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Friday, 08 November 2002

Josefin Lindberg and Sofia Sundström
Tärnvägen 1
239 42 Falsterbo
SWEDEN

Dear Josefin Lindberg and Sofia Sundström :

Internship at the University of the Western Cape

As Executive Director, Information and Communication Services, I am very pleased to formally invite you as interns in UWC's Teaching and Learning Technologies Unit (TLTU) during the first semester of 2003.

The internship is offered between 1 February and 30 June 2003 and you will be reporting to Karolina O'Donoghue, Director of TLTU, during this period.

As you know UWC has recently established an undergraduate course in Film and Media Studies and a postgraduate programme in Internet Journalism and Web publishing. At the same time, we are in the process of modernizing our Audiovisual Services (AVS) unit to enable them to deliver cutting edge services, integrating audiovisual with online services. With your background and skills, I believe that you will be ideally placed to assist in creating synergy among these new and exciting projects. I always try to articulate a vision by using a story that illustrate what someone should be able to do as an outcome of the strategy or vision. We have a fictional character, Thandi, that we use for this purpose and I will send you the Audiovisual Thandi story shortly.

Some of the projects that may be assigned to you include the following:

- ? training and transfer of skills and knowledge in the various student and staff computer laboratories on campus, with a particular focus on web-audiovisual integration;
- ? consultations with academic staff to develop educational multimedia material;
- ? consultations with academic staff to develop web sites;
- ? work with one academic department (e.g. history) within the broad frame work of Open Content
- ? help develop a training programme of short courses.

UWC will provide you with your own office space and computer. For some of your work you may be paid at the standard UWC work-study student rates, but please note

Check out KEWL, our Open Source online learning system <http://kewl.uwc.ac.za>

that work-study does not provide a market-related salary and is designed to help students fund their studies.

We are very pleased that you are coming to UWC and look forward to a creative period of collaboration with you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Derek Keats', with a stylized flourish at the end.

Prof. Derek Keats