



NSP Project Assistant Information Sheet

What is CUIP?

CUIP is an outreach organization that helps 29 schools surrounding the University of Chicago by supporting the use of technology as a teaching and learning tool. We offer technical support, help them integrate technology into the classroom, develop web-based curriculum, and lobby Chicago Public Schools to provide the schools with Internet access in each classroom. For more information visit our website at <http://cuip.net>.

What is your role within CUIP?

As an NSP Project Assistant, your ultimate goal is to help teachers integrate technology into their curriculum. You do this by working closely with one, two, or more teachers within a CUIP school on specific projects. You should be working with both teachers and the students to create self-sustainability.

How do you accomplish this goal?*

Here is an outline of the typical NSP Project Assistant's introduction to a school:

1. CUIP staff introduces you to the principal, tech coordinator, and participating teacher(s).
2. Set up a schedule with your Partner Teacher(s)*
3. Observe the Partner Teacher's classroom; try to grasp an understanding of how the students and teacher interact
4. Meet with the Partner Teacher and agree upon a reasonable project and timeline
5. Implement the project into the classroom by providing training to your Partner Teacher if necessary and then work closely with the students and computer lab teacher until completion.
6. Either move on to a new Partner Teacher or agree upon a new project with existing Partner Teacher

*Every time you go to the school, remember to sign the NSP binder located in the office

Administrative Duties:

You will be required to complete the following tasks:

1. *Weekly Report*: This report is a digest of your week's events. Using the on-line reporting system at <http://cuip.net/reporting>, enter each visit separately. Treat this report as an informal narrative. Once each week, extract a compilation of your entries for that week and mail it to activity@cuip.net.
2. *On-Line Calendar*: Check the on-line calendar at <http://cuip.net/cal/> to be aware of other CUIP activities at your school(s) and CPS holidays and special days.
3. *Attend Bi-Weekly Meetings* (this is when we will sign your time sheets):

Weekly Meeting (not required)

CUIP Meeting: Monday 12:00-2:00

Bi-Weekly Meeting (required)

NSP Meeting: _____

Additional Resources:

- eCUIP - The Digital Library
<http://www.lib.uchicago.edu/ecuip>
- Chicago WebDocent
<http://chicagowebdocent.org>
- Technology Training Sessions
- CUIP web space
- CUIP Hardware check out (cd burner, external hard drive, digital camera)
- CUIP Software (free or trial versions at <http://cuip.net/software>)
- Requests for technology supplies (email Stu at stuart@cuip.net)

Neighborhood Schools Program Specifics:

If you have any questions or concerns about NSP specifically (e.g. pay, eligibility, status) please contact the NSP office directly at (773) 834.1935. Remember to have your Partner Teacher sign your time sheet each day. In addition, you must also have either Stuart or Mitch sign your time sheet in order to get paid.

Transportation:

The Neighborhood Schools Program provides you with transportation to and from schools via a van. The van picks up inside of the parking garage at 55th St. and Ellis beginning at 7:45, then every half hour after that. Please call Duell Richardson's office at (773) 834.1935 to reserve the van.



Mailing Lists:

- nsp@cuip.net: contains NSP Tech, NSP Project Assistants, and some CUIP staff. Use this mailing list for questions and discussion.
- nsp-project@cuip.net: contains just NSP Project Assistants.
- nsp-tech@cuip.net: contains just NSP Tech
- activity@cuip.net: use this primarily for submitting activity reports, not for discussions
- tra@cuip.net: contains select CUIP staff (Ben, Mitch, Simeon, Shaz, Jon, Christie, and Stu)

NSP Project Dos and Don'ts:

Do...

- be respectful of your Partner Teacher. You must realize that it is still his/her classroom.
- report problems and successes promptly. We have established relationships with these schools and principals, and we can help you solve most of the problems that you may encounter.
- seek out WIT ([Web Institute for Teachers](#)) teachers to partner with. WIT teachers have had previous training in integrating technology into their classroom and may make for better relationships.
- take time to develop a relationship with your Partner Teacher and the students. A strong partnership will be based on trust and respect.
- take time to plan your project. Give some thought to the size of the project and make sure the school has the necessary resources to ensure success.
- have fun!

Do not...

- be left alone in charge of students. Not only is this not fair to you, but it is also *illegal*.
- let your Partner Teacher run all over you. Your relationship with the Partner Teacher is to be mutual. If you feel that the teacher is not cooperating or following the agreement set forth, you have every right to end that relationship...the sooner, the better. You will then be assigned to a new teacher or school.
- complete the project for the teacher and students. This doesn't mean that you can't help out and do your fair share. However, if a teacher is building a classroom web site, the teacher should be doing the majority of work.
- agree to work on teachers' personal work. Many of the teachers you are working with are in school for their Masters and will want you to help them type papers, format Excel sheets, etc. This is not your job. Just use your head when agreeing to help teachers.
- grade papers, sweep the floor, clean out cabinets, clap the erasers, etc. You are there to develop and help implement a classroom technology project, not work as a teacher's aide or assistant.

Main Contact Information:

NSP Project Point Person	NSP Tech Point Person	Neighborhood Schools Program
Stuart Vanorny Project Manager stuart@cuip.net 773.702.6041	Mitchell Marks Technology Coordinator mitch@cuip.net 773.702.6041	Duel Richardson Director, Neighborhood Relations duel@uchicago.edu 773.834.1935

Additional Contact Information

Jonathan Friesen
Technology Resource Advisor
jonathan@cuip.net
773.702.6041
Benjamin Lorch
CUIP Coordinator
ben@cuip.net
773.834.2159

Shaz Rasul
Technology Resource Advisor
shaz@cuip.net
773.702.6041
Christie Thomas
Asst. Director of eCUIP
christie@cuip.net
773.702.1683

Simeon Viltz
Technology Resource Advisor
simeon@cuip.net
773.702.6041
Julia Brazas
Director of Chicago WebDocent
julia@cuip.net
773.702.1683

Laura Keys-David
Sec'y – Dir., NSP
lkeysdav@uchicago.edu
773.834.1935
Jim Wagner & Ed Lewis
CPS Area Tech Coordinators
itc@cuip.net