## þÿClassroom/Lab/Equipment Information & Approval Form

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| **HIGH SCHOOL - CAREER/TECHNICAL CENTER INFORMATION** |
| **Name of the Instructor: Date:**  **Name of Individual Completing Report (if different from Instructor): Name of High School or Career Center:**  **VU courses for which lab is being evaluated:** |
| **DESCRIPTION/ INFORMATION** |
| **Written description of your classroom/lab/equipment (note – if not provided, photos & classroom size may be requested). Please attach a separate sheet if needed to provide a comprehensive description:**  **Quantity of machinery, lab stations or lab tools and student/equipment ratio:**  **Brand, age, and condition of machinery, lab stations and/or equipment/tools:**  **Name & version of computer software used in classroom (if applicable):**  **Type of projects completed in the class/lab *(please attach detailed course syllabus)*:**  **Current textbook(s) or other classroom materials (please include title, author, ISBN #):**  **Number of students per lab station/equipment: Number of classroom contact hours each week:** |

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| ***FOR USE BY VINCENNES UNIVERSITY REPRESENTATIVE(S) ONLY:***  **Instructor's current syllabus attached with application. Yes No**  **Digital pictures of the classroom/lab/equipment submitted. Yes No N/A**  ***Comments:***  **Site visit by liaison to see classroom/lab/equipment required for final approval. Yes No N/A**  ***Comments:*** |
| ***Classroom/Lab/Equipment approved. Yes No More Information or Site Visit Needed*** |
| **If more information is needed for approval, please clarify (i.e. need pictures, need to speak with instructor for clarification, site visit required).**  **If denied – please provide reason and detailed description of requirements needed for approval:**  **Other Comments:** |

***\*A typed name below serves as an electronic signature when this report is sent from a VU email address.***

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**\*Faculty Liaison/VU representative signature VU Department Date**

***Note: A copy of this form must also be sent to the division dean.***