

## **Content Architecture Internship with Ictect, Inc.**

May 16, 2014

Ictect is offering teams of students from partnered institutions the opportunity to gain hands-on learning experience through an internship in the content architecture field. Students will work with Ictect's content architects on their institution's internal documents to understand and develop a content architecture related to specifically identified documents.

We are looking for students from the Information Technology, Business Administration, Professional/Technical Communication, and/or Office Professional, areas to work together mentored by Ictect professionals.

The project team is expected to meet regularly with designated professionals at the institution and the Ictect mentor throughout the project to:

- Review learning materials on XML, XML Schema (XSD), XSL, X/HTML, CSS, and mobile presentation formats
- Understand the current process for preparation and management of identified documents at the institution.
- Understand the factors (legal, regulatory, financial, and internal) that drive the incorporation of specific data elements, structure, formatting, and language into the identified documents
- Discuss and present the current (as-is) and possible future (to-be) processes for document preparation
- Prepare and present a project report

The overall project scope and specific responsibilities of individual team members will be defined based on both the size and composition of the project team, and the content architecture challenges posed by the institution's own identified documents, processes, and information management needs. The goal is to draw upon the collective talents and prior educational achievements of the students involved to best further their individual educational development, while providing an accurate introduction to a career in a field which requires solutions responsive to the information needs of the client/employer.

A potential breakdown of project responsibilities among a team drawn from all of the academic areas mentioned above follows, it can easily be adapted to teams made up of students from any combination or any one of these areas:

### Information Technology

- Learn about XML, XML Schema (XSD), XSL, X/HTML, CSS, and mobile presentation formats
- Analyze and understand the current process for preparation and management of identified documents at the institution
- Present content architecture alternatives/solutions to the stakeholders
- Work with Ictect mentor and assigned Ictect staff to develop XML schema and conversion definitions

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- Work with Ictect mentor, assigned Ictect staff, and designated personnel at the institution, to review and refine XML schema and conversion definitions
  - Work with Ictect mentor and assigned Ictect staff to develop stylesheets and additional artifacts
  - Work with Ictect mentor, assigned Ictect staff, and designated professionals at the institution, to review and refine stylesheets and presentations

#### Business Administration

- Learn about XML, XML Schema (XSD), XSL, X/HTML, CSS, and mobile presentation formats
- Analyze and understand the current process for preparation and management of identified documents at the institution
- Understand and develop style/rule guide for document preparation for identified input documents
- Understand and develop formatting guidelines for output in required print and digital formats
- Present content architecture alternatives/solutions to the stakeholders
- Work with Ictect mentor and assigned Ictect staff to develop XML schema and conversion definitions
- Work with Ictect mentor, assigned Ictect staff, and designated personnel at the institution, to review and refine XML schema and conversion definitions

#### Professional/Technical Communication

- Learn about XML, XML Schema (XSD), XSL, X/HTML, CSS, and mobile presentation formats
- Analyze and understand the current process for preparation and management of identified documents at the institution
- Understand and develop formatting guidelines for output in required print and digital formats
- Present content architecture alternatives/solutions to the stakeholders
- Work with Ictect mentor and assigned Ictect staff to develop stylesheets and additional artifacts
- Format and present the documents in required output formats/presentations
- Work with Ictect mentor, assigned Ictect staff, and designated professionals at the institution, to review and refine stylesheets and presentations

#### Office Professional

- Learn about XML, XML Schema (XSD), XSL, X/HTML, CSS, and mobile presentation formats
- Analyze and understand the current process for preparation and management of identified documents at the institution
- Understand and develop style/rule guide for document preparation for identified input documents
- Present content architecture alternatives/solutions to the stakeholders
- Utilize Ictect's tagging technology for the identified input documents
- Perform a final production run, processing identified documents from input to completed product output in all required print and digital formats

Each student will be expected to spend between 6 to 10 hours per week on this project throughout the semester. Meetings with the Ictect mentor will take place at the institution and/or remotely via video and web conference.