



March 25, 2004

ITAP Classifieds

Internships 2004-2005

This is the third issue of the DePauw *ITAP Classifieds*. Inside this issue you will find descriptions for the internships that are open to ITAP Associates for the 2004-2005 academic year.

To obtain one of the internships described inside, associates must contact the internship host sponsor directly and arrange an interview. The interview period will immediately follow spring break and will run for two weeks (March 29 – April 9).

During this period, ITAP associates can contact as many hosts as they desire and can interview with multiple sites. (To arrange an interview, please call or email the host sponsor at the number or address listed with their ad.) Similarly, an internship host can interview and consider as many associates as they desire.

Once an internship host site has interviewed a candidate whom they would like to offer their position, they may do so by informing the student and the program director. Associates who are offered positions should respond either affirmatively or negatively to the host and to the program director. Should an associate desire additional time to consider an internship offer, the associate should make this request to the host sponsor promptly.



All associates should select their internship sites no later than **April 12** and host sponsors and associates should confirm their final selections with the program director as soon as the final determinations are made. Before or during the interview process, Nate Romance (nromance) and Dennis Trinkle (dtrinkle) will gladly meet with any associate who would like assistance in preparing to interview or in finding and selecting an internship. Please do not hesitate to contact them with any questions or concerns you might have.





Office of Admission Associates - 1

Are you interested in creating interactive web pages and professional marketing materials that will be viewed by both current students and visitors from all over the world? With high school students and their families trying to find the best school possible, it is critical to our success to have effective marketing materials. The Office of Admission is offering the opportunity to work with staff in designing various web pages and integrated brochures. Duties may include:

- Admission web site development and updating
- Create on-line forms compatible with new admission database
- Work with traveling staff on use of new technologies to communicate with prospective students, including flash email postcards, etc.
- Create a series of e-brochures with a way to personalize them with information from the student application and a way to automatically send them throughout the admission season
- Create an e-newsletter formatted for photos and other enhancements
- Additional projects involving the Office of Admission migration to the new database environment.

Ideal candidates will have working knowledge of Frontpage and/or Dreamweaver, familiarity with ASP, VBScript and Javascript.

Contact: Jennifer Soster, Associate Director of Admissions and Operations Manager, Office of Admission, x4545, jsoster@depauw.edu



Get a head start on life after DePauw!

Start networking now with DePauw alumni!

**Join the Alumni Relations and Development team
as an ITAP intern!
Associates - 2**

We seek two qualified ITAP associates to become creative partners in cutting-edge e-communications with the DePauw Alumni and Development offices.

During the year the two interns will work together and on individual projects, helping to:

- Design the DePauw alumni web site: <http://www.depauw.edu/alumni/>; and new interactive web sites for advisory boards such as Board of Visitors and Parents Executive Committee;
- Create new alumni e-services, including the online alumni directory, career services and bulletin boards;
- Implement first-ever online event registration (Old Gold and Alumni Reunion Weekends)
- Create new audio-visual presentations (including digital elements) for Old Gold Weekend alumni awards;
- Produce attractive content for electronic invitations to programs and events;
- Learn e-customer relations in continuous contact with the best alumni in the world!

With your networked notebook computer, and your skills using Microsoft FrontPage and/or Dreamweaver, Microsoft Office and Adobe Photoshop, along with excellent communication skills (writing, speaking and listening), you will be prepared to help expand the electronic horizon for the donors, alumni, parents and friends who make up the external DePauw constituency. Experience in graphic design, videography and digital editing are pluses.

Ride in the front car of the roller coaster! Every day, we find new ways to communicate with our uncommonly successful alumni. Your heart will pound with the thrill of helping DePauw lead the liberal arts into the brave new e-world of constituent relations!

Contact: Christopher Wurster, Director of Alumni Relations, Bartlett Alumni House, x4798, cwurster@depauw.edu



DePauw Archives Associates – 2

E-Book Design Editor: Would you like to be published? Here is your chance to design a book for the Web from an unpublished manuscript in the Archives. The two-volume memoirs of DePauw founder Calvin Ruter will be the heart of this project. The design editor will use the original hand-written memoirs and the edited transcript of the journals to create an e-book that allows the user to read either the typewritten pages or the original manuscript. Addition of illustrations such as drawings, maps and photographs is possible, too. An example of a

previous ITAP project e-book can be seen at the following Web site:
<http://www.depauw.edu/library/archives/ehistory/index.htm>

Applicants should be familiar with good Web page design practices and have experience with or ability to learn to use software used in building Web pages. The coordinator of archives and special collections will serve as chief editor of the project.

Database Designer: Create a database from a directory of alumni that can be fully searchable on the Web. The 1920 *Alumnal Record* contains the names of every student who attended DePauw from 1837-1920. In addition it provides information on the person's academic degrees, home town, date of birth, career and relationship to any other alumni. The database designer will create a database from the directory that allows a user to search on name, town and class year and navigate between related alumni. The addition of photographs of the alumni would be a nice addition that is not present in the current book. An example of a previous ITAP project can be seen at the following web site:
<http://www.depauw.edu/library/archives/ehistory/index.htm>

Applicants should be comfortable working with database management software and possess imaginative design ideas. The coordinator of archives and special collections will serve as database manager for the project.

Contact: Wesley Wilson, Coordinator of Archives and Special Collections, x4406, wwilson@depauw.edu



Art Collection Database Management and Image Digitization Associates - 1

This project involves photographing, digitizing and cataloging objects in the University's permanent art collection, utilizing the existing FileMaker Pro database. The goal of the project is to build an organized, categorized and well-maintained digital image and collection management database with up-to-date, accurate records and information, as well as clear digitized images. This database will facilitate easy and direct access to art object images and information, in turn providing the necessary tools for accumulating information to properly document and maintain records relating to the permanent collection. This project will provide hands-on experience with artworks and artifacts, a chance to become conversant in museum collections management practices, and expose them to the increasingly important role of technology within the museum context.

The ideal candidate will need to have a basic understanding of digital imaging, digital cameras and computer databases, particularly FileMaker Pro; and familiarity with, or the willingness to learn, operation of computer and peripheral equipment on Macintosh platforms. This project requires the expertise of an individual with strong attention to detail and clear imaging, and an understanding of Photoshop. Candidate must be comfortable and trustworthy in handling artworks and artifacts with great care. Also required are clear and effective written communication skills in cataloguing images, as well as a working knowledge of technologies needed for automated databases and image capture in relation to computers and related software.

Consideration will be given to candidates with relational database and digital imaging experience, as well as an interest in art, art history, archaeology, anthropology, or museum studies.

Contact: Kaytie Johnson, Director and Curator of University Galleries, Museums and Collections, Richard E. Peeler Art Center, x6556, kajohnson@depauw.edu



Career Services Intern Associates – 1

The intern will create an Access database to manage the different groups of employers with whom Career Services works. The individual will also assist Career Services' Technical Coordinator in updating and improving the Career Services Web site as well as compiling and reporting the results of the Career Services Annual Graduate Survey. As time allows, the intern will transition workshop materials to PowerPoint presentations and develop, as appropriate, videos of these materials for viewing on the Web site.

The intern should possess solid interpersonal and communication skills; be dependable, punctual and possess the ability and desire to meet deadlines; and exhibit the flexibility to adapt to changing responsibilities as projects progress. Additionally, this individual should be familiar with Web content and design, Access databases, ORACLE databases (SQL or its upgrade) and other software applications that might be needed.

Contact: Erin Mahoney, Assistant Director of Career Services, x4278, emahoney@depauw.edu



Collaboratory for GIS and Mediterranean Archaeology (CGMA) Associates - 1



Looking for a challenging internship that will contribute to the development of a worldwide research tool? **Join the CGMA team!** The Collaboratory for GIS and Mediterranean Archaeology (CGMA) is an on-going teaching and research initiative that is supported by the Mellon Foundation and by the four participating institutions (DePauw University, Rhodes College, Millsaps College, and The College of Wooster). CGMA ultimately seeks to provide an on-line queryable GIS of archaeological survey projects in the Mediterranean. We anticipate that this GIS will become a resource for students and scholars around the world who are working on questions in ancient history that have a spatial component. The CGMA ITAP associate will aid us in attaining project milestones, thus helping us fulfill grant expectations. Ultimately, the CGMA associate will facilitate providing a research tool for archaeologists worldwide.

CGMA seeks an intern interested in working in one or more of the following technology areas: 1) **Database Administration** – our database is being programmed in MySQL; 2) **System Administration** – CGMA runs on an Apple Xserve (Unix-based platform); 3) **GIS (Geographic Information System) Construction** – we are developing a GIS application that will allow scholars worldwide to query archaeological data spatially; 4) **Dynamic Web Page Development** – the CGMA project is being delivered to the public via an interactive web interface. The ITAP Associate for this project should be comfortable with, or willing to learn, concepts of database design, database administration, html programming, Java scripting, and PHP scripting. Familiarity with GIS applications is preferred, but a willingness to gain competence is more than acceptable. Finally, we seek an associate who can work well in a team environment, has the capacity to take direction and, at the same time, a willingness to take initiative when necessary.

Contact: Pedar W. Foss and Rebecca K. Schindler, Project Directors. M. Beth Wilkerson, Project Programmer, Julian 107, 658-5417



Software Development Intern and Project Assistant Associates – 2

The *DyKnow* system was originally developed at DePauw and is now a commercial system that is in use at several institutions beyond DePauw. As the system is used more and more, there is an increasing need to provide support for the system in a variety of forms. This support includes (a) the addition of new features to the system including those features that can be added in the short-term and the initial exploration of ideas which may eventually lead to future generations of the system, (b) the correction of bugs, (c) assisting and training users of the system, (d) maintaining the equipment in the physical environment where the system runs, (e) participating in public relations and training demonstrations, (f) attending user group support meetings (g) testing new versions of the software, and (h) working on related software systems that are related to *DyKnow*.

This position will provide successful applicants with the chance to work on a software system that is both professional and cutting edge. Successful applicants will assist with one or more of the projects outlined above, or with similar projects. The specific project(s) that the interns will contribute to will depend on the selected students backgrounds and interests, as well as on the relative priorities of the projects during the 2004-2005 academic year. The selected intern will have strong background in computer programming in high level language. Applicants who have completed the course CSC222 (Data Structures and Algorithms) and who are majoring in computer science (or tentatively planning to major in computer science) will be given preference. Applicants with knowledge of Visual Studio.NET will also be given preference, although this skill can be learned "on the job" if needed. The selected interns will be required to sign an intellectual property agreement before starting to work on the system.

**Contact: Dave Berque, Associate Professor of Computer Science, A272
Julian Science Center, x4735, dberque@depauw.edu**



Using 361° Technology to Narrow the Gender Divide in Computing Associates - 1

The ITAP student who accepts this project will make a difference in women's lives. The under-representation of women in computing is an ethical issue. Technology is not value-free; technology can be used to change attitudes. My **technology-based project** changes attitudes, leading to an increase in representation of women in computer science; therefore, the project **creates progress in solving an ethics-based problem**.

The literature of gender issues in computing indicates many reasons for the under-representation of women in computing. A selected list follows:

- Lack of role models
- Unrealistic views of career options
- "Nerd" stereotypes

To counteract the preceding list of reasons for under-representation, the ITAP intern will use various media to depict the lives of real women (DePauw University computer science alumnae) with careers that involve "helping people", with careers that don't involve programming in a cubicle, and with lives that portray balance among work and family and self. The intern will also showcase the lives of current female DePauw University female computer science majors. I will provide additional project details to ITAP students that interview.

Qualifications: An intern with video-editing skills and Web-authoring skills and (most-importantly) the desire to work closely with me to improve the recruitment and retention of women in my male-dominated discipline and to use ITAP skills to "make a difference" in the lives of women.

Contact: Gloria Childress Townsend, Professor of Computer Science, 268 Julian Center, gct@depauw.edu



Interested in making a difference in students' health?

Put your skills to work for Counseling and Health Services. Associates – 1

Do you want the experience of working with two collaborative, dynamic, team-oriented offices, Counseling Services and Health Services? We are seeking one qualified ITAP intern to be a creative partner in developing up-to-date online services for students. You would be involved in design, development, and implementation of several exciting projects:

- Development of our “Dr. Cybervisor” program, where students could anonymously ask questions regarding mental health issues. Questions and answers would be posted on the web site on a weekly basis. The ITAP intern would be responsible for developing an on-going database of topics and frequently asked questions.
- Recreating and updating both Health Services and Counseling Services web sites to make them more user-friendly for students and easier for staff to make changes.
- Development of an on-line scheduling system on Health Services web page to allow students to schedule appointments for physical examinations, pap smears, or acute visits via the web.

The intern should have an interest in student health issues and student needs. The intern should have experience with web-design and development of a database. The intern should also be proficient with use of a digital camera and manipulation of pictures on the web. Additionally, the intern should have strong communication skills, enthusiasm, and an interest in collaborating with two cohesive teams.

**Contact: Ellie Prosser, Clinical Counselor, Counseling Services, x4268,
eprosser@depauw.edu**



CTEP Associates – 2

Help Bridge the Digital Divide in Putnam County!

CTEP (Community Technology Enhancement Program) is a newly formed DePauw organization that promotes technological literacy and access in Putnam County. CTEP is looking for an ITAP Associate who has a strong sense of civic service and a desire to provide computer hardware, software and training to underprivileged members of our community. The Associate's responsibilities would include:

- Acting as a liaison between DePauw and community support agencies such as Putnam County Comprehensive Services, the Senior Center, and the Public Library.
- Collecting and refurbishing donated hardware as an official Authorized Microsoft Refurbisher
- Setting up refurbished computers for designated CTEP recipients
- Coordinating a volunteer network of on-call service personnel
- Organizing community training and outreach program such as "Internet 101 for Parents"
- Partnering with local business to consider possible future collaborations, such as DePauw-sponsored technology hubs
- Developing web resources to further promote the mission and scope of CTEP

This is an immensely rewarding position in which the Associate will be immersed in an atmosphere of proactive community enrichment. The successful applicant will be familiar with standard operating systems and hardware, as well as basics of system installation and troubleshooting. We are also looking for an Associate with the ability to configure and instruct on the use of basic word processing applications, browsers and e-mail utilities. Familiarity with html editors (such as FrontPage) and imaging programs (such as Adobe Photo shop) is desirable, but not essential.

Program benefits:

- Passionate and engaged co-workers and sponsors
- Furnished office space in the CTEP Tech House
- Opportunities for summer and Winter Term employment

- Flexible hours
- Travel and professional conference opportunities
- Exposure to a growing body of critical research on community-based technology initiatives

Contact: Bob Hershberger, Assistant Professor of Modern Languages, L28 East College, x4745, hersh@depauw.edu



digital media lab (dml) Multimedia Development Support Associates – 8

The Digital Media Lab (dml) is seeking Associates with skills in multimedia development and web authoring. In this position, qualified Associates assist the Multimedia Development and Support Specialist to engage in a variety of activities related to digital media development and support. Through working in this position, interns will gain valuable experience and expertise in digital production, project management, consulting, and team-based project work.

Types of activities and responsibilities include:

- Developing support materials and tutorials about multimedia development tools and techniques
- Providing one-on-one consultation with students, faculty and staff members in the dml, focusing on the tools and resources available in the facility (including scanning, image/audio/video editing, CD burning, etc)
- Assist in the production of digital audio and video, streaming media, images, and animations
- Other relevant duties as assigned

General qualifications for this position include proficiency in web authoring and multimedia development (e.g., Flash, scanning, Photoshop, Fireworks, etc.), effective communication skills, ability to interact in a professional manner equally with students and faculty members, experience teaching or training others, and ability and desire to learn new technology tools quickly. Audio/video editing a plus.

Contact: Carol Smith, Director of Instructional and Learning Services, x4287, clsmith@depauw.edu



FILM STUDIES ITAP INTERNSHIP Associates – 1

Got film? Love to drink it? Join the Film Studies team. Film Studies is a new, interdisciplinary minor at DePauw and we're looking for a disciplined self-starter to re-design and maintain the Film Studies Web site; to tutor individual students on video-editing software such as Macintosh's iMovie; and to create posters on Adobe Photoshop or comparable software.



This is a great opportunity for interested students to flex their creative design muscles, get some résumé-fattening experience in teaching, and learn more about film.

Being familiar with—or having the desire to learn and teach—iMovie and other computer-editing software a must. Knowledge of video cameras—digital and otherwise—a plus. Knowing how to play nice with other students—sincerely appreciated.

Contact: Interested individuals please e-mail Peter Graham (pgraham)



Faculty Instructional Technology Support (FITS) Associates – 10

FITS is seeking energetic, people-oriented individuals to be part of a dynamic consulting team. FITS Associates have the opportunity to develop real-world technology consulting skills, work in a team-based environment and experiment with emerging technologies. FITS Associates work with full-time FITS staff in consulting with faculty members on projects involving technology, designing and developing multimedia projects, developing documentation and web pages, performing setup, testing and maintenance of FITS center equipment, preparing facilities and equipment needed for seminars, and mentoring apprentices.

Qualifications:

- Excellent communication skills
- Enthusiasm for collaborating with others in your work setting

- Some experience with multimedia authoring or specialized software and equipment, e.g., Photoshop, Dreamweaver, Frontpage, video and audio editing, Director, or web databases, etc.
- A positive “Can do!” attitude to learning new software technologies
- Familiarity with using desktop PCs and standard productivity software. E.g., WordPerfect, Word, Netscape, or E-mail, etc.

Contact: Julianne Miranda, Director of Faculty Instructional Technology Support. ROW Library, Lower Level, 658-4389, jmiranda@depauw.edu



Geographic Information Systems (GIS) Associates - 1

Be a part of a new technology that is taking the nation by storm! At the same time gain valuable skills that are becoming increasingly sought after in corporate and government sectors. If this sounds appealing to you, then join the team at the newly established DePauw GIS Center, and be a key player in bringing GIS to DePauw.

Geographic Information Systems (GIS) is a relatively new technology that combines databases and computer mapping systems to interactively visualize and analyze data both spatially and temporally. Although geographic information systems have been traditionally associated mainly with environmental analysis and resource management, this versatile, cross-disciplinary tool is quickly becoming the preferred means for managing information across a wide array of domains.

The successful candidate will work as part of a team and independently to shepherd faculty GIS projects, as well as to provide GIS support and expertise campus-wide.

Qualifications:

- Strong interpersonal skills.
- Familiarity with using PC-based computer systems.
- Openness to collaborating with others.
- Capacity to take direction and motivation to take initiative.
- Willingness to learn a new technology and new software.

For more information visit the DePauw GIS Center web site:

<http://www.depauw.edu/univ/gis/>

Contact: Beth Wilkerson, FITS GIS Advocate, 653-1595, bwilkerson@depauw.edu.



Information Services Help Desk Associates - 10

Do you want to apply your ITAP skills to helping others? Are you interested in a dynamic position that allows you to learn more about all the University's hardware and software technologies? Do you like to work with people and solve problems?

If you answered yes to the questions above, then this is an ideal deal role for you. As a help desk intern, you will be a part of our primary response team for helping faculty, staff, and students. You will answer a wide variety of calls in a dynamic, creative environment, and you will have tremendous opportunities to learn. Training and support (and occasional pizza) will be provided.

Contact: Karen Martoglio, Help Desk Coordinator, Information Services, Julian, x6000, KMARTOGLIO@depauw.edu



Information Services User and Media Services Interns Associates – 16

The User and Media Services Division of Information Services offers several opportunities to the motivated ITAP Associate for a rich, dynamic experience in several facets of information technology, including:

Instructional Media Services (IMS)

IMS is the premier media service organization on campus. You will play an important role in delivering a host of services including technology classroom support, videotaping events, sound reinforcement and other technology support activities. We are also the home of the University Library's expanding video

collections, allowing you to develop expertise and offer assistance to students and faculty who wish to utilize these collections.

Experience and comfort with audio visual equipment, video cameras and computer hardware preferred. Strong customer service skills and reliability are a must.

Computer Technicians

Want to see beneath the hood? Get out into the field and learn how DePauw's network and desktop computers work. Work side-by-side with the world's finest IT professionals and learn the ins and outs of hardware, software, and network support. You will get the chance to help build new facilities and to contribute to many critical projects. You will also get the opportunity to train, lead, and direct the group of student consultants who work in and support our campus labs and technology classrooms.

Contact: Wayne Lucas, Information Services, x4791, wlucas@depauw.edu



International Center ITAP Interns Associates – 2

International Center Website Organization and Design

Intern needed to assist the International Center redesign its website into an easily manageable and updatable format, as well as an easily navigable format. The intern will also work to reorganize the system of maintaining relevant information for the website so that web updates can be quicker and easier. The intern should possess the ability to work and communicate well with a professional staff, have some web design experience, and preferably some experience using databases within web design.

International Center Database Design and Construction

Intern needed to design and construct a database (Microsoft Access) to organize the information relevant to the multi-faceted off-campus study program within the International Center. The intern will work with the International Center staff to organize needed information so as to have greater efficiency by using a consistent source of information, as well as to allow for informational queries and historical research. The intern should possess the ability to work and communicate well with a professional staff and have at least a basic understanding of database design and construction.

Contact: Kate Knaul, Director of International Education and Off – Campus Study, x4371. kknaul@depauw.edu



DePauw Libraries Faculty Publications Web Page Interns Associates – 2

The DePauw Libraries offer a dynamic opportunity for two ITAP students to design, develop and implement a prototype for a searchable and sustainable Web site which demonstrates and promotes the research efforts of the DePauw faculty. The goal of the year-long project is to complete Phase I of a long-term project. Phase one will involve the design of a searchable database which provides data for a Faculty Publication Web site and the design of the Faculty Publication Web site. This Web site serves as a promotion of DePauw Faculty members' published research through the use of scanned images of book covers, interviews with the authors, table of contents, reviews, sample pages and links to the author's Web page. The Web page may also be used as a teaching tool for new faculty. ITAP students will have the opportunity to work with a variety of faculty, administrators, and staff and enhance skills in project management, teamwork, problem-solving and people skills. The students will be part of a team consisting of the library director and library administrative assistant. Experiences will include Web design, digital photography, image scanning and database management. Documentation of the design process will also be important to the future success of the Web site. The final aspect of this project will be to teach library staff to continue to develop the Web site and add content to the database.

Applicants should have a working knowledge of campus offices, Web design skills and database management skills. Other desired skills include professionalism, good organizational skills, ability to develop a plan and carry it out, good communication skills, willingness to be a team player and the ability to teach others. Clerical support for the project will be provided by library staff and students.

The completion of this project will provide the starting point for a dynamic Web site that will applaud the research efforts of DePauw's faculty members.

**Contact: Pat Birkemeier, Library Administrative Assistant, x4434,
pbirkemeier@depauw.edu**

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**Music Instructional Technology Center (*mitc*) –
School of Music
Associates - 4**

Are you interested in cutting edge digital audio?

Do you want to be part of exciting digital projects?

Do you want to learn more about audio recording?

If so, the *mitc* has exciting opportunities!

Streaming Audio Specialist

The Music Instructional Technology Center seeks one ITAP Associate to assist with the implementation of audio based course enhancements. This associate will work with web applications for streaming audio as well as assist faculty members with the design and implementation of web-based course projects.

The associate selected for this project will have a great opportunity to work in a collaborative environment and to develop these skills:

- Working directly with faculty members on web-based course projects
- Working with streaming audio recording software
- Developing templates for collecting spoken and sung information
- Participating in training and presentation opportunities
- Providing audio training services for students and faculty

Qualified applicants will have some experience with Dreamweaver web editing software, Photoshop and Sound Forge sound editing software. Knowledge of music is desirable. Willingness to work in a collaborative environment, ability to work independently, and good communication skills are also needed.

Contact Julianne Miranda, Director of Faculty Instructional Technology Support and Associate Professor of Music, PAC117E, x4389 or jmiranda@depauw.edu.

Audio Recording and Media Conversion Specialists

The Music Instructional Technology Center seeks two ITAP Associates to supervise post-production of School of Music recitals. The recitals are edited and mastered to compact disc for circulation in the Music Library. In addition, Associates will work with faculty who require media conversion services—mastering an analog recording to CD, for example. Finally, the Associates may be asked to perform on-demand recording services for students and faculty.

The associates selected for these positions will have a great opportunity to work in a collaborative environment and to develop these skills:

- Working directly with faculty members on web-based course audio projects
- Working with streaming audio recording software
- Recording and editing skills

Qualified applicants will have some experience with Sound Forge sound editing software. Knowledge of music is desirable. Willingness to work in a collaborative environment, ability to work independently, and good communication skills are also needed.

Contact Julianne Miranda, Director of Faculty Instructional Technology Support and Associate Professor of Music, PAC117E, x4389 or jmiranda@depauw.edu.

School of Music Web Specialist

The Music Instructional Technology Center seeks one ITAP Associate to maintain the School of Music Web site. The associate selected for this position will have the opportunity to work with dynamic and constantly changing information, learn new programming skills and interact with faculty and students.

Qualified applicants will have experience with Dreamweaver, CSS, Access Database, and Fireworks or Photoshop imaging software. Knowledge of music is desirable. Willingness to work in a collaborative environment, ability to work independently, and good communication skills are also needed.

Contact Julianne Miranda, Director of Faculty Instructional Technology Support and Associate Professor of Music, PAC117E, x4389 or jmiranda@depauw.edu.



Modern Languages Associates - 2

Exploring the Luna Digital Image Database

The Modern Language Department at DePauw is seeking an ITAP Associate to assist with the design and development of digital image resources to complement existing upper-level culture and civilization courses. The successful Associate will work on tailoring DePauw's new digital media server, Luna, to be used as an ancillary for courses offered through the Department of Modern Languages. Willingness to learn Luna and a working knowledge of the Blackboard interface are essential. Knowledge of Spanish and/or French is desirable, but not absolutely essential. The Associate will be working in conjunction with two faculty members in the following tasks:

- 1) Developing image collections to support courses on Spanish and/ or French culture and civilization
- 2) Managing digital image data bases for Modern Languages
- 3) Researching the feasibility of applying existing templates to include course materials from other languages
- 4) Coordinate workshops for ML faculty and other interested parties within the GLCA consortium.

Benefits

- Opportunity to revolutionize the generation, storage and delivery of digital image files at DePauw
- One-on-one interaction with engaged faculty in the field of an emerging technology
- Opportunities for travel and conferences
- Meet exotic people from around the world
- Enjoy access to furnished office space in the former Tech House
- Flexible hours

Contact: Bob Hershberger, Assistant Professor of Modern Languages, L28 East College, x4745, hersh@depauw.edu



Information Services Networking Team Associates – 2

The Network Operations Team, a division of Information Services, seeks energetic individuals to work as part of the team supporting DePauw's network and server infrastructure.

The Network Associates will work closely with the network engineers, and system and network administrators to collect information about the network; assist in documenting the network, and work with the networking team to maintain and upgrade our network and server infrastructure.

We seek an associate who is eager for hands on experience in a real world network environment. Networking experience is not required, but the ability to work as a team member; a service oriented attitude; good communication skills and a sense of humor are required! A technical aptitude, a sincere interest in computers and networking, and a solid foundation in computing concepts are all qualities that are strongly desired for this position.

We believe the selected individual will have an opportunity to learn a great deal about networking, how to manage a project, and how to organize and collect information.

**Contact: Bernie Timberman, Director of Network Services, x4292,
btimberman@depauw.edu**



University Communications and Publications Associates – 3

Help us create a Web identity. The combined offices of Communications and Publications and the University Photographer currently have no Web presence, but we have great expectations: a searchable photo archive for Web authors and campus personnel; downloadable DePauw logos with guidelines; an online version of our *Condensed Styleguide*; and general information about our office mission and services. This is your opportunity to make a lasting contribution to the University's communication efforts. Our office edits and designs the *DePauw Magazine*, course catalog, campus directory, @depauw online newsletter, in

addition to numerous other campus publications. We offer a flexible, casual work environment with a fun and friendly staff. Some experience with Macintosh helpful, but not required.

Contact: Dian D. Phillips, director of publications, e-mail dphillips@depauw.edu, 658-4629 or Larry Anderson, communications director, e-mail landersn@depauw.edu, 658-4628.

The *DePauw Magazine* is the University's flagship communication vehicle with alumni and other selected publics, who often reference articles or class notes online. In this project, you will have the opportunity to play a significant role in communicating the University to its key publics by preparing and posting the most recent issue of the magazine on the DePauw homepage. As time allows, previous issues of the magazine will be archived in order to develop a more comprehensive magazine site on the homepage.

Helpful experience includes: Working knowledge of Macintosh computers, Dreamweaver, Photoshop, PageMaker and graphic design know-how. You will work from electronic files provided by the Publications Office.

Contact: Larry Anderson, Communications Director, by e-mail at landersn@depauw.edu or call 658-4628

Printing Services needs you! Our Web pages need to be brought into the 21st Century. We are looking for a Web site pioneer with advanced knowledge who can incorporate the latest bells and whistles. We offer a flexible, casual work environment with a fun and friendly staff. Project will require updating existing Web page, adding user-friendly and functional features including electronic forms, digital file submission, cost calculator and sample publications. Some experience with Macintosh helpful, but not required.

Contact: Dian D. Phillips, director of publications, e-mail dphillips@depauw.edu or call 658-4629. Visit our existing Web page at www.depauw.edu/pa/DPS/.



ITAP Internships in the Registrar's Office Summer and Academic Year 2004-05 Associates – 1

Make a difference all students will appreciate! Be a key player in enhancing Student and Faculty e-Services and other registrar's office web pages as well as be in on the planning and beginning stages of the implementation of the new Student Information System. A variety of projects are possible depending on the interests and skill of the intern. Some possibilities include:

- Help organize the huge number of forms and functions of the registrar's data base and reports in an intuitive, easily accessible series of screens.
- Help analyze the needs and job functions in the registrar's and other offices in relation to the administrative upgrade including designing swim lanes of tasks to analyze how to streamline processes.
- Improve the functionality of the current forms available on the web and assist in the coordination of campus-wide forms available on Student and faculty e-Services.
- Set up the full processes and procedures on the web to do such things as:
 - Obtain a leave of absence
 - Withdraw from the University
 - Apply for readmission to the University
- Enhance the registration process by such things as a) better integrating the University catalog and Schedule of Classes, b) developing ways to check that students have met course prerequisites, and c) enhancing the students' advising transcript.
- Develop a system on the web to remind students of deadlines and programs important to them – perhaps a version of the bulletin board or a daily “newsflash” on the home page.
- Streamline the transcript production process.

ITAP intern(s) will have an opportunity to be creative and select the projects that appeal to them. They need a good sense of what students need and how students use various services, basic programming skills as well as skill in using appropriate programs for Web applications. Strong graphic design ability is a plus. Interns will work closely with the registrar, associate and assistant registrars with the intent that each will learn from the other.

We are looking for an intern for this summer as well as one for the academic year.

Contact: Ellie Ypma, Registrar and Associate Vice President for Academic Affairs, x4141, eypma@depauw.edu



**Residence Life
Associates – 1**

**Introducing SMART
(Shared Mediated Assessment and Response
Technology)**

SMART aims to centralize the creation and maintenance of University judicial records. This project is also an opportunity to contribute to one of University's most significant projects in information technology – the administrative upgrade. The department of Student Affairs seeks candidates with experience in web programming and knowledge of database design and who possess excellent communication skills. Ideal applicants will show a history of successfully developing computer based applications that utilize online user interfaces and database tracking. Given the sensitive nature of this project and its close relation to the university judicial system successful candidates will also show a commitment to mature, responsible, and ethical conduct.

Contact Marie Nees at extension 4500 to schedule an appointment.



***Science Fiction Studies*
Associates - 2**

Web Site Assistant, *SCIENCE FICTION STUDIES*. The job will entail assisting the designer/maintainer of the *Science Fiction Studies* web site (Prof. Istvan Csicsery-Ronay of the English Dept.) in maintaining the site and designing new features. The site currently consists of over 1,500 pages, including much of the material printed in earlier hard-copy versions of the journal, the premier international scholarly journal dealing with science fiction. Duties will include periodic updating of pages and files, editing and proofreading of texts, and occasional designing of new graphics. Applicants must have very good English-language skills, preferably with a good understanding of copy-editing. Knowledge of WordPerfect required, knowledge of FrontPage and/or Dreamweaver desirable, as is a graphic imagination. An interest in science fiction (and not just "sci-fi") also desirable. This is an opportunity to work on one of the most respected academic web sites in the world in an intense, but friendly, environment.

Contact: Istvan Csicsery-Ronay, Professor of English, 205B Asbury Hall, x4683, icronay@depauw.edu



START Student Directors Associates – 2

The Student Technology Assessment, Resources and Training (START) program is seeking two Associates to assist the START Coordinator to manage, train and mentor a work force of up to 25 student consultants employed by START. Through working in this position, interns will gain valuable experience and expertise in leadership and management, project management, consulting and team-based project work.

Types of activities and responsibilities include:

- Mentoring START Consultants and Trainers, training them as needed on aspects of giving IT-related workshops
- Coordinating, scheduling, providing set-up and assigning Consultants for various workshops
- Maintaining and monitoring attendance and time cards
- Acting as liaison with faculty members who need in-class workshops. You will be responsible for gathering their requirements, setting the correct expectations with them, and ensuring their needs are met through individualized workshops
- Other relevant duties as assigned

General qualifications for this position include previous leadership experience, effective communication skills, ability to interact in a professional manner equally with students and faculty members, management and organization skills, experience teaching or training others, and proficiency in web authoring and the MS Office Suite.

**Contact: Carol Smith, Director of Instructional and Learning Services,
x4287, clsmith@depauw.edu**



Video Production Specialist—PCCM Associates - 10

The Video Production Specialist position will not only expand your knowledge of the video and digital world, but will also push you right into the experience of putting your skills to practice. As an associate you will work on writing, shooting and editing video projects for the faculty or PCCM use. These projects may be for educational, informational or entertainment value. You will also be training both faculty and students on the variety of digital editing systems available at PCCM.

You will gain many more professional skills in video production and will be required to shoulder more responsibilities as projects and tutorial sessions will rely on your decisions. This is a great position if you enjoy working with other people and love the digital video world.

Contact: Eric Harvey, Video Specialist, Pulliam Center for Contemporary Media, x6768, eharvey@depauw.edu



Hartman Center ITAP Interns

Associates – 2

The Hartman Center for Civic Education and Leadership is seeking two students to fill positions as **ITAP Intern** and **WTIS ITAP Intern**. An ITAP internship at the Hartman Center provides an opportunity for a technologically savvy student to work with other talented interns (27) who accept high levels of responsibility and leadership in order to make positive differences in the world around them. The ITAP interns will have an opportunity to work with Hartman Center Civic Interns who have marketing, communication, public relations, recruitment, and community engagement projects happening year round. The collaborative efforts of all of these students make for a rich environment in which to work.

ITAP Intern

The ITAP Intern will be responsible for managing and updating the Hartman Center Website, helping us create a database management system compatible with the new administrative upgrade, and the creation of a spreadsheet program in which the WTIS program is able to manage the inventory and packing needs of all medical donations for the WTIS trips.

The goal of the various projects listed is to be able to integrate the service-learning programs of the Hartman Center into a cohesive system of communication. The web page needs to be up to date and accessible for those who are seeking information about the Hartman Center, for the successful linking between Admissions Office and the Bonner Scholar Program for prospective Bonner students, and for on-line registration of DCS programming and First Year Plunge. An accurate, current, and discerning database is crucial to document student participation in our programming.

Proficiency in web design (Dreamweaver preferred) and Microsoft Access is required, with additional knowledge of Oracle, SQL, ASP, and Excel. All projects are on-going, with perhaps the exception of spreadsheet design. It is encouraged, but not required, for the ITAP intern to re-apply after finishing one semester. The Intern will be responsible for working 8-10 hours per week.

WTIS ITAP Intern

The WTIS ITSP Intern would be responsible for helping create a promotional video for the WTIS program. The promotional video will be used in recruitment of professionals and alumni to accompany the teams during January, and to promote the program to faculty and students considering participating in a WTIS trip. In addition, s(he) will be working with the project officers of the WTIS trips in the spring semester to create the team videos for each WTIS trip. The projects will entail video-recording and interviewing of key participants in the WTIS program, video editing and creation of a quality product that will be shared with all WTIS participants. The promotional video would be a fall semester project, the team videos created in the spring semester. It is encouraged, but not required, for the ITAP intern to re-apply after finishing one semester. The Intern will be responsible for working 8-10 hours per week.

Hartman Center ITAP interns are encouraged to be involved with all Hartman Center initiatives on campus and in the community. The interns will have opportunities to work with staff and especially the Public Relations Civic Intern to help design ways to use technology in service-learning. Effective written, verbal and digital communication, seminar presentation, and the ability to work with diverse constituencies are some of the skills enhanced by working at the Hartman Center. Becoming familiar with the Hartman Center programming will

help the ITAP intern increase his/her awareness of local issues and how they are connected to global concerns.

Contact: Cathy Hamilton, Director of the Hartman Center for Civic Education and Leadership, X4870, chamilton@depauw.edu



Webteam: Web Author Associates - 2

There will be two Web Author positions available with the Webteam. Requirements include experience creating and maintaining web sites using Microsoft Frontpage and Macromedia Dreamweaver; an understanding of site structure and information architecture; and graphic design skills. Knowledge of image editing, multimedia applications (audio/video/Flash), web/database interaction, ASP and/or JavaScript preferred. Applicants must be highly self-motivated and possess good project management, teamwork and communication skills. A strong interest in web technologies, exploring new approaches and expanding your skillset is a must. Appreciation of creative work environment and casual dress code a plus.

Work will be assigned on current Webteam projects, including web authoring, assisting campus web authors and individual special projects. Tasks will be according to skill and experience, as well as areas of personal interest.

Contact:

Scott Cooper, Webteam, Web Site Office, 101 E. Seminary St., Lower level / scottcooper@depauw.edu

- or -

Byron Craft, Webteam, Web Site Office, 101 E. Seminary St., Lower level / bcraft@depauw.edu



**Video Production Pedagogy:
Training Procedures, Materials, and Resources for Student
Television
Associates – 1**

Learning how to use technology is one thing. Learning how best to teach others to make productive and effective use of technology is quite another. As a Video Production Intern, you will expand your knowledge of technologies and leadership skills in, and outside, the classroom. Specifically, you will learn classroom teaching techniques, management skills, and instructional design (i.e., lesson plans and learning resource development).

This project is designed to establish training procedures and generate instructional materials and resources for students interested in basic video production. Specifically, the project will help establish a permanent video training regimen, consisting of regularly scheduled workshops in basic camera operation and non-linear digital editing (NLDE) based in D3TV, student television for DePauw University.

These training workshops are to be offered in tandem with formal instruction in video production offered by the Department of Communication Arts & Sciences and other departments and programs across campus. The workshops and related instructional materials provide an important supplement to existing curricular and co-curricula offerings.

Qualified applicants will have working knowledge of basic video production and post-production techniques and processes. Experience with desktop publishing and power point is helpful. Excellent written, verbal and presentation skills are required. The successful applicant must demonstrate a willingness and ability to interact with a diverse user population and to work collaboratively with PCCM faculty and staff.

Contact: Kevin Howley, LFOB-G, X4491, khowley@depauw.edu



WGRE Web Director Associates – 1

WGRE is looking for an ITAP Student who can use contemporary web technology to serve our listeners with archived (as well as live, streamed) audio, photos, local news/sports, surveys and current station events for our award-winning radio station. You should have a good working knowledge of web site design and management using any software tools with which you are comfortable. You will gain skill implementing a marketing and promotional strategy for a full-service radio station via the WWW. This will require working with a 14-person staff, and building and blending their goals into a coherent online strategy. Hopefully, our goals will require you to learn new skills and achieve a level of professionalism that will serve you well in future endeavors.

You will function as part of the WGRE board of directors, serving in many different areas and fulfilling management responsibilities at the station. Audio production software and radio station operations training will be provided if you need it! This is an on-going project, with the potential for long-term employment with us. We are a technology-oriented facility, with a real-time mission. We have new goals every semester, and we like to push the envelope. Our students are excited to provide this service to the school, the county and the world via the web. Come join the oldest college FM station in the country as we work to implement the newest media technologies. With your help we will continue to prove that college radio can truly be the cutting edge!

**Contact: Chris Newton, WGRE Operations Support Coordinator, x4474,
Newton@depauw.edu**



ITAP Visual Basic Rotation Host Associates – 2

The Visual Basic (VB) Rotation gives ITAP apprentices a modified internship experience, while providing them with an understanding of the VB language. You will provide students with the guidance and knowledge needed to develop and advance the student's interest in Computer Science. Students will be expected to do some learning on their own, yet most will be done in the interactive lab environment. Small, weekly lab assignments expose students to concepts that will be implemented in their term-long, user-interface project.

Weekly emails to the host in the form of a work progress report, including any questions about the assignments, will be submitted.

Programming is best learned by working in collaboration with other programmers to experience and learn from their successes and difficulties. With this said, you will ensure that the students are mutual learners as we all working together to learn VB.

**Contact: Nate Romance, Associate Director of ITAP, Julian 133, x4718,
nromance@depauw.edu**



**361° Consulting
Associates – 10**

Ready to step-out into the professional world?
Ready to step-up to next generation of ITAP internships?

361° Consulting is the ground breaking, *for-profit*, ITAP technology consulting firm. As a part of 361° Consulting, you will make up the select staff of ITAP associates that work directly with outside businesses. Whether you're building a webpage, creating graphic media, negotiating contracts, or managing projects, 361° Consulting offers you the unparalleled opportunity to experience the professional world of technology consulting first hand.

361° Consulting is looking for ambitious, professional associates, who are ready to take on the challenges of real-world technology consulting and of building a firm from the ground up. Preferred areas of expertise include: web design, graphic design, project management, interpersonal skills, business savvy, and marketing.

What better way to prepare yourself for a profession in the business of technology, then to become a professional in the business of technology?

**Contact: Nate Romance, Associate Director of ITAP, x4718,
nromance@depauw.edu**



Student Marketing Director for ITAP Associates - 1

In this role, the Associate will help the ITAP Associate Director with marketing the program to high school prospects, where they will be the key liaison between ITAP and the Admissions office. This includes contacting prospects, generating interest in the program and being a spokesperson of ITAP to all prospective DePauw University students. In addition to these general roles, the Associate will be program manager for DePauw's Programs of Distinction weekend in March. This will consist of creating the agenda for the ITAP reception, managing all scheduling between student hosts, interviewers, and ITAP prospects, and working closely with Admissions and the other Honors/Fellows programs to coordinate the weekend event.

Qualified applicants will need to be creative yet highly organized. The ability to work independently and in a team environment is a must. The Associate selected for this role should also have a solid grasp of web authoring and marketing material creation.

**Contact: Nate Romance, Associate Director of ITAP, x4718,
nromance@depauw.edu**



Special Projects Team Associates – 10

The ITAP Special Projects Team (S.P.T.) is a multi-talented team consisting of 10 associates. This team is responsible for performing tasks ranging in complexity and technology, anywhere from simple web authoring and design to visual basic programming and database construction. This highly experienced, effective and efficient team is capable of providing the response and service needed to complete all ITAP requested projects. If you are looking for a variety of experiences as part of a team-based problem-solving unit, this is the internship for you. Experience in web design, graphic design, programming, ASP, and databases a plus!

**Contact: Nate Romance, Associate Director of ITAP, Julian 133, x4718,
nromance@depauw.edu**



361° Marketing Director Associates - 2

Name 2 of the top Digital Age careers: e-Marketing expert and Knowledge Management expert. Government, Business, and Non-Profit institutions all need e-Marketing assistants to help bring their messages and content effectively to their audiences and clients, and they need experienced leaders who can help them organize and manage all of their data. Today's best organizations have their best people working on these areas. 361° is no different. We need talented, capable ITAP Associates to help the program with its marketing and knowledge management efforts. These roles will include opportunities to:

- Create marketing materials for **361°** (including ITAP and START) (Web sites, brochures, flyers, logos, videos, and other promotional and recruiting materials)
- Help Coordinate Events, Symposia, Conferences, and Recruitment
- Develop and Support Documents and Resources for all the Programs
- Learn New Technologies and Skills
- Work Closely with Interesting Faculty, Staff, and Alums

Qualified applicants should have enthusiasm and a desire to learn. Self-confidence, motivation, good organizational skills, and the ability to work independently and in a team are essential. Collectively, the 2 Associates selected for these roles should have Web and Graphic Design Experience, familiarity with database creation and ASP (active server pages), and excellent communication abilities (oral and written). Irregardless of technical skills, if you have a passion for one of these roles, we want to know. We can help you develop your skills and broaden your abilities. If you want to help make ITAP and 361° internationally renowned, this is **the** opportunity for you.

Contact: Dr. Dennis Trinkle, Director of 361°, dtrinkle@depauw.edu



Web Design Rotation Host Associates – 2

The Web Design rotation provides students with training in the principles of web design and hands-on experience. This internship will allow you to develop your skills while teaching others. You will work under the direction of the Web Team and Web Special Project Team. Students will be expected to do some learning on their own, yet most will be done in the interactive lab environment. Small, weekly lab assignments expose students to concepts that will be implemented in their term-long, user-interface project. Weekly emails to the host in the form of a work progress report, including any questions about the assignments, will be submitted.

Web Design is best learned by working in collaboration with other designers to experience and learn from their successes and difficulties. This is your opportunity to help build ITAP and to develop the Web rotation.

**Contact: Nate Romance, Associate Director of ITAP, Julian 133, x4718,
nromance@depauw.edu**



Information Services – Web Development Specialists Associates - 3

Information Services (IS) is seeking three team-oriented Associates with skills in web authoring and/or developing instructional materials and support guides. In this position, qualified Associates will work on a project team that assists the Director of Instructional and Learning Services in developing and maintaining the IS Web presence and IT Knowledgebase. Through working in this position, interns will gain valuable experience and expertise in web and multimedia development, instructional design, project management, consulting and team-based project work.

Types of activities and responsibilities include:

- Using Macromedia tools for authoring and maintaining all element of the IS Web site
- Consulting with all IS staff members to brainstorm and identify appropriate contents of and functionality provided by the IS Web site

- Collaborating with the Help Desk Coordinator and the Technical Training Coordinator to develop support materials and tutorials about DePauw IT resources (TigerMail, web publishing, using I: drives, etc.)
- Evaluating and cataloging IT support materials to populate a searchable IT Knowledgebase
- Other relevant duties as assigned

General qualifications for this position include proficiency in web authoring and multimedia development (skills with Macromedia products desired, but not required), proven team skills, effective communication skills, ability to interact in a professional manner equally with staff and faculty members, and ability and desire to learn new technology tools quickly. Audio/video editing a plus.

Contact:

**Carol L. Smith, Director of Instructional and Learning Services, 142 Julian,
clsmith@depauw.edu**