



Student Technology Fellows Handbook

Center for Teaching & Learning

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Introduction

The Student Technology Fellows (Tech Fellows) Program is a special opportunity for undergraduate students to develop professional-level skills in the design and implementation of communications technology for instructional purposes. The program is designed to help faculty, staff, and students in using and implementing new technology developments to assist with the educational process.

With student-assisted support in the use of technology for instruction, faculty members will be able to integrate more technology into their classroom teaching experiences. The result of this investment will be an increase in the technology skills of everyone participating in and receiving benefits from this program.

Basic Eligibility Requirements

Students applying for and participating in the Tech Fellow Program must:

- Be a resident of the state of South Dakota
- Maintain a minimum GPA of 3.0
- Have effective oral and written communication skills
- Agree to and abide by the rules and regulations of the Tech Fellow Program
- Demonstrate proficiency in utilizing technology, including:
 - Office software suite knowledge (e.g. Word, PowerPoint, Excel)
 - Email usage (sending messages and attachments)
 - General internet usage (searching, downloading, etc.)

Compensation

Tech Fellows will be paid an hourly rate based on their years of experience in the Tech Fellow program. Students will be paid on the last business day of the month.

Application Process

Applications for new and returning Tech Fellows can be completed online at: <http://www.usd.edu/TechFellows/>. Applicants will be asked to submit basic biographical and contact information, as well as a summary of their technology skills and résumé. They will also be asked to respond to a number of essay questions. Applications will be accepted towards the end of the spring term through June 30th.

Selection Process

A committee consisting of faculty, administrators, computer support staff, and the Tech Fellows Program Manager will review all Tech Fellow applications, contact supervisors (if the applicant is a returning Tech Fellow), and make Tech Fellow appointments to faculty & departmental applicants.

Tech Fellows will be selected by July 30th or until all positions have been filled; whichever is later. Preference will be given to returning Tech Fellows; however, efforts will be made to assure a proportional number of appointments for new Tech Fellows.

Appointment Process

Appointments will be made based on general knowledge of computer software applications, interpersonal skills, academic performance and work history. The committee will assign Tech Fellows based on, but not limited to, the following considerations:

- The Tech Fellow has the requisite knowledge, or the ability to gain such knowledge, to assist the department/faculty member with their requests
- The Tech Fellow has been requested by the department/faculty member or the Tech Fellow has worked with, or has been assigned to, the department/faculty member in the past
- The Tech Fellow is seeking a degree in the same area as the department/faculty member
- Other criteria stipulated by the department/faculty

Efforts will be made to match returning Tech Fellows with their desired assignment.

Orientation

The CTL will begin the professional-development phase of the Tech Fellow Program by providing orientation sessions for the supervisors and Tech Fellows at or before the beginning of the fall term. These sessions will cover the basics of the Tech Fellow Program, the expectations of each Tech Fellow, the expectations of the supervisors, and other topics from the Tech Fellows Program Handbook.

For new Tech Fellows starting in the spring term, a one-on-one orientation session will be conducted by the Tech Fellows Program Manager.

Conditions of Employment

Tech Fellows will sign an employee contract which outlines general expectations for performance. This handbook outlines program policies and procedures with which the Tech Fellows are expected to comply. **Dependability, punctuality and attendance are of particular importance.**

Tech Fellows are required to follow the procedures explained to them and as documented in this handbook. Failure to follow procedures as defined may result in disciplinary action. Please see the Disciplinary Action section for further details.

Projects and activities which need to be completed by the end of the academic year are:

- **Participation in a mandatory exit interview at the end of the year.**
- **A fifteen minute ePortfolio presentation at the end of the year.**
Tech Fellows may view eight presentations of other Tech Fellows' ePortfolios for a total of two professional-development hours. Tech Fellows will also receive thirty minutes of professional development for presenting their own ePortfolio.
- **It is strongly recommended that Tech Fellows complete their allotted work hours per academic year.**
If a Tech Fellow is lacking hours because work is not made available to them, the Tech Fellow needs to address this matter with his/her supervisor. If this issue cannot be resolved with the supervisor, the Tech Fellows Program Manager should be notified.
- **Tech Fellows must maintain a 3.0 GPA for each academic year in which they are active in the Tech Fellow Program.**
- **Tech Fellow must maintain a full-time student status and take 32 credits per academic year (fall, spring and summer).**
- **Tech Fellows will need satisfactory end-of-term reviews by their supervisor.**
- **A work schedule and other management issues should be established with the faculty member or departmental supervisor.**
The supervisor is responsible for the day-to-day supervision of the Tech Fellow.
- **Tech Fellows must submit a report every week (using the appropriate form) to their supervisor, explaining the work they have been performing.**
This report needs to be signed by their supervisor and submitted to the CTL every month.

Tech Fellow Usage

Tech Fellows may be asked to:

- Assist in installing, applying, and using software.
- Assist in evaluating, selecting, and upgrading hardware.
- Aid in educating faculty on performing Web-based research functions such as online searches using multiple search engines.
- Aid a faculty member in preparing computer-based simulations to be used with a class.
- Assist in developing Desire2Learn (D2L) sections for a course.
- Help faculty to understand, access, and use network resources and support.
- Support faculty in producing multimedia presentations to be used in the classroom.
- Assist with course design and preparation for distance education classes using technology.

- Assist in the preparation of a classroom for the use of technology in the delivery of the class.

Care should be taken to limit the exposure of Tech Fellows to the following tasks:

- Routine keyboarding functions such as word processing of tests, course handouts, syllabi, and similar functions.
- Entering information or data in any form, electronic or paper, for research projects.
- Preparing presentations for professional meetings, seminars, conferences or the like.
- Entering management data in spreadsheets or databases.
- Performing clerical functions of any type for any faculty or staff member.
- Any activity that requires the Tech Fellow to act as a content provider.

Note: it is required that a faculty member or department requesting the use of a Tech Fellow provide the necessary working space, hardware and software to the Tech Fellow in order for them to complete their assigned duties.

Projects

In addition to the typical tasks performed by Tech Fellows—working with Desire2Learn, developing websites, assisting faculty, etc.—a Tech Fellow may be asked to work on projects or to develop applications. It is important to keep the following in mind when so doing.

First and foremost, Tech Fellows should not be involved with the development of mission-critical applications without documented approval by the Tech Fellows Program Manager. That is not to say a Tech Fellow cannot work on/within a mission-critical application (e.g. adding/manipulating data, producing reports, updating information, etc.); however, they can only do so on approved applications (e.g. CommonSpot, Desire2Learn, etc.).

A mission-critical application is defined as one that is, or may become, vital to the operation of an organization. In other words, it is an application, without which it would be difficult or impossible for an organization to complete its business. As such, departments and faculty members should not develop mission-critical applications—or ones that may become mission critical—without documented approval from ITS.

If a Tech Fellow is asked to develop such an application, or if they are at all unsure as to whether or not it is mission critical, they should contact the Tech Fellows Program Manager, who can then refer the Tech Fellow's supervisor to ITS for assistance with making a formal development request.

Professional Development

- **Supervisor-Specified PD Sessions**
Some Tech Fellow assignments will require specialized training on applications not widely used throughout the university (e.g. surveys, audience response systems, etc.). A Tech Fellow Supervisor can require their Tech Fellow(s) to complete any such session.
- **Optional PD Sessions**
In addition to required training sessions, the CTL offers a number of other opportunities (such as training in Office products, etc.). Tech Fellows are encouraged to take advantage of these in order to further bolster their skill set.
- **Leading PD Sessions**
There will be opportunities for Tech Fellows to lead sessions for the accumulation of professional development, which will give Tech Fellows the chance to experience teaching and training a diverse audience.
- **Representing USD and the Tech Fellows Program at a conference, panel discussion or in some other capacity.**
Time spent participating in the actual event will count towards professional development. Participation must be approved by the Tech Fellows Program Manager in advance.

As one of the overall goals of the Tech Fellows Program is to be a general professional development experience for Tech Fellows, any hours remaining after the completion of the above should be completed in coordination between the Tech Fellow and his or her supervisor.

Weekly Reports

Tech Fellows should submit weekly reports to their supervisor on the appropriate weekly report form. The supervisor will approve the report and may also add any comments pertaining to the project or the Tech Fellow's performance.

Weekly reports should be submitted every month to the CTL in order for the timesheet to be submitted to payroll. Timesheets will not be submitted to payroll until all of the corresponding weekly reports for a Tech Fellow have been completed.

Payroll & Timesheets

Timesheets are submitted and processed through the South Dakota System Navigation Access Portal (SNAP). Tech Fellows are encouraged to log their hours in SNAP on a daily basis, in order to maintain accurate records. Note: the pay period runs from the 22nd of each month until the 21st of the next month.

Tech Fellows are responsible for submitting complete and accurate timesheets on or before the 18th of each month. There is no “grace period” for submitting timesheets, as they are all processed automatically by SNAP.

A Tech Fellow should plan ahead if his/her supervisor will be unavailable to approve the timesheet. Failure to submit a timesheet by the due date may result in missing a monthly check. Also, timesheets cannot be accepted 30 days after the original deadline.

Work Hours per Term

The Tech Fellows Program pays through an hourly wage. The hourly rate is determined based on the years of experience a student has in the Tech Fellows Program.

Please note that students are allotted 165 hours per semester (equaling a total of 330 hours total for the fall and spring semesters). In general, Tech Fellow work hours will not be available during the summer. If hours are made available, Tech Fellows will only be able to work until June 21st as that is the end of the payroll cycle for the fiscal year.

Electronic Portfolio (ePortfolio)

Tech Fellows will be required to create and maintain an electronic portfolio (ePortfolio). Workshops describing how to create and maintain electronic portfolios will be held during the beginning of each term.

To help prepare the Tech Fellows' ePortfolios, the CTL will schedule open lab times. First-year Tech Fellows may attend a total of twelve hours (average of six per term) of ePortfolio open labs as professional development in order to create their ePortfolio. Second, third, and fourth year Tech Fellows may attend six hours (average of three per term) of ePortfolio open labs for their professional development in order to maintain/update their ePortfolio.

The purpose of the ePortfolio is to chronicle the Tech Fellow's growth in the program and at the University. When Tech Fellows graduate, the ePortfolio will provide a unique history of each Tech Fellow's accomplishments; ergo, the ePortfolio can be helpful when seeking employment.

Tech Fellows will be required to give a fifteen-minute presentation to their peers, supervisor, and/or the Tech Fellows Program Manager on projects and duties performed during the academic year as a Tech Fellow. This presentation is an opportunity to display the ePortfolio and discuss their accomplishments in the Tech Fellows Program.

ePortfolio Guidelines

The ePortfolio should begin with a personal cover page. This is the opening page or the homepage; for example: <http://www.usd.edu/~John.Doe/>. On this page, there should be general introductory information about the Tech Fellow, including a photo. It should also have links to the following:

- **Résumé**
 - This link should go to a new page with the Tech Fellow's résumé. The résumé itself should include classes and accomplishments as well as any other relevant information. Ideally, this should also include a printable version (e.g. a PDF).
- **Student Tech Fellow**
 - This page should showcase examples of instructional material the Tech Fellow has created as well as other examples of interaction with faculty/staff. This page can include PowerPoint presentations, links to web pages on which the Tech Fellow has worked, sound bites, video clips, graphic images, and other multimedia.
- **Educational Experience**
 - For the Educational Experience page, the Tech Fellow should list examples of his or her academic endeavors at The University of South Dakota, including: skills sets acquired in part-time jobs, groups or memberships on campus, extracurricular activities, participation in University athletics, etc. This page may also include links appropriate to a Tech Fellow's major and plans for further education.
- **Non-Academic Activities**
 - This page should list important activities in which the Tech Fellow has participated, but are not listed in the Education Experience section and/or may not be academic in nature. Examples include, but are not limited to: sports, family, culture, clubs, organizations, community service, and/or hobbies. Each piece should include a brief introductory statement that tells its significance.
- **Professional Goals and Achievements**
 - On this page, the Tech Fellow should detail their achievements at USD as well as a summary of professional goals. These goals may include activities he or she wishes to pursue, career goals or path, or other personal items.
- **Artifacts**
 - The Artifacts page should provide examples of projects and papers that the Tech Fellow has completed as a student at The University of South Dakota. Each artifact should also be accompanied by a reflective statement as to how the project/paper impacted the Tech Fellow's learning and/or growth: why was it important, what was learned, etc.
- **Photo Gallery**
 - This should simply consist of a page displaying images of projects, friends and other items that have impacted the Tech Fellow's experience at USD.

- **Web Resources**

- These should reference websites that reflect technical research or programs of interest for the Tech Fellow. Note: this is not just a "favorites" page; rather, it should be more of an academic reference page.

All ePortfolios should also include:

- Either a contact form or an email address that can be used to communicate with the Tech Fellow from their website.
- The date the ePortfolio was last updated.
- At least one example of an image, graphic design, scanned photograph, or other evidence of multimedia enhancement.
- A link on every page of the ePortfolio back to the homepage.
- A link on every page to the previous page or table of contents.

The Tech Fellow should take care to not include personal information that could lead to identity theft or unwanted contact. Note: please remember to obtain other people's consent before using their pictures or information. Additionally, please be aware of existing copyright laws.

Time Management

Tech Fellows are required to maintain a regular work schedule as defined by their supervisor. This workload should not be so heavy as to become overwhelming. A Tech Fellow may experience difficulty juggling coursework and duties; however, they should not let either become neglected.

Tech Fellows should talk to their supervisors if they are experiencing too much stress in trying to keep up with coursework and job duties. Keep in mind that the responsibilities of a Tech Fellow may, on occasion, interfere with outside activities, but should not interfere with academic activities.

Ethics & Privacy

By the nature of their job, Tech Fellows may have access to privileged or private information. Tech Fellows should ask their supervisor what files and directories they will need to access and should not access files or data that are not pertinent to their duties.

Tech Fellows should comply with the stated licensing agreements and should only install the correct number of licensed software on computers for which it is purchased. Tech Fellows should not make unauthorized or illegal copies of software nor install software on non-State of South Dakota property.

Copyright

Tech Fellows are expected to abide by copyright rules and regulations (e.g. Fair Use and the TEACH Act (<http://www.lib.ncsu.edu/scc/legislative/teachkit/>)). For more information, please contact the Tech Fellows Program Manager.

Acceptable Use Policy

Tech Fellows are expected to read, understand and abide by all policies set forth in the South Dakota Board of Regents Acceptable Use Policy (AUP). The policy can be accessed from the following URL: http://www.usd.edu/charlie/SDBOR_Acceptable_Use_Policy.pdf
Tech Fellows are not only bound to all policies stated in AUP, they are expected to help enforce it among their peers.

Student Code of Conduct

As students of The University of South Dakota, all Tech Fellows are required to read and follow all rules and policies set forth in the Student Handbook (<http://www.usd.edu/studentserv/policies/>). Found within is the Student Conduct Code, which sets forth the regulations and guidelines pertaining to student conduct while attending the University of South Dakota. It supplements the general University Policies and Procedures.

Disciplinary Action

In the event that disciplinary action is needed, such action will proceed as follows:

- 1) Warning
- 2) Probation
- 3) Dismissal from program

Note: three warnings in one academic year may result in the Tech Fellow being placed on probation. Failure to satisfy the conditions set forth by probation in the given timeframe may result in the Tech Fellow being dismissed from the program. The following may be grounds for dismissal at the discretion of the Tech Fellows Program Manager:

- Frequent unexcused absences
- Not completing their minimum number of professional-development hours
- Not attending the mandatory exit interview
- Not presenting an ePortfolio
- Not carrying thirty-two credits for an academic year (fall, spring, summer), excluding seniors
- Violation in part or in whole of the University's Acceptable Use Policy
- Violation in part or in whole of the Student Code of Conduct
- Other issues deemed inappropriate by the Tech Fellows Program Manager

IMPORTANT: if you are leaving the university—transferring, graduating, withdrawing, etc.—and do not complete any remaining obligations of the program prior to your departure, a hold may be placed on your academic records, meaning you will not receive your diploma, nor will you be able to request official transcripts until this hold is removed.

Tech Fellows are expected to abide by these policies and generally act in a professional manner. Violations of these policies are unacceptable behavior for any Tech Fellow. As such, these guidelines govern disciplinary action unless otherwise specified in this manual and may result in a written warning being placed in the Tech Fellow's file:

- **Grade Point Average**

The CTL will review each Tech Fellow's GPA during the early alert period, and at midterms. If a Tech Fellow's GPA falls below 3.0, they will be asked to meet with the Tech Fellows Program Manager to establish an improvement plan.

Note: Tech Fellows can use the summer term to improve their GPA.

If, at the end of the term, the Tech Fellow has not earned a 3.0 or better, the Tech Fellow may be placed on academic probation within the program. Their supervisor will also be notified of this so they can keep track of the Tech Fellow's progress and, if necessary, adjust their work schedule.

- **Work Attendance, Professionalism, etc.**

All Tech Fellows are expected to present themselves in a professional manner. If there is an issue, the Tech Fellow will be asked to meet with the Tech Fellows Program Manager to resolve the issue. Any subsequent issues will be dealt with in a similar manner.

- **Exit Interview & ePortfolio Presentation**

Tech Fellows are required to complete an exit interview and present their ePortfolio at the end of the academic year. If a Tech Fellow does not complete these requirements, they will be asked to meet with the Tech Fellows Program Manager.

Disability Services

Any student who feels s/he may need academic or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. For information contact:

Ernetta L. Fox, Director
Disability Services
Room 119 Service Center
(605) 677-6389

<http://www.usd.edu/ds>
dservices@usd.edu

Withdrawal from the Program

While the program provides an excellent opportunity for Tech Fellows to improve their skills and fund their education, sometimes issues or other activities arise that conflict with their Tech Fellows Program responsibilities. If a Tech Fellow wishes to withdraw from the Tech Fellows Program, he or she must submit a letter of resignation to the Tech Fellows Program Manager two weeks prior to their last working day.

Note: prior to your departure you must complete all of your remaining obligations with the program or a hold may be placed on your academic records, meaning you will not receive your diploma, nor will you be able to request official transcripts until this hold is removed.

Important Web Links

- USD Tech Fellows Homepage –
<http://www.usd.edu/TechFellows/>
- USD Student Technology Fellows Handbook -
<http://www.usd.edu/TechFellows/handbook.cfm>
- Center for Teaching & Learning Homepage –
<http://www.usd.edu/ctl/>
- USD Information Technology Services Homepage -
<http://www.usd.edu/its/>
- USD Reasonable Use Policy -
<http://www.usd.edu/charlie/ethics.cfm>
- USD Password Reset -
<http://www.usd.edu/password/>
- South Dakota Board of Regents Acceptable Use Policy
http://www.usd.edu/charlie/SDBOR_Acceptable_Use_Policy.pdf
- USD Student Handbook
<http://www.usd.edu/studentserv/policies/studenthandbook0506.pdf>
- SNAP Portal Login
<http://snap.sdbor.edu/cp/home/loginf>

Appendix A: Technology Fellowship Job Description

Job Title Student Technology Fellow (Tech Fellow)
Purpose To assist USD faculty with incorporating technology into courses and/or facilitating the use of technology for academic support.
Levels Levels are determined by the number of years a Tech Fellow has been active in the program:

Years in Program	Level
1	Student Tech Fellow Level 1
2	Student Tech Fellow Level 2
3	Student Tech Fellow Level 3
4	Student Tech Fellow Level 4

Tech Fellows are limited to four academic years in the program.

Minimum Qualifications

- Be a resident of the state of South Dakota
- Maintain a minimum GPA of 3.0 each academic year
- Be enrolled as a full time student and enrolled in 32 credits per academic year (fall, spring, and summer)
- Have effective oral and written communication skills
- Agree to and abide by the rules and regulations of the Tech Fellows Program

Skill Requirements

- Demonstrate proficiency in utilizing technology, including:
 - Office software suite knowledge (Word, PowerPoint, Excel)
 - Email usage (sending message, attachments, etc.)
 - General internet usage (searching, download, etc.)

Desirable Skills

- Knowledge of smart classroom equipment (e.g. CD/DVD, VCR, data projector, document camera)
- Knowledge of presentation software (e.g. PowerPoint, Impress, Keynote, etc.)
- Knowledge of teaching software
- The ability to incorporate multimedia materials (e.g. scanning, digital imaging, digital camera, capturing video and audio)
- Knowledge of distance learning (e.g. audio/video conferencing, use of Desire2Learn, etc.)

Appendix B: Frequently Asked Tech Fellow Questions

What are the requirements to be a Tech Fellow?

- Be a resident of the state of South Dakota
- Maintain a minimum GPA of 3.0 each academic year
- Enroll in and complete a minimum of 32 credit hours per academic year (fall, spring and summer constitutes the academic year. Seniors are exempt from this requirement)
- Complete required professional development (see the Professional Development section for more information)
- Agree to abide by the rules and regulations of the Tech Fellows Program

How do you decide where my placement will be?

The Tech Fellows Program Committee determines the placements for each Tech Fellow. Placements are chosen considering faculty/department preference and student knowledge of certain programs and information.

If I am a returning Tech Fellow, do I get preference for my placement?

The Tech Fellows Program Committee will take into account any preferences that a returning Tech Fellow may have regarding placement; however, we cannot guarantee every preference.

How many hours per week do I have to work?

You should work, on average, 11 hours a week.

Do I have to work all the hours that are allotted to me for the term?

No, the hours allotted to you during the term are the maximum hours available for you to work. You will not be penalized for hours not worked during the term. However, we strongly recommend that you strive to work as many hours as possible.

You are only paid for the hours you work. If you do not work all of the hours allotted to you in the fall, they will be rolled over into the spring term. If, at the conclusion of the spring term, you have allotted work hours remaining, they will be forfeited. If you are not scheduled for adequate eligible hours, please discuss the situation with your supervisor. You may also contact the Tech Fellows Program Manager if further questions arise.

How many hours can I work per week?

The total of all the hours worked on campus or as a state employee in any capacity must total fewer than twenty hours per week.

What is professional development?

Professional development is training that each Tech Fellow must complete. Different types of training will be available throughout each term. Training sessions may include web design, Desire2Learn, PowerPoint, Quality Assurance, digital production, file management, security and the university network, office conduct, etc.

What do I do if I want to teach a professional-development class?

If you would like to teach a professional-development class, you should contact the Tech Fellows Program Manager. Together you will decide what class you are qualified to teach.

Are there online courses available for professional development?

It is the goal of the CTL to develop self-paced, online courses for students, faculty and staff; however, at this time, there are no online courses available for professional development.

What do I need to include in my ePortfolio?

The main components of an ePortfolio include:

- Homepage
- Student Tech Fellow with detailed records
- Educational Experiences
- Non-Academic experiences
- Professional Goals & Achievements
- Artifacts
- Photo Gallery
- Web Resources

Please see the ePortfolio Guidelines section in the Tech Fellows Handbook for further information.

What happens during the exit interview at the end of the year?

Exit interviews occur in group settings with other Tech Fellows and the Tech Fellows Program Manager. During the interview, you will be asked about your experience as a Tech Fellow. The exit interview helps the manager determine what is going well in the program and what needs to be improved upon. If you prefer, you may opt to schedule a one-on-one exit interview with the Tech Fellows Program Manager. Please contact the CTL to do so.

What are projects I cannot do as a Tech Fellow?

You may not design or develop mission-critical applications without first gaining approval from the Tech Fellows Program Manager and ITS. Anything relating to regular clerical functions is also not an application appropriate for a Tech Fellow. Please see the Projects section in the Tech Fellows Handbook for more information.

What is the process for disciplinary action?

There are three basic steps involved in disciplinary actions: Warning, Probation and Dismissal.

Please refer to the Disciplinary Action section in the Tech Fellows Handbook for further information.

What actions are grounds for immediate dismissal from the program?

The following are grounds for immediate dismissal from the program:

- Routine unexcused absences
- Not completing required professional development each term
- Not attending the exit interview
- Not presenting an ePortfolio at the end of the academic year
- Not carrying thirty-two credits for an academic year (excluding seniors)
- Violation in part or in whole of the University's Acceptable Use Policy
- Violation in part or in whole of the Student Code of Conduct

Please refer to the Disciplinary Action section in the Tech Fellows Handbook for further information.

If I'm not getting along with my supervisor, what should I do? Can I be given a different placement?

We strongly suggest that you discuss all matters with your supervisor. If issues are not able to be resolved, contact the Tech Fellows Program Manager. It may be possible to receive a different placement.

What happens if I decide to travel abroad?

If you travel abroad during the fall term, you may continue in the Tech Fellows program during the spring term. If you travel abroad during spring term, you may have the option to complete your exit interview and ePortfolio presentation in the fall before you leave or when you return in the spring.

While you are abroad you are not considered a Tech Fellow, will not be allotted work hours and you will not have to complete professional-development hours; however, you will still need to maintain the credit hour and GPA requirements during the term that you are abroad if you wish to continue participating in the program after you return.

When do I get paid?

Payday is the last working day of each month. Pay periods are the 22nd of one month through the 21st of the next month. Payments can be made with direct deposit through the USD payroll, however this is not mandatory. Pay stubs will be available electronically through the SNAP portal.

When are timesheets due?

Please refer to the timesheet schedule on the Tech Fellow website. In general, timesheets will be due into the CTL on the 20th of each month. You will also be given reminders each month when timesheets are due.