

L. Allison
Fall 2003

A List of Graduate Student Service-Learning Projects for fall 2003

- Writing and editing a procedures/new hire manual for Goodwill Industries of Central Texas and the Rosewood Family Enrichment Program, which will incorporate the Commission on Accreditation of Rehabilitation Facilities (CARF) certification requirements. The software to be learned is desktop publishing.
- Creating a separate website for class action settlement notices that now appear on the Federal Judicial Centers website; creating a CD for a Legal Style Guide; and creating a website for an article clarifying the University of Texas Policy on Plagiarism and linking the article to the campus website. All of these activities require writing and editing. The technology to be learned is website creation software and CD production software.
- Writing and editing a *New Employee Handbook* for the Information Technology Services Division of the Texas Department of Insurance. The technology to be learned is FrameMaker.
- Writing and editing newsletters, letters to volunteers and contributors, press releases, and procedures manuals, while working with the website for the Austin affiliate for the Susan G. Komen Breast Cancer Foundation. The technology to be learned is a web content management tool used by the Foundation and also Photoshop.
- Writing and editing documentation, style guide, and glossary of image formats for a website for a multinational microchip manufacturer. The technology to be learned is Photoshop, html, Cold Fusion, and Adobe Acrobat.
- Writing and editing documents such as health history forms, congregation surveys, articles on health and religion/spirituality, newsletters, patient education materials, and schedule of events for new Parish Nurse Program for a Lutheran church. The software to be learned is desktop publishing.