Instructional Development Center
Media Technology
Request for Services Form

return to Tom Corcoran, SCB 2315 • tom.corcoran@heartland.edu • x. 8427 • Fax: (309)268-7986

Name ____________________________ Date ____________________________

HCC email ____________________________ phone ____________________________

Description of assistance needed
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please include
• Context (course, program, area of college, etc.),
• Approx. # of students/faculty served,
• Type of media technology (audio, video, software),
• Specific aspects or tasks where help is needed
____________________________________________________________________

Specific aspects or tasks you are willing to do to complete the project
____________________________________________________________________
____________________________________________________________________

Date due* ____________________________________________________________

One-time request □
Ongoing effort □

Do you wish to learn more about this technology to become self-sufficient when similar efforts arise in the future?
Yes □
No □

Comments
____________________________________________________________________

Due to increased demand on Instructional Development Center personnel and resources this Request for Services Form has been developed.

*Please be aware that your requests will be assessed by the degree of direct connection to instruction, curriculum, and HCC faculty and students and will be handled in order with other requests in a timely manner.

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