

Comcast Digital Connectors Student Enrollment Packet

Comcast Digital Connectors Program Registration Forms

Digital Connector: _____	
Last Name	First Name
Country Region: _____	
Program Name: _____	
Program Location: _____	
Program Coordinator/Instructor: _____	
Date Enrolled: _____	

DIGITAL CONNECTORS DOCUMENTATION CHECK LIST

Type of Program:

- Civic Journalism
- Computer Distribution
- Youth Entrepreneurship
- Leadership Development
- Digital Arts and Media
- Life Skills Management
- Community Marketing and Training
- Special One Economy Initiative

Digital Connectors Required Documents to Complete or Present:

- Program Application
- Emergency Contact Information
- Identification: Social Security Card/School ID/State ID/Work Permit (if compensated)
- Program Waiver
- Media Release Waiver
- Code of Conduct
- Pre-Program Technology Assessment
- Post-Program Technology Assessment



DigitalConnectors

Comcast Digital Connectors Program Participant Application

Dear Applicant,

Congratulations! You have taken the first step toward becoming a Comcast Digital Connector. By completing this application, you are expressing your serious commitment to help others and to better yourself. If you are selected as a Digital Connector, you will join a national group of young leaders who are making a positive difference in the lives of others and opening doors to opportunity.

The Digital Connectors program is a unique opportunity for you and your peers to serve your community through technology and leadership. This is a national youth program, sponsored by One Economy Corporation, a leading non-profit that works to bring technology to low-income communities across the United States and around the globe.

Many youth from around the city will also apply for the program, so make sure that your application stands out among the very best. Please answer all questions completely. If you have any questions, please call or email the contact person on the application. We will not review incomplete applications.

Based on the applications we receive, a group of candidates will be chosen and invited to an interview. The interview will be your opportunity to shine and to tell us anything we might not have learned from your application. For some of you, the interview might also be your first real-world work experience. A panel of people will interview you, and you will want to arrive prepared, energized, and on time. From the interviews, we will select our finalists and announce the new team of Digital Connectors.

Good Luck!



PERSONAL INFORMATION

Name		
Home Address		
City, State, Zip Code		
Home Phone	Cell Phone	
Social Security Number – NOT APPLICABLE		Age
Date of Birth	E-mail	
Name(s) of Parent(s)/Guardian(s):		
Address(es) of Parent(s)/Guardian(s):		
Parent(s)/Guardian(s) Phone Number(s):		
Home	Work	Cell
Parent(s)/Guardian(s) E-mail Address (es):		

EDUCATION

Name of High School (Current)	
Grade	Expected Year of Graduation

WORK / VOLUNTEER EXPERIENCE

Please list your previous work and/or volunteer experience. Start with the most recent.

Employer Name	Position	Dates of Employment Month/Year	Contact Info Supervisor, Address, Phone
1)			
2)			
3)			



DigitalConnectors

TECHNOLOGY

Please rate your ability to use computers:

High Medium Low Not at all

Have you ever TAKEN a technology course or training before?

Yes No

Course Name

School Name

Have you ever TAUGHT a technology course or training before?

Yes No

Course Name

School Name

Do you have a computer at home? Yes No

Do you have Internet access at home? Yes No

How often do you use a computer?

Daily 3 times per week Once a week Not at all

How often do you surf the web?

Daily 3 times per week Once a week Not at all

SPECIFIC TECHNOLOGY SKILLS

How do you rate your skills in the areas below? Please mark one box for each area.

Area	High	Medium	Low	Not at all
Internet (Internet Explorer, Firefox, etc.)				
E-mail (Outlook and Web)				
Instant Messenger (AOL, Yahoo, MSN, etc.)				
Microsoft Office (MS Word, Excel, Access, etc.)				
Web Design (HTML, Dreamweaver, FrontPage)				
Digital Media (Music, Photography, Video)				
Graphics (PhotoShop, Illustrator, etc.)				
PDA's/Handhelds				
Wiring and Cabling for Networks				
Software Installation				
PC Troubleshooting and Maintenance				
Operating systems (check all that apply): ____ Windows XP/Vista ____ Mac O/S				
Network Administration				
Blogs, Discussion Groups, Podcasting				
Other:				



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Short Answer Questions

Please answer each of the questions below. You may attach additional pages if necessary.

1. Describe a situation or experience where you have taken leadership:

2. As a leader, what are your strengths and challenges?

Strengths (at least 3):

Challenges (at least 3):

3. Please describe a situation or experience where you have been a teacher to someone:

4. What are your future goals?

5. The Digital Connectors program is an exciting technology initiative that bridges youth with others in their local neighborhoods to promote technology awareness and adoption. In one paragraph, share why you want to be part of this program and what you want to learn as a program participant.



Please sign and print your name to verify that all information stated is correct.

Privacy Notification: **One Economy Corporation, Comcast Corporation and the Program Affiliate (“Program Sponsors”)** maintain strict confidentiality and privacy practices to safeguard your personal information. By submitting an application you will provide personally identifiable information including, but not limited to your name, address, social security number, telephone number and student identification number. The information you provide will be used for the sole purpose of processing your application. If accepted into a stipend based or internship program, your information will be used to process stipends and wages. Program sponsors will restrict access to your information to only those who have a business reason to know your information, unless required by law.

Digital Connector

Date

Parent / Guardian of Digital Connector

Date



COMCAST DIGITAL CONNECTORS PROGRAM UNIVERSAL PERMISSION SLIP AND WAIVER

I am the parent/legal guardian of _____. I consent to this minor child participating in the **Comcast Digital Connector Program**.

I understand that there is risk of my child sustaining injury. In the event the parent/guardian or emergency contact cannot be reached in an emergency, I hereby give permission to the Physician selected by **One Economy Corporation, Comcast Corporation and _____ (Affiliate Partner)** to hospitalize and secure proper treatment for my child in case of an accident or sudden illness. I agree that I shall remain responsible for any and all expenses incurred for such medical care and treatment.

Participant's Physician/Hospital: _____ Phone Number of Physician: _____

I hereby release the Participating Entities and their employees from liability for any injury my child may sustain. I fully assume all responsibility for injuries she/he may sustain while participating in program activities or while in travel to or from said activities and field trips. The Participating Entities are not responsible for lost, stolen or damaged property such as articles of clothing. I promise not to make a claim or file a lawsuit against the Participating Entities or their employees for my or my child's lost, stolen or damaged property or medical expenses arising directly or indirectly out of my child's participation in this program.

Work Product Waiver:

I hereby understand and agree that any work product that I create in whole or in part as a participant in **Comcast Digital Connectors Program**, including without limitation any web sites, refurbished computers, advertising materials, literary works, journals, books, videos, tapes, or compositions, the Work shall be deemed a work made for hire within the meaning of that term under Section 101 of the Copyright Act, 17 U.S.C. ' 101, that **One Economy Corporation and Comcast Corporation** shall be the author of the Work, and that **One Economy Corporation and Comcast Corporation** shall be the exclusive owner of all copyright, title and interest in and to the Work. If for any reason, the Work is found not to have been created as a work made for hire, I hereby assign, without limitation, all copyrights, title and interest in and to the Work to **One Economy Corporation and Comcast Corporation**, including without limitation the right to file for and obtain a copyright registration for the Work and the right to bring suit on all accrued and unaccrued causes of action for copyright infringement of the Work.

It is intended that the assignments of rights in the Work shall be permanent and irrevocable, and that **One Economy Corporation and Comcast Corporation** shall have unlimited right, exercisable in its sole discretion, to add to, subtract from, arrange, revise, and alter any and all of the Work and/or to combine the Work with material created or written by others. **One Economy Corporation and Comcast Corporation** also has the right to reproduce the Work in any form or medium, and you release **One Economy Corporation and Comcast Corporation** from any claims arising out of such reproductions. I therefore waive and release any rights of termination I may have under Section 203 of the Copyright Act, 17 U.S.C. ' 203, as well as any and all Amoral rights I may have in such Work, including the right of integrity, the right to be acknowledged as the author of the Work, and the right to decide when and in what form the Work shall be presented to the public. The above waiver applies to any and all uses of the Work by **One Economy Corporation and Comcast Corporation**, their successors, assigns and licensees.

Nothing in this Agreement shall be construed as requiring **One Economy Corporation and Comcast Corporation** to exercise or exploit any of the rights granted to or acquired by **One Economy Corporation and Comcast Corporation** herein.

Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____

Phone number: _____ Date: _____

The child cannot participate in a program unless this form is signed by the parent/guardian and returned to the Affiliate Organization.



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COMCAST DIGITAL CONNECTORS PROGRAM - MEDIA RELEASE (Photo, Video, and Media Release)

I hereby freely and voluntarily grant **One Economy Corporation and Comcast Corporation** all rights, title and interest I may have in any audio and visual mediums including, but not limited to, voice or video recordings, film, videotapes, photographs, pictures, negatives, reproductions, likenesses, images, all other visual mediums and copies of the original audio or visual medium in which my child or I may appear (wards of the State included), and further grant the right to give, sell, transfer and exhibit the audio or visual medium in copies or facsimiles thereof, for any purpose as it deems fit. I hereby waive any right to inspect or approve the materials or the advertising or other copy that may be used in connection therewith or the use to which the audio or visual medium may be applied.

I hereby consent to allowing my child to be interviewed by **One Economy Corporation and Comcast Corporation**, Participating Entities' staff or the news media when the program is in session or when my child is under the supervision of the Participating Entities. I hereby grant **One Economy Corporation and Comcast Corporation** the right to copyright the same, in its own name or otherwise, to use, re-use, publish and re-publish and otherwise reproduce, modify and display the same, in whole or in part, individually or in conjunction with other audio or visual medium, and in conjunction with any other materials, in any and all media, online or offline, now or hereafter, for illustration, promotion, art advertising and trade, or any other purpose whatsoever; and to use my name in connection therewith if it so chooses. I hereby release **One Economy Corporation and Comcast Corporation** from any and all claims and demands arising out of or in connection with the use of the audio or visual medium, including without limitation, any and all claims for libel and/or invasion of privacy. **One Economy Corporation and Comcast Corporation** may sell, assign, license or otherwise transfer all rights granted to it hereunder. This authorization and release shall also inure to the benefit of the legal representatives, licensees, and assigns of **One Economy Corporation and Comcast Corporation**. This release and consent shall be binding upon me and my heirs, legal representatives and assigns and supersedes any and all previous agreements among the parties, whether written or oral, with respect to such subject matter.

I agree to waive any claim to compensation for use of said mediums and participation. It is further understood that I will receive no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, and that no monies or considerations will become due to me, my child, our heir agents, or assigns at any time because of my child's participation in any of the above activities.

My signature on this form authorizes **One Economy Corporation and Comcast Corporation**, the Participating Entities, their legal representatives, agents, and employees to use my child's voice, video recording, still image (photograph) and interview materials in any format it deems appropriate and in any manner it deems appropriate. I, as the parent or legal guardian, agree to release and hold harmless **One Economy Corporation and Comcast Corporation**, the Participating Entities, its members, officials, agents, employees, legal representatives, licensees and assigns from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child on television, radio, motion pictures, in the print medium or in any other medium whatsoever. I waive any claim to compensation now or in the future, for my child, myself, my heirs, legal representatives and/or agents.

I represent and warrant that I have the right to enter into this agreement and that I have not previously granted to any person or entity any right in or to the Work. I also represent and warrant that the Work will be my original work or will be comprised of materials owned and controlled by me, and that the publication, reproduction, distribution, use or sale of the Work by **One Economy Corporation and Comcast Corporation** in any manner or media throughout the world will in no way infringe upon the copyright, proprietary rights or other personal rights of any person or entity.

Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____

Phone number: _____ Date: _____

The child cannot participate in a program unless this form is signed by the parent/guardian and returned to the Affiliate Organization.



**COMCAST DIGITAL CONNECTORS PROGRAM
PARTICIPANT CODE OF CONDUCT**

We will treat our teammates and site supervisors with respect and fairness, as we expect the same treatment from them.

We will perform the duties and tasks required of us to the best of our abilities. We understand that this is a job-preparedness/community service program and that we have taken on the responsibility to work hard and commit ourselves to excellence and not mediocrity.

We do not let race, color, religious preference or sexual orientation in any way influence our behavior and treatment of each other. Every youth should expect as well as give the same level of service and commitment.

We do not let our personal beliefs or feelings about any issue – or those of others interfere with our commitment to our projects and duties.

We respect the privacy of our students at all times, and we do not discuss, under any circumstances, their confidential information with others outside of the center's youth service providers.

We maintain strict behavior, which prohibits at all times the use of drugs, alcohol, tobacco-related products or any other illegal substance within any activity or program site. We also will refrain from inappropriate physical behavior including any public displays of affection or unwelcome touching or fondling.

We prohibit all gang-related activities, violence, bullying, or possession of weapons of any kind.

We continually strive to grow as young leaders and take steps to further educate ourselves and develop as professionals.

We will not download inappropriate documents/videos on the computer, visit sexual/offensive website, nor damage any parts of the computer.

We will not eat/drink while using program computers, flip camera, digital camera, or any other technical tools.

I have read the code of ethics and agree to adhere to the above said rules. I also understand that there will be a zero-tolerance policy regarding violation of any of these rules. One Economy Corporation, Comcast Corporation and/or Affiliate Organization reserves the right to send me home and or expel me from the program and for any violation of the above-listed rules or any situation/action committed by myself that caused dissention, conflict, violence or puts others at risk. Furthermore, the rules of my partner agency may supersede these rules and any violation of my partner agency's rules could result in a warning or termination.

Printed Name

Signature

Digital Connector

Date

Parent / Guardian of Digital Connector

Date

The child cannot participate in a program unless this form is signed by the parent/guardian and returned to the Affiliate Organization.

Comcast Digital Connectors Student Enrollment Packet

COMCAST DIGITAL CONNECTORS TECHNOLOGY PRE-ASSESSMENT

Digital Connectors' Name: _____

Program Name: _____ Instructor name: _____

Program Location: _____ Program Cycle Date: _____

Date of Pre-Assessment Completion: _____

Please check the statement that best describes your knowledge in each area. Only one answer per question.

Skill	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm okay at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this
1. Do you have basic computer skills? (Microsoft Windows) <ul style="list-style-type: none"> ● File management ● Basic operation ● Saving files ● Locating files ● Printing ● Burning files on CD ● Email & internet ● Attaching Documents to Email ● Determine network connectivity ● Set up a new computer 	I cannot use software at all.	I can open & save files, print documents, set up an email account and send emails, use the internet	I can open & save files, print documents, set up an email account and send emails, use all the major search engines on the internet, attach documents to emails, saves files on a floppy disk, save files to hard drive (c drive)	I can open & save files, print documents, set up an email account and send emails, attach documents to emails, saves files on a floppy disk, save files to hard drive (c drive), locate missing files, burn files to CD, run defrag, set up scan disk, determine LAN connection or wireless network availability, set up a new computer.
2. How well you do know Microsoft Office software applications? <ul style="list-style-type: none"> ● Word ● PowerPoint ● Excel ● Outlook 	I can type a basic document in Word, but I don't know how to format.	I can type a document in Word, change fonts, do basic formatting, copy and paste, use templates, i.e. resumes. I can make a basic presentation using PowerPoint.	I can type a document in Word, change fonts, do advanced formatting, copy and paste, use templates, i.e. resumes. I can make a presentation using PowerPoint that includes animations and slide transition effects. I can also do basic spreadsheets with formulas in Excel.	I can type a document in Word, change fonts, do advanced formatting, copy and paste, use templates, i.e. resumes. I can make a presentation using PowerPoint that includes animations and slide transition effects. I can also do basic spreadsheets with formulas in Excel. I also know how to use Outlook to keep a calendar, tasks lists and contacts.



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Skill	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm okay at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this!
<p>3. Do you know how to access free Software & install it?</p> <ul style="list-style-type: none"> ● Open Office ● Adobe Reader ● WinZip ● Windows Defender ● SpyBot ● Ad-Aware ● Virus protection 	<p>I have opened documents in Adobe Reader, but never installed any thing.</p>	<p>I have opened documents in Adobe Reader, but never installed any thing. I have also opened documents from emails or download in WinZip. I have also gone to the Adobe & WinZip website and downloaded their software in order to open PDF's of ZIP files.</p>	<p>I have opened documents in Adobe Reader, but never installed any thing. I have also opened documents from emails or download in WinZip. I have also gone to the Adobe & WinZip website and downloaded their software in order to open PDF's of ZIP files. I've also used Open Office, Windows Defender, SpyBot & Ad Aware.</p>	<p>I have opened documents in Adobe Reader, but never installed any thing. I have also opened documents from emails or download in WinZip. I have also gone to the Adobe & WinZip website and downloaded their software in order to open PDF's of ZIP files. I've also used Open Office, Windows Defender, SpyBot , Ad Aware. I can also find open source software such as Open Office, SpyBot on the internet and download. I also know how to use Virus protection software.</p>
<p>4. Do you have knowledge in multi-media software?</p> <ul style="list-style-type: none"> ● Windows Picture viewer ● Unloading pictures to computer ● Windows Media Player ● Burning Audio & Picture Files to CD 	<p>I can play music CD's on the computer, but I do not know how to upload pictures from a camera or burn files on to a CD.</p>	<p>I can play music CD's on the computer, and burn a music CD. I also know how to burn a CD with other types of files. But I do not know how to upload pictures from a camera.</p>	<p>I can play music CD's on the computer, and burn a music CD. I also know how to burn a CD with other types of files. I can also upload pictures from a camera.</p>	<p>I can play music CD's on the computer, and burn a music CD. I also know how to burn a CD with other types of files. I can also upload pictures from a camera. I can set up a slide show of pictures as a screensaver. I know how to make a Photo CD with a slideshow. I know how to email pictures.</p>
<p>5. Do you have video editing experience</p> <ul style="list-style-type: none"> ● Windows Movie Maker 	<p>I cannot use software at all. Cannot import clips from camera onto computer.</p>	<p>I can import clips from camera, can assemble a single-video track timeline from clips.</p>	<p>I can import clips effectively; export to DVD or CD video file; can assemble a multiple-video track timeline. Can add/ import music to project.</p>	<p>I can import clips effectively; export to DVD or CD video file; can assemble a multiple-video track timeline. Can add/ import music to project. Can create titles and credits.</p>



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Teamwork	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm ok at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this!
Listens and is Receptive to Others	Easily distracted and attention is focused on other movement/noises within room.	Receptive to new information and is able to give information clearly to people who need it.	Demonstrates active listening skills and responds appropriately to new information.	Strong active listening skills. Able to clearly identify main areas of focus. Delivers precise and concrete feedback. Gives specific follow up information.
Participation/Initiative (Contributing ideas to group, following directions, cooperative)	Does not answer questions or offer suggestions when group is asked to contribute. Works independently without sharing or consulting others.	Answers questions and/or offers suggestions, though suggestions may not always be directly related to the topic. Works collaboratively when asked. Follows directions.	Answers questions and offers reasonable suggestions. Sometimes seeks out peers to help solve problems. Adds value to most group interactions.	Seeks out peers to solve problems. Answers other people's questions. Frequently contributes to conversations and encourages others to do the same. Adds value to every group.
Communication	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm ok at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this!
Oral Communication Vocal expressiveness <i>Annunciation</i> <i>Articulation</i> <i>Confidence</i>	Is obviously anxious; Cannot be heard; Mumbles - does not speak clearly, filler words such as "um, ah" are used very frequently.	Occasionally seems uncomfortable; Audience occasionally has trouble hearing him/her; Speaks somewhat clearly, several filler words are used.	Is clearly comfortable in front of a group; Can be heard by all; Speaks clearly, a few filler words are used.	Demonstrates command of material using proper breathing techniques – is able to project in a large space; Is extremely articulate, no excessive use of filler words.
Physical Communication <i>Eye Contact</i> Body language	Eye contact is rarely made, eyes are frequently focused on the floor, arms are crossed, and body is slouched.	Body is open and eye contact is made when presenting, performing or answering questions; arms and hands are sometimes expressive;	Eye contact is made in most circumstances; hands are appropriate and expressive; body is open and posture is good.	Eye contact is always made. Body is open and expressive. Posture and expressions change based on the mood or the goals of conversation.
Critical Thinking	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm ok at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this!
Problem solving; Decision-making; Processing Information	Takes no interest in or removes self from a situation that involves making a decision.	Tries to understand the problem by listening; may ask a question for more information; may offer solutions that aren't completely thought through.	Listens and asks questions; evaluates information and presents solutions though they may not be completely thought through.	Listens when there is a problem, asks questions, and thoroughly considers several solutions to a problem; is able to choose a good or the best solution and implement the decision.
Work skills	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm ok at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this!
Work Readiness	Does not come prepared; is frequently late or absent; does not choose appropriate attire.	Comes prepared; is rarely late or absent; attire is appropriate.	Comes prepared and eager to work; is always on time and present; attire is professional.	Comes prepared and plans for contingencies; is usually a few minutes early; attire is professional and one-step above the requirement.



DigitalConnectors

COMCAST DIGITAL CONNECTORS POST-PROGRAM TECHNOLOGY ASSESSMENT

Digital Connectors' Name: _____

Program Name: _____ Instructor name: _____

Program Location: _____ Program Cycle Date: _____

Date of Post-Assessment Completion: _____

Please check the statement that best describes your knowledge in each area. Only one answer per question.

Skill	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm okay at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this!
Basic Computer Skills (Microsoft Windows) <ul style="list-style-type: none"> ● File management ● Basic operation ● Saving files ● Locating files ● Printing ● Burning files on CD ● Email & internet ● Attaching Documents to Email ● Determine network connectivity ● Set up a new computer 	Cannot use software at all.	I can open & save files, print documents, set up an email account and send emails, use the internet	I can open & save files, print documents, set up an email account and send emails, use all the major search engines on the internet, attach documents to emails, saves files on a floppy disk, save files to hard drive (c drive)	I can open & save files, print documents, set up an email account and send emails, attach documents to emails, saves files on a floppy disk, save files to hard drive (c drive), locate missing files, burn files to CD, run defrag, set up scan disk, determine LAN connection or wireless network availability, set up a new computer.
MS Office <ul style="list-style-type: none"> ● Word ● PowerPoint ● Excel ● Outlook 	I can type a basic document in Word, but I don't know how to format.	I can type a document in Word, change fonts, do basic formatting, copy and paste, use templates, i.e. resumes. I can make a basic presentation using PowerPoint.	I can type a document in Word, change fonts, do advanced formatting, copy and paste, use templates, i.e. resumes. I can make a presentation using PowerPoint that includes animations and slide transition effects. I can also do basic spreadsheets with formulas in Excel.	I can type a document in Word, change fonts, do advanced formatting, copy and paste, use templates, i.e. resumes. I can make a presentation using PowerPoint that includes animations and slide transition effects. I can also do basic spreadsheets with formulas in Excel. I also know how to use Outlook to keep a calendar, tasks lists and contacts.



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<p>Free Software Acquisition & Installation</p> <ul style="list-style-type: none"> ● Open Office ● Adobe Reader ● WinZip ● Windows Defender ● SpyBot ● Ad-Aware ● Virus protection 	<p>I have opened documents in Adobe Reader, but never installed anything.</p>	<p>I have opened documents in Adobe Reader, but never installed anything. I have also opened documents from emails or download in WinZip. I have also gone to the Adobe & WinZip website and downloaded their software in order to open PDF's of ZIP files.</p>	<p>I have opened documents in Adobe Reader, but never installed anything. I have also opened documents from emails or download in WinZip. I have also gone to the Adobe & WinZip website and downloaded their software in order to open PDF's of ZIP files. I've also used Open Office, Windows Defender, SpyBot & Ad Aware.</p>	<p>I have opened documents in Adobe Reader, but never installed anything. I have also opened documents from emails or download in WinZip. I have also gone to the Adobe & WinZip website and downloaded their software in order to open PDF's of ZIP files. I've also used Open Office, Windows Defender, SpyBot, Ad Aware. I can also find open source software such as Open Office, SpyBot on the internet and download. I also know how to use Virus protection software.</p>
<p>Multi Media Software Proficiency</p> <ul style="list-style-type: none"> ● Windows Picture viewer ● Unloading pictures to computer ● Windows Media Player ● Burning Audio & Picture Files to CD 	<p>I can play music CD's on the computer, but I do not know how to upload pictures from a camera or burn files on to a CD.</p>	<p>I can play music CD's on the computer, and burn a music CD. I also know how to burn a CD with other types of files. But I do not know how to upload pictures from a camera.</p>	<p>I can play music CD's on the computer, and burn a music CD. I also know how to burn a CD with other types of files. I can also upload pictures from a camera.</p>	<p>I can play music CD's on the computer, and burn a music CD. I also know how to burn a CD with other types of files. I can also upload pictures from a camera. I can set up a slide show of pictures as a screensaver. I know how to make a Photo CD with a slideshow. I know how to email pictures.</p>
<p>Video editing (Software) Proficiency</p> <ul style="list-style-type: none"> ● Windows Movie Maker 	<p>Cannot use software at all. Cannot import clips from camera onto computer.</p>	<p>Can import clips from camera, can assemble a single-video track timeline from clips.</p>	<p>Can import clips effectively; export to DVD or CD video file; can assemble a multiple-video track timeline. Can add/ import music to project.</p>	<p>Can import clips effectively; export to DVD or CD video file; can assemble a multiple-video track timeline. Can add/ import music to project. Can create titles and credits.</p>
<p>Teamwork</p>	<p><input type="checkbox"/> I need a lot of work on this</p>	<p><input type="checkbox"/> I'm ok at this</p>	<p><input type="checkbox"/> I'm good at this</p>	<p><input type="checkbox"/> I'm great at this!</p>
<p>Listens and is Receptive to Others</p>	<p>Easily distracted and attention is focused on other movement/noises within room.</p>	<p>Receptive to new information and is able to give information clearly to people who need it.</p>	<p>Demonstrates active listening skills and responds appropriately to new information.</p>	<p>Strong active listening skills. Able to clearly identify main areas of focus. Delivers precise and concrete feedback. Gives specific follow up information.</p>
<p>Participation/Initiative (Contributing ideas to group, following directions, cooperative)</p>	<p>Does not answer questions or offer suggestions when group is asked to contribute. Works independently without sharing or consulting others.</p>	<p>Answers questions and/or offers suggestions, though suggestions may not always be directly related to the topic. Works collaboratively when asked.</p>	<p>Answers questions and offers reasonable suggestions. Sometimes seeks out peers to help solve problems. Adds value to most group interactions.</p>	<p>Seeks out peers to solve problems. Answers other people's questions. Frequently contributes to conversations and encourages others to do the same. Adds value to every group.</p>

Comcast Digital Connectors Student Enrollment Packet

Communication	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm ok at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this!
Oral Communication Vocal expressiveness <i>Annunciation</i> <i>Articulation</i> <i>Confidence</i>	Is obviously anxious; Cannot be heard; Mumbles - does not speak clearly, filler words such as "um, ah" are used very frequently.	Occasionally seems uncomfortable; Audience occasionally has trouble hearing him/her; Speaks somewhat clearly, several filler words are used.	Is clearly comfortable in front of a group; Can be heard by all; Speaks clearly, a few filler words are used.	Demonstrates command of material using proper breathing techniques – is able to project in a large space; Is extremely articulate, no excessive use of filler words.
Physical Communication <i>Eye Contact</i> Body language	Eye contact is rarely made, eyes are frequently focused on the floor, arms are crossed, and body is slouched.	Body is open and eye contact is made when presenting, performing or answering questions; arms and hands are sometimes expressive;	Eye contact is made in most circumstances; hands are appropriate and expressive; body is open and posture is good.	Eye contact is always made. Body is open and expressive. Posture and expressions change based on the mood or the goals of conversation.
Critical Thinking	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm ok at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this!
Problem solving; Decision-making; Processing Information	Takes no interest in or removes self from a situation that involves making a decision.	Tries to understand the problem by listening; may ask a question for more information; may offer solutions that aren't completely thought through.	Listens and asks questions; evaluates information and presents solutions though they may not be completely thought through.	Listens when there is a problem, asks questions, and thoroughly considers several solutions to a problem; is able to choose a good or the best solution and implement the decision.
Work skills	<input type="checkbox"/> I need a lot of work on this	<input type="checkbox"/> I'm ok at this	<input type="checkbox"/> I'm good at this	<input type="checkbox"/> I'm great at this!
Work Readiness	Does not come prepared; is frequently late or absent; does not choose appropriate attire.	Comes prepared; is rarely late or absent; attire is appropriate.	Comes prepared and eager to work; is always on time and present; attire is professional.	Comes prepared and plans for contingencies; is usually a few minutes early; attire is professional and one-step above the requirement.

PRIVACY NOTIFICATION STATEMENT

One Economy Corporation, Comcast Corporation and Affiliate Partner maintains strict confidentiality and privacy practices to safeguard your personal information. By submitting an application you will provide personally identifiable information including, but not limited to your name, address, social security number, telephone number and student identification number. The information you provide will be used for the sole purpose of processing your application. If accepted into a stipend based or internship program, your information will be used to process stipends and wages. **One Economy Corporation, Comcast Corporation and Affiliate Partner** will restrict access to your information to only those who have a business reason to know your information, unless required by law.