



Student Technology Center

Western Washington University

Service Request Form

121 Haggard Hall, MS 9065

360.650.4300

techcenter@wwu.edu

Please let us know how we can assist you and your students to incorporate technology into your curriculum and encourage exploration and advancement of learning through technology. All of the services below can be customized to meet your specific needs. If your request is not class related or requires more than the amounts listed bellow please let us know. We will need a department budget code to offset the additional cost.

You can also submit requests using our online Faculty Request Form at www.wwu.edu/techcenter/faculty.

Faculty Name: _____

Date: _____

Email: _____

Phone: _____

Course Subject, Number and Title: _____

Number Enrolled: _____

Please check items you'd like to schedule. You will be contacted to verify and confirm all requests.

<p>Technology Orientations</p> <p><input type="checkbox"/> Tech Center Tour – 15 minutes</p> <p><input type="checkbox"/> WWU Technology Resources Orientation 15 minutes in your classroom</p> <p><input type="checkbox"/> Tech Center Intro 5 minutes in your classroom</p>	<p>Curricular Software Support</p> <p><input type="checkbox"/> Demonstration in class</p> <p><input type="checkbox"/> Customized Tutoring</p> <p><input type="checkbox"/> Hands-On Workshop during class</p> <p><input type="checkbox"/> Hands-On Workshop outside of class</p>
<p>Color Printing</p> <p><input type="checkbox"/> printing up to 10 color copies for an assignment.</p> <p><input type="checkbox"/> poster printing (11"x 13" up to 30" x 40")</p>	<p>Equipment Loan</p> <p><input type="checkbox"/> Portable hard drives for video projects</p>

To help us prepare to best assist you and your students, please let us know:

- your technology objectives for your students
- preferred dates/times for services
- relevant assignments and due dates

Faculty Signature: _____

STC Use Only: Confirmed _____

Term: _____

Staff: _____

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Information for Faculty

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The Student Technology Center, proposed by students and funded by Student Technology Fees, is dedicated to the principal of students helping students with technology. Communication with faculty is essential to the success of our mission of assisting students in ways that aid their academic pursuits. We encourage faculty involvement in helping to define technology services that will advance curricular goals.

Please let us know how the services listed below, or any other services, can assist you and your students. You can return the accompanying request form, use our online Faculty Request Form at www.wwu.edu/techcenter/faculty, or contact us by phone or email.

Instructional Services

- **Tech Center Tour** - a fifteen minute tour of the Student Technology Center including campus technology resources. This is usually the best way to introduce students to Tech Center services.
- **WWU Technology Resources Orientation** - a fifteen minute presentation in your classroom highlighting a variety of technology services available to WWU students
- **Tech Center Intro** - a five minute presentation in your classroom introducing Tech Center Services
- **In-class technology demonstrations** on topics such as creating a PowerPoint slide show, publishing web pages, making Excel charts or creating an academic poster
- **Customized hands-on technology workshops** during class time or outside of class time designed to prepare students to be successful with technology components in assignments

Technology Resources for Students

- **Technology Tutors** – student staff with technology expertise, excellent communication skills and a customer service priority
- **Technology Workshops** – 80 minute workshops on a variety of technology topics. Student registration is available through MyWestern. Workshops can be customized to be course-specific.
- **Scanners** • **Video Editing Stations** • **Video Conversion Resources**
- **CD/DVD Burning** • **Resource Library** • **2 hour laptop checkout (new)**
- **Color Printing** (quotas below can be exceeded for academic purposes at instructor request)
 - 2 8.5" x 11" pages per day
 - 10 photo pages per quarter (8.5" x 11" or equivalent) - student provides photo paper
 - 5 poster printing – up to five 11" x 17" or 13" x 19" pages per quarter
 - Poster printing – up to 40" x 60" per quarter at instructor request

Software Supported

Microsoft Office: Word, Excel, PowerPoint, Publisher, FrontPage, Access; **Adobe:** Photoshop, InDesign, Illustrator, Premiere; **Macromedia:** Dreamweaver, Flash; **Apple:** iMovie, FinalCut Pro and more!