Minnesota West Additional Computer Request Form

NAME: ____________________________

Minnesota West assigns each full-time employee one computing device.

Having multiple devices per individual is not considered appropriate use of technology funds, unless there is a specific rationale for having more than one device. Check appropriate box or boxes for rationale of your request for a mobile computer:

☐ Teaching multiple online courses for three consecutive semesters
☐ Teaching assignment requires mobile teaching needs
☐ Consistently teaching blended online and campus-based courses each semester
☐ Other reason/justification:________________________________________________________

Choose the type of mobile device you prefer:

☐ Laptop Computer
☐ Tablet Computer
  ☐ IPad
  ☐ Surface
  ☐ Surface Pro with docking station (note that this can replace a desktop – has enough computer power)
☐ Other device (please specify):________________________________________________________

Explain how this additional computer will assist you in teaching, improve student learning, directly impact students, etc. (attach additional document if needed):

__________________________________________________________________________________
__________________________________________________________________________________

Approvals:

☐ Approved
☐ Not Approved

Supervisor: ____________________________ Date: _________________

Supervisor Comments:
__________________________________________________________________________________
__________________________________________________________________________________

☐ Approved
☐ Not Approved

Dean of Institutional Effectiveness (CIO): ____________________________ Date: _________________

Dean Comments:
__________________________________________________________________________________
__________________________________________________________________________________

10/22/18