

## **Computer Support Tech Independent Study**

*A great opportunity for students who are considering a career in information technology.*

In Fall 2010, every U-High student will be issued a netbook computer for the school year. Students will be able to take the computers home, on trips, or anywhere else. U-High has been planning for 18 months to make this a smooth experience. However, with this many computers, we know that there will be a few problems – students not understanding how to use certain technology, computer repairs, wireless issues – that will need attention.

You could help students at U-High, earn course credit, and get great career experience at the same time.

### **Advantages to you**

- Hands-on experience with computer hardware and software
- Great resume experience for internships and scholarships
- Be one of the first students to get new hardware and software
- Credit and grade given – counts as a regular class

### **Responsibilities**

- Attend training the first week of August (3 hours)
- Help with laptop distribution and orientation August 9-20 (participating in 3-5 training sessions, approximately 12-15 hours)
- Be on-call at a computer help desk 4 days per week (1 hour per day) during the school year
  - o Help students with how-to's: PowerPoint, Publisher, Movie Maker, Sketchpad, OneNote, Blackboard, Comic Life and other applications...
  - o Help students install printers, connect to wireless, map the s-drive, update software (windows, mcafee, shockwave, flash, reader, shockwave, java, etc...)
  - o Help students troubleshoot basic problems (like file-saving, password issues, converting files, etc...)
  - o Fix basic hardware issues (replace keyboards, hard drives)
  - o Check in/out headphones, mics, cameras
- Monthly meetings with Mr. Culbertson and/or Mr. Kurz to discuss issues, new technologies and new solutions

You must apply for this position using the form on the other side. Not all students who apply may be accepted. For the best chance of success, you should apply as soon as possible, and be willing to schedule your independent study at 7, 8 or 11am, or 12 or 3pm.

The independent study will be supervised by Mr. Culbertson and Mr. Kurz. Talk to either of them if you have any questions.

# Computer Support Tech Independent Study Application

\_\_\_\_\_  
Name

\_\_\_\_\_  
Graduation Year (e.g. 2011)

\_\_\_\_\_  
Email

What are your strongest computer skills?

What experience do you have in teaching or tutoring other students?

- I am available to help with orientation during the weeks of **August 9-13 and 16-20**.

I am willing to schedule my independent study at: (check all that apply)

- 7am       8am       9am       10am  
 11am       12pm       1pm       2pm  
 3pm (after school)

Signatures

\_\_\_\_\_  
*Student*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Teacher*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Counselor*

\_\_\_\_\_  
*Date*