

**Proposal for
Requesting use of the Advanced Classroom Technology (ACT) Laboratory**

(Note: Approval for room use will be granted one semester at a time)

Faculty Name: _____

Semester You Are Requesting to Use this Laboratory: _____

Course Name: (Course Call Number and Course ID) _____

Course Description: (Give a brief description of the course that you would like to teach in this classroom)

Tentative number of Students in the Course: _____

Proposal: (Include the following):

- Provide an outline stating how you will implement an innovative pedagogical and technology-based instructional approach in the ACT.
- Describe how classroom equipment will be used.
- Describe course learning outcomes that will be better achieved using this room versus a standard master classroom.
- Describe how you will evaluate the use of technology found in this room versus not using technology or using technology found in other master classrooms.
- Estimate the amount of time you will be using the advanced technologies found in this master classroom. (70 – 80%, 81 – 90%, or 91 – 100% of course time)

If my proposal is accepted I agree to schedule a training session for this master classroom with a member of the Faculty Instructional Technology Center staff.

Signature: _____

Date: _____

Proposal evaluation criteria (for committee use only)

Proposal Evaluation Criteria:

- Did the instructor provide an outline stating how one or more of the pedagogical principals listed earlier in this document will be implemented?
- Did the instructor fully describe how classroom equipment will be used and the rational for its use?
- Did the instructor describe course learning outcomes that will be better achieved using this room versus a standard master classroom?
- Did the instructor describe how he/she will evaluate the use of technology found in this room versus not using technology or using technology found in other master classrooms?
- Did the instructor estimate the amount of time he/she will be using the advanced technologies found in this master classroom.
- What percentage of course time did he/she indicate? (70 – 80%, 81 – 90%, or 91 – 100% of course time)
- Do you feel that the instructor will be fully using the technology in this room specifically to a degree higher than what he/she could accomplish in a regular master classroom?
- Do you feel that instructor has developed a use for this classroom that is unique within his/her discipline?