

# Call for Proposals: Demonstration Projects Utilizing Laptop Computers, Personal Digital Assistants (PDA's) and Wireless Networking in Spring 2002 and Fall 2002 courses

Call for proposals - **October 12, 2001**  
Initial application forms due **November 5, 2001**

Contact: Lynne O'Brien, Director, [Center for Instructional Technology](#)

## Overview

As part of its new strategic plan, Duke University is embarking on the creation of a campus technology environment that will enhance our quality as an educational and research institution. The project to create that environment is called CITIE: Computer and Information Technology Intensive Environment. CITIE will bring together a rich array of resources to match the needs of faculty and students while they are exploring new modes of teaching, learning, and research.

The Center for Instructional Technology is seeking demonstration projects for the CITIE initiative for the Spring 2002 and Fall 2002 semesters. We seek projects that explore the educational value of using laptop computers, small hand-held computers referred to as Personal Digital Assistants or PDA's and wireless network connections. The CIT will provide laptop computers, PDA's, technical consulting, faculty training and student assistants to support selected projects.

There is a two-step process for submitting project proposals. Initial Application Forms are due November 5, 2001. CIT will invite full proposals based on information in the brief application forms submitted. Full proposals are due November 26, 2001. The Center for Instructional Technology advisory board will review full proposals and select projects for support. The CIT will announce project awards on December 12, 2001.

Funding for other types of instructional technology projects will be available near the beginning of the Spring 2002 semester.

## What types of projects will be supported?

We are seeking projects that utilize laptop computers, PDA's and wireless network access or any combination of these items to achieve educational goals. For projects involving the creation or use of online course materials, preference will be given to those that use Blackboard, which the University has adopted for broad use. We especially seek projects that involve multiple instructors within a department or school.

Here are some **examples** of the types of projects that would fit this program. These examples illustrate possibilities but other projects that meet the criteria will be considered.

- A history instructor with a database of nineteenth century census data for a North Carolina town provides the students in a class with Handspring Visors (PDA's) into which the database has been downloaded. Students can now query and annotate the database wherever their research takes them - in the Special Collections reading room, in local historical archives, even in community cemeteries.
- An instructor in environmental science loads GIS (geographic information system) software onto a set of Pocket PC's (palm-sized computers), which are then made available to students in his

- courses to take into the field. Paired with portable GPS (global positioning system) devices, the Pocket PC's enable students to verify and collect environmental geospatial data wherever they go.
- Students in Public Policy Studies conduct a quick opinion poll by going to four locations on campus and using their laptops with wireless networking. They add their collected data to an online database in real-time, and then analyze and discuss the data during their next class session.
  - Students in a writing class use their laptop computers with wireless cards to send samples of their work to the instructor. The instructor chooses one to display via a projector connected to her laptop and leads the class through an analysis of relevant sections. The instructor then sends other samples to pairs of students, who work together on critiques during the remainder of the class.
  - A group of instructors in a department have been using short videotape excerpts, 35mm slides, overheads, and maps in their class presentations. With the help of student assistants and training in Blackboard, the instructors organize these materials into course web sites. The instructors use laptop computers in a multimedia-equipped classroom in their department to show the materials during classes. Students have access to the basic materials before and after the class sessions for further study and discussion.
  - Instead of a final paper, a faculty member asks students to produce a short video on a pertinent topic for the class. Working in small groups, students check out a laptop with video editing capabilities and a digital camcorder and use the equipment to record interviews and shoot other material for their video. The students assemble the video on the laptop and create a streaming web movie that can be linked from the course's Blackboard website to share with their classmates for discussion and critique.
  - A faculty member and her graduate students are able to bring their language research project to an undergraduate class and the Internet. One graduate student brings a laptop to class, allowing him to record samples of the students' speech while the professor demonstrates how the newly acquired data fits into the research project. Another graduate assistant takes the data and converts it to a format viewable from the course web page.

### **Who is eligible to submit a proposal?**

All Duke University instructors including faculty, lecturers, graduate students, and staff with teaching responsibilities are eligible to apply. Undergraduate students may work with a faculty sponsor to propose a project, for example, a group independent study project.

### **What will supported projects receive?**

The Center for Instructional Technology will collaborate with departments and schools to provide support needed for the project. Types of support include:

- CIT student workers to assist with project activities
- Faculty training in use of Blackboard, multimedia development tools, or other software needed to complete the project
- Project consulting and on-going assistance from CIT staff and departmental or school IT staff if available
- Laptops, PDA's and wireless cards as needed for project activities

### **What obligations do grant recipients have?**

Instructors receiving support through this program will be expected to:

- participate in an initial planning meeting with CIT staff
- participate in two hour-long discussion sessions with CIT staff and other faculty during the project

- complete the project by the end of the Fall 2002 semester
- write a brief report summarizing project outcomes
- share information about the projects via a project profile (see <http://cit.duke.edu/profiles>) and through some type of campus presentation.

## **What are the criteria for selecting projects?**

The CIT Advisory Board will review proposals based on the criteria shown below. That advisory board consists of faculty from each school plus one representative each from the Office of Information Technology, the Library and the Center for Instructional Technology.

### **Innovative use of technology to address an instructional need**

Proposals must include clear instructional goals and an explanation of how the project will accomplish those goals through a creative and appropriate use of technology.

### **Broad and continuing impact:**

The project must be likely to have impact in at least one of these ways:

- affects a large number of students, and/or
- involves more than one instructor, and/or
- involves more than one instructor, and/or

Projects should be ones that will continue after the funding ends or produce materials that are usable by other instructors.

### **Feasible project plan:**

The review committee will consider whether the project is carefully planned, whether necessary personnel have been identified and whether the proposed timetable and outcomes of the project are realistic. Applicants should discuss their project ideas with technical support staff in their school to determine impact on school resources. Projects must be ones that can be used in a course in the Spring 2002 or Fall 2002 semesters.

### **Fit with school and/or department priorities:**

Commitment from the school or department increases the likelihood that the project will be completed and used. Priority will be given to proposals that include a clear statement of how the project supports department goals. All proposals require a signature from the department chair or academic dean.

## **What resources are available to use in planning or implementing an instructional technology project?**

See the CIT's resource materials on project planning: <http://cit.duke.edu/resource-guides/development.html>. If you would like to talk with a CIT staff member about a project idea, send email to [cit@duke.edu](mailto:cit@duke.edu).

## **What if I have an idea for a different kind of instructional technology project?**

Funding for other types of instructional technology projects will be available near the beginning of the Spring 2002 semester. Information about other CIT grant programs is available at: <http://cit.duke.edu/funding/>. If you would like notification of future calls for proposals, join the CIT mailing list: <http://cit.duke.edu/cgi-bin/maillist.pl>

## **What is the proposal and project timeline?**

Initial Application Form due	November 5, 2001
Invitation for full proposals	November 12, 2001
Full proposals due from those selected	November 26, 2001
Announcement of selected projects:	December 12, 2001
Classroom implementation of projects	Spring 2002 or Fall 2002
Presentations about projects	throughout academic year 2002-03
Written report on projects submitted to CIT advisory board	January, 2003

## How do I submit a proposal?

There is a two-step process for submitting project proposals. The first step is to fill out the Brief Application Form below and submit it by **5 pm on November 5, 2001**. The form is available as a Word template, or a .pdf document.

- Download [Word version of application form](#)
- Download [.pdf version of application form](#)

**Print** the completed application form and **fax** to:  
CIT Project Proposal  
c/o Lynne O'Brien  
660-5923

Or **deliver** in envelope marked

CIT Project Proposal  
c/o Lynne O'Brien  
Room 220 Perkins Library

CIT will invite full proposals based on information in the brief application forms submitted. Full proposals are due **December 4, 2001**

The Final Application Form can be downloaded here.

- Download [Word version of final application form](#)
- Download [.pdf version of final application form](#)