

**College of Education**  
**Request for Equipment for Telework and Virtual Instruction**

**Directions: Answer the following questions as completely as possible. Submit completed form to department chair.**

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1. Please describe the current situation related to the equipment request. What specific needs do you have related to this equipment request? (e.g., I need noise-cancelling headphones because I am at home with a family of 6 and I cannot hear during my teaching/meetings. OR I need a hotspot because I cannot maintain a strong Internet connection due to the limits of my Internet package. OR I need a webcam to be able to record my class sessions.)

2. If you are asking for a replacement of equipment, what do you currently have and when was it purchased?