

Student Technology Fee Request Form (revised 2/2010)

Request may not exceed 3 single spaced pages of 12 point type.

Longer requests or smaller point type will not be considered.

Please submit the completed form electronically by Tuesday, February 16, 2010 to Joan Geritano (joang@brooklyn.cuny.edu). Late submissions will not be considered.

Name of faculty/staff submitting request:

Name of Chairperson:

Department:

- 1) Description of proposed expenditure/project (remember to ask IT for a proper estimate for equipment):

- 2) How many students will be served through the funding of this project?

- 3a) If you are requesting money for a lab, please indicate how many hours per week the lab will be open.

- 3b) Lab technicians are not covered by the STF. Who will supervise the lab? If this is an extra expense, how will you cover it?

- 4) What are the objectives of your project? How will you assess student outcomes?

- 5) How will your request have a direct impact on student learning?

- 6) Will any renovation or additional furniture be required to support the technology you are requesting? _____ yes _____ no. If so, what funds have you or your department set aside to cover these costs?

- 7) Requests for software must simultaneously go through the new Software Acquisition Process (<http://www.brooklyn.cuny.edu/bc/pubs/roundt/>).