

Welcome to the Faculty Web Pilot Project!

This is a two semester pilot during which time participants will have the opportunity to use professionally designed Web templates to create an instructional Web presence.

Three templates will be provided:

- A main page with contact information, list of courses, etc.
- A course page listing prerequisites, textbooks, requirements, etc.
- A third "plain" page that faculty can use to add weekly assignments, lecture notes, study guides, course announcements, etc.
- Remember, this is a pilot. Faculty may use as many copies as they need of the course and "plain" pages, but we cannot create new templates at this time.

Semester I

Pilot Participant Responsibilities

- Mentees must have working CCSF network and email accounts.
- Attend training, Sessions I & II (3 hrs. in all).
- Participate in discussions housed in WebCT: feedback and questions on training, web site updating process, Contribute software, and use of web site with students.
- Update the site a minimum of two times during the semester.
- Choose 4 mentees and send their names to Carol Reitan. (If you cannot locate 4 mentees, TLC can provide some from the waiting list.) If you do not work at Ocean campus, please give us the location of a computer at your campus that can be conveniently used by your mentees. Mentees do not get their own copy of Contribute2.
- Be patient. This is a pilot and we are all in training.

TLC Responsibilities

- Install Contribute2 on your CCSF computer (laptop or desktop).
- Five hours of group training (two hr. orientation + 3 hrs. training in Fall, 2004).
- Individual help from the TLC and Help Desk staff (by appointment and dependent on staff availability).
- Use of Contribute manual.
- A moderated WebCT discussion forum (see above).

Semester 2

Pilot Participant Responsibilities

Pilots may attend mentee training if they choose. (Monday, January 13, 2005)

- Answer questions from mentees in a reasonably timely manner.
- Continue to update web site and allow the TLC to showcase your site.
- Participate in the WebCT discussion forum with mentees.

TLC Responsibilities

- Continued help from TLC and Help Desk staff (by appointment and dependent on staff availability)
- Issue payment for 5 hours of non-instructional pay when 50% of a pilot's designated mentees' Web sites are launched (at least 2 faculty sites).

I have read, understand, and agree to the above criteria.

Name: _____ Date: _____

Signature: _____

My CCSF computer is (circle one): [a laptop] [a desktop]

My desktop computer location is located: Office no. _____

Please describe the location: (next to the window, to the left of the copy machine, etc.)