UNIVERSITY of WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: `2020-02-27 16:08:03`   Date Due: `2020-02-28 17:00:00`   Date Submitted: `2020-02-27 17:02:15`

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: `Career Development - Student Use Laptop/Tablet`

Request Description: `Requesting 2 laptops/tablets to be used in working with other students`

ALLOCATION REQUEST INFORMATION

Department Name: `Career Development & Education`   Request Code: `20A0243`

Contact Names: `Dawn Williams`   UW Tacoma Affiliation: `Staff`

UWT Email Address: `dawnw1@uw.edu`   Phone Number: `253.692.4835`

Title of Request: `Career Development - Student Use Laptop/Tablet`   Type of Request: `One Time`

Department Head Approval: ✔   Department Head: `Amanda Figueroa`

Annual Request Information

1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?

We are requesting funding for 2 laptops/tablets to be used by our student Career Prep Consultants as they are workiing with other students and in providing assistance to students online via Handshake.

Tablets are needed for:

- Assisting students with career development content outside of the Career Development office. We currently offer drop-ins at the TLC and plan to offer remote evening hours in 2020-21.
- Checking in students for Career Development events
- Flexibility when more than one CPC is scheduled due to limited office space

2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

The student staff (CPCs) benefit by having the resources needed to perform their job. Students who seek assistance from career development will benefit because our services will be more flexible in location and will also be accessible for some evening remote "drop in" appointments. We will also be able to schedule more than one student staff at one time so response times to drop-ins and online resume reviews will be faster.

3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

Student staff in Career Development will have access to the tablets; but that access will also benefit other students by improved service.

4. Timeline: Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.

We would like to purchase the tablets by the beginning of Fall quarter so we can begin expanded hours and services at the beginning of the academic year.

5. Resources/Budget: Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.

Professional staff will spend several hours a week supervising the students who use the laptops and provide training to help them.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Tablet/Laptop	2	$1,250.00	$0.00	$0.00	$2,500.00
				OVERALL TOTAL:	$2,500.00