

STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission:

Form Updated: 9/05/17

1. Submitter must obtain required information from vendor(s). An official quote from the vendor must be attached. No website screen shots
2. This request must be reviewed, approved, and submitted by the requesting program's School Chair.
3. The School Chair may email this request to the Tech Fee Director. *Since some schools will have multiple requests, please rename request PDF files in the following format: Schoolname# (rank, 1 being the highest priority) example - SocialJustice1, SocialJustice2, etc. Please submit as one PDF file*

Dept. making request:		Requesting Faculty:		Date Submitted:	
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
Course(s) where item(s) will be used		Expected life of product (years)		# Students Impacted per Year	
Location equipment or software will be used/stored		Will Tech Fee needed for annual renewal or maintenance? What is the annual cost?			
Provide a brief description of the technology requested*:					
Briefly describe how the technology will be used (function)*:					
Provide a rationale that Tech Fee funds are appropriate for this request*:					

***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.



January 29, 2018

Cindy Bouillon
Physical Therapy Department
The University of Toledo

Subject: Simulation Quote Utilizing Standardized Patients and the Hillebrand Clinical Skills Center

Dear Cindy:

You have requested a 30 minute encounter with 5 minutes in-between for 26 students in the Physical Therapy department. This will require my hiring six standardized patients for approximately 6 hours. The standardized patients receive \$14.00 per hour for their services. The standardized patients will need to be trained prior to their simulation and this is included in the 6 hour time frame. New cases and checklists will be developed.

The cost for this service will be approximately \$550.00 – sometimes the time frame varies slightly. Everything will be digitally recorded and a brief training will be required of staff in your department so you understand how to score and review the recordings.

We look forward to working with you and your students. Please let me know if you have any questions.

Very truly yours,

Judy Riggle, Director
Hillebrand Clinical Skills Center

RUTH M. HILLEBRAND CLINICAL SKILLS CENTER

Judy Riggle, Director

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