will be glad to help you in this regard.

It is very important that you **listen carefully to faculty needs**, consider how our technology can support them in their mission and report what you've learned back to the group. As a member of this Tech Fellow cohort, you can help brainstorm ways that the technology can be most effectively used, and make recommendations to ACS on how we can configure the platform/s to best meet the needs of both instructors and students.

You will also be in charge of the orientation sessions and will be asked to teach or substitute teach our ACS technology workshop.

TRAINING

You will have ample opportunities to learn new platforms at TC and familiarize yourself with the TC

Apps environment.

Your training will require you to be actively involved and collaborate with your peers. You will be encouraged to share your knowledge, participate in discussions and develop help materials appropriate for the faculty in your department. You will also be encouraged to experiment with new tools and suggest their implementation to improve teaching and learning at TC. You will be asked to conduct the training sessions, be in charge of the meeting agenda, and make presentations. You will also have opportunities to self-evaluate your progress. We are excited about learning from your experiences as you engage with these new systems.

Training for Tech Fellows is an **ongoing process**. Experienced Tech Fellows will be paired with new Tech Fellows and they will be responsible for their training. They will share their learning experiences and make sure that their peers have been familiarized with the topics covered in the previous training sessions.

Training is composed of the following:

MEETINGS

These meetings occur once a week for two hours. Within one month, three meetings will take place face-to-face and one will occur remotely. **Attendance is mandatory.**

TRAINING CONTENT

All the training content will be consolidated in the **Tech Fellow Training site** in Google Sites. You will all contribute to populate the site by adding material, observations, schedules etc.

You will also have access to the **Tech Fellow Folder** in TC Google Drive, in which various documents are uploaded and shared.

You will have access to various test courses in TC Moodle.

PEER-TO-PEER TEACHING & LEARNING

- You will be part of the Tech Fellow cohort and each week you will choose one topic, learn it thoroughly and present the outcome of your learning at the meeting. You will follow up and make sure that ALL Tech Fellows have mastered the topic you have presented.

ATTENDANCE, ASSIGNMENTS & DEADLINES

- The Tech Fellow meetings will occur face to face or remotely via Adobe Connect. **Attendance is mandatory.** As a group you will propose and coordinate a meeting schedule suitable for all your peers at the beginning of the semester. We will do our best to accommodate your schedules.
- If you miss a session you will be responsible to learn the content on your own. **No more than one meeting a month can be missed**. If you miss more than one meeting within a month, you will have to set an appointment with your supervisor to discuss the reasons for your absence and make up for the missed time.
- You must submit all the mandatory assignments, participate in the peer to peer activities in your group and complete all the tasks for which you volunteer.
- Deadlines are crucial. Your assigned work, your times sheets and reports must be completed at **the time they are due.**

REPORTS & TIMESHEETS

You need to keep a record of all the meetings you have with faculty and program coordinators and fill out the **Tech Fellow Assistance Form** regularly, you will also need to provide regular reports of your work. You also need to keep track of your time spent in training, faculty support, content development and peer-to peer work, and record them on your timesheets.

Timesheets are due weekly. Each week you will need to fill out your timesheet, indicate the activity performed and the time spent. If you work less than 17 hours in one week, you can carry the hours over the following week.

Reports are due monthly. In your reports you will use expository prose and summarize the outcome of your support, problems and issues raised, your reflections, suggestions, and materials that you may design during the process (help guides, videos, handouts, useful tips, etc).

CONSEQUENCES

Missing more than two meetings, neglecting or submitting your assignments or tasks after the deadlines without reasonable justification, and/or failure to respond to your emails promptly will have repercussions and jeopardize your position.

If something serious happens and you are no longer able to fulfill your duties, please **contact your supervisor** as soon as possible so that measures can be taken to prevent interruptions and allow the Tech Fellow program to run smoothly.

I have received, understand and agree with the content of this document.

NAME: _____

SIGNATURE:_____

DATE:_____

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