

STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission:

Form Updated: 8/20/13

1. Submitter must obtain all required information from the desired vendor(s). An official quote from the vendor must be attached.
2. Only one request per Request Form. This request must be reviewed, approved, and submitted by the requesting program's Department Chair.
3. The Dept. Chair may email this request to the Tech Fee Director. *Since some departments will have multiple requests, please rename request in the following format: Dept # (rank, 1 being the highest priority) and a brief title*

Dept. making request:	Social Work	Requesting Faculty:	Megan Petra	Date Submitted:	10/10/14
IMPORTANT: Attach an official quote from the vendor.					

List one item OR group (for use as a "package") per page.

Item Name	Vendor info. (name, address, Web site URL, phone #, email, etc.)	Part or Model #	Cost (each)	Qty	Total
Olympus DM-620 digital audio recorder	CDW Government 230 N. Milwaukee Ave. Vernon Hills, IL 60061 CDWG.com 800-594-4239	DM-620	\$135.18	40	\$5,407.20
Course(s) where item(s) will be used	SOCW 2010, 3210, 3220, 3230, 3300, 3410, 3420, 5010, 5210, 5220, 5330, 6030, 6040	Expected life of product (years)	~5-8 years	# Students Impacted per Year	320
Location equipment or software will be used/stored	Used: off-campus. Stored: Student Computing Services office in HHS building, main campus	Will Tech Fee funds be needed for annual renewals or maintenance?	No, unless rechargeable batteries require replacement.		
<p>Provide a brief description of the technology requested*: the Olympus DM-620 is a digital audio recorder which can record in MP3, WMA, or WAV formats. The resulting files can be played back for transcription or saved to a computer or other storage device. This device is compatible with PC or OS-X operating systems. It runs on two AAA batteries or DC5V adaptor. It features 4 GB internal memory, expandable via a micro SD slot. It also has a USB port. Audio is played back at variable speeds on the speaker or via a microphone jack.</p>					
<p>Briefly describe how the technology will be used (function)*: Interviewing is a crucial skill for social work students to develop. The digital audio recorders will be used by students to record interviews and other such off-campus assignments. These assignments typically require students either to write a detailed summary of the interview or interaction, or to turn in a word-for-word transcript. Because the interviews are to be conducted out in the community, it is not possible for the students to use the recording equipment in the interview room located on campus in the social work program building (Health & Human Services). Classes across the social work curriculum at the undergraduate and graduate levels typically require such off-campus assignments: Survey of the Social Work Profession (SOCW 2010), Research Methods (SOCW 3410, 3420, 5010, 6030, 6040), Human Behavior in the Social Environment (SOCW 3210, 3220, 3230, 5210, 5220), Social Policy and Legislation (SOCW 3300, 5330), and Advanced Assessment (SOCW 6140). Forty recorders are requested so that an entire class can be conducting interviews at the same time (in the student union or on the mall, for instance) during class time.</p>					
<p>Provide a rationale that Tech Fee funds are appropriate for this request*: The social work program does not have audio recording technology available to students to use for off-campus interview-type assignments. If students and instructors were able to listen to recordings of the interviews, they could offer enhanced feedback to the person who conducted the interview. Additionally, transcripts or detailed summaries of the interviews could later be used for content analysis purposes. While some smart phones and other devices are capable of recording live audio, not every student is fortunate enough to afford such devices. Moreover, there is no guarantee that files created by student-owned devices would be compatible across computer operating systems. Because these Olympus DM-620 digital audio recorders would be used by students to enhance their learning, it is appropriate that Tech Fee funds be used to purchase these digital audio recorders.</p>					

*Keep in mind that the committee members come from a variety of educational backgrounds and may not be familiar with department specific language. Please use concise, common terminology so that committee members reviewing this form will be able to fully understand the request.

- If you are submitting a request for computers, printers, scanners or software, you must consult with College Computing and the technology staff, to acquire a quote and to make sure that this equipment/software is supported by UT and compatible with existing technology.



SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
FQLV780	125124	10/9/2014

BILL TO:
 UNIVERSITY OF TOLEDO
 2801 W. BANCROFT ST.

SHIP TO:
 UNIVERSITY OF TOLEDO
 2801 W. BANCROFT ST.

Accounts Payable
 TOLEDO , OH 43606-3390

TOLEDO , OH 43606-3390
 Contact: KYLE
 PARSONS 419.530.4750

Customer Phone #419.530.2593

Customer P.O. # FQLV780 QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
ERIC SCHMITT 877.525.1570		FEDEX Ground	MasterCard/Visa Govt	34-6401483
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
40	2393528	OLYMPUS DM-620 4GB DIGITAL RECORDER Mfg#: 142665 Contract: Ohio IUC-PG UN11-007	135.18	5,407.20
SUBTOTAL				5,407.20
FREIGHT				0.00
TAX				0.00

US Currency

TOTAL 5,407.20

CDW Government
 230 North Milwaukee Ave.
 Vernon Hills, IL 60061

Fax: 847.371.3226

Please remit payment to:
 CDW Government
 75 Remittance Drive
 Suite 1515
 Chicago, IL 60675-1515