



STAR*In-Class Services Request Form

Student Technology Assistance and Resource Center
George Mason University
Johnson Center, Room 229, MSN 5E6
703-993-8990 FAX 703-993-3550

In-Class Support Activities and Lab Tours

The STAR center offers a variety of in-class and in-lab activities, which can be requested by faculty for current classes. Please make your request through the form below. Use a different form for each class requiring support activities. If you don't see what you need, please call 703-993-8990. (Taping and recording are for-fee services; contact STAR*Services for information and costs.) **We must have at least 2 weeks notice for scheduling in-class and in-lab events.** Completed forms may be faxed to 993-3550 or dropped off at the front desk at the STAR Center, 229 Johnson Center

PLEASE PRINT LEGIBLY!

Name: _____ **Department:** _____

E-Mail: _____ **Phone:** _____

Class: _____ **Class Day:** _____ **Class Time:** _____

Classroom: _____ **Number of Students** _____

Syllabus URL: _____

If your syllabus is not online, please fax to 993-3550 or mail to STAR Center, Mailstop 5E6

To Schedule an event, please select one of these options and fill out the appropriate box below:

- Information:** In-class information about STAR Center, the STAR labs and/or WebCT. Approximately 30 min. to 1 hour
- Workshop:** Request an in-class workshop; WebCT or other. Hands-on, approx 1-2 hours
- Demonstration:** Request a software demonstration; Web CT or other. Approx 1-2 hours
- Lab Tour:** Schedule a STAR labs tour

For Information:

Session Type: General Information Specific Lab

multimedia office applications

training opportunities WebCT

web authoring

Purpose: (Please be brief)

For Workshop:

Software _____

Purpose (Please be brief)

Date: _____ Time: _____

Alt Date: _____ Alt Time _____

For Demonstration:

Software _____

Purpose (Please be brief)

In your classroom In a STAR Lab

For Lab Tour:

Important: The STAR Center is made up of working labs, with extensive equipment and complex software applications. Lab tours do not include "hands-on" activities.

Number of Students: _____

STAR Lab: multimedia-graphics, audio, digital and analog video; desktop publishing; presentation/Media Resource Center

web*STAR: web site design, authoring and development

STAR*T: training opportunities

STAR*Works: office applications

Purpose: (Please be brief)

Thank you for contacting us about your class and its technology needs. Someone from STAR will contact you for details. If you have any questions before that, contact Marlys Shoup, STAR*T Supervisor, at 993-3371.