

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:	SPHECE	Requesting Faculty:	Snejana Slantcheva-Durst	Date Submitted:	3/20/2015
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
Sony Alpha a6000 Interchangeable Lens Camera with 16-50mm Power Zoom Lens	Amazon.com: http://www.amazon.com/Sony-Alpha-Interchangeable-Camera-16-50mm/dp/B00I8BICB2/ref=sr_1_1?ie=UTF8&qid=1426788858&sr=8-1&keywords=Sony+Alpha+a6000+Mirrorless	Alpha a6000	\$698 and Free Shipping	1	\$698
Course(s) where item(s) will be used	Intern'l Summer Leadership Academy, HED 6120, HED 8120, HED 8850, HED 8940; HED 6940; HED 8030.	Expected life of product (years)	10	# Students Impacted per Year	40
Location equipment or software will be used/stored	HHS 3100 – Russell Center	Will Tech Fee funds be needed for annual renewals or maintenance?	No		
Provide a brief description of the technology requested*: Digital camera, 24 mp, small and light to carry.					
Briefly describe how the technology will be used (function)*: We will use the camera during the International Summer Leadership Academy, the International Higher Education class, the Critical Issues in Higher Education class, and the Federal and State Policy class to capture and record meetings, class sessions, presentations and lectures, social events, and cultural activities during the study fields in Europe, China, Washington DC, and Columbus. Pictures and videos will be used in classes, during workshops on internationalization and on policy issues, and for building the archival record of the international study trips. In addition, the camera will be used during the Master's Practicum Seminar and the PhD Internship to record events from practicum and internship sites, presentations before professional teams, college supervisors, and associations, and to build the archival record of the practicums and internships.					
Provide a rationale that Tech Fee funds are appropriate for this request*: The camera will be used during classes, educational field trips, and professional internship projects for educational purposes and for the students in the Higher Education Program.					

***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.