

# College of Education & Human Development

## edTPA Equipment Checkout Policy

---

CEHD faculty and students with a valid University of Montevallo I.D. may checkout available edTPA audio/visual equipment through Teacher Education Services. Supervisors may checkout equipment to lend to their interns, but the student is responsible for the safe return of the equipment. Please see the website for further information, <https://www.montevallo.edu/academics/colleges/college-of-education/teacher-education-services/internship/>

### Equipment Reservation

It is recommended that reservations be made **via email** for the equipment and made at least three (3) days prior to the pick-up date. Reserve equipment by contacting Christi Ellison at [celliso6@montevallo.edu](mailto:celliso6@montevallo.edu). Technology assistance will need to be scheduled by appointment with Jeremy Bryan, CEHD's System and Data Analyst, [jbryan1@montevallo.edu](mailto:jbryan1@montevallo.edu). You may schedule check out and technology assistance appointments consecutively.

**Equipment is limited to a seven (7) day checkout.**

### Check Out Procedures

Patron must sign an Equipment Checkout Form when picking up equipment. By signing the form, you agree that you understand the checkout policies and fee structure for lost, overdue, and/or damaged equipment. Batteries are not included with wireless mics. Wireless mics require two 9 volt batteries.

### Renewal of Equipment Check Out

If Patron needs to renew the equipment, please call or email Christi Ellison (TEP Program Assistant) at (205) 665-6352 or [celliso6@montevallo.edu](mailto:celliso6@montevallo.edu) to see if the equipment is available to renew.

### Check in Procedures

Patron must log out of all apps, download, and delete all videos and files from the iPad prior to returning the equipment. When equipment is returned, no back-up(s) will be saved. A signature is required when equipment is returned. Equipment must be checked in by a Teacher Education Services staff member. They will verify that the equipment is returned in good condition and that no accessories are missing.

### Late Check-In Violations

Equipment not returned by the scheduled check in time is considered late. Failure to return equipment at the approved time will result in the suspension of reservation privileges, unless otherwise approved by a Teacher Education Service staff member.

### Financial Penalties for Lost or Damaged Equipment

Persons checking out this equipment assume responsibility for exercising care to protect items from theft, loss, or damage and to return equipment as scheduled, regardless of who uses or is in possession of the equipment. The University of Montevallo holds borrower(s) financially accountable for the theft, loss, or damage of the equipment. The Dean of the College of Education will make the final determination of negligence and associated repair or replacement costs. Failure to reimburse Teacher Education Services for any lost or damaged equipment will result in a financial hold being placed on borrower's account.

Equipment Replacement Cost	Value
iPad case w/ mount	\$70.00
iPad case w/out mount	\$50.00
StarTech iPad Stand	\$60.00
JOBY mount (only) for iPad	\$40.00
JOBY mount w/ tripod for iPad Mini	\$30.00
JOBY mount w/ tripod for iPhone	\$20.00
Case/Bag	\$30.00
Wireless microphone	\$140.00
Tripod	\$30.00
iPad	\$480.00

## edTPA Equipment Checkout Form

Name: \_\_\_\_\_ Date Reservation Made: \_\_\_\_\_

UM ID: \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail: \_\_\_\_\_

School where equipment will be used: \_\_\_\_\_

Equipment to be picked up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Equipment to be returned Date: \_\_\_\_\_ Time: \_\_\_\_\_

Check all that apply	Equipment	Value	Inventory Number
	edTPA Kit (iPad, mount, tripod, mic)	\$750.00	
	iPad case w/ mount	\$70.00	
	iPad case w/out mount	\$50.00	
	StarTech iPad Stand	\$60.00	
	JOBY mount (only) for iPad	\$40.00	
	JOBY mount w/ tripod for iPad Mini	\$30.00	
	JOBY mount w/ tripod for iPhone	\$20.00	
	Case/Bag	\$30.00	
	Wireless microphone	\$140.00	
	Tripod	\$30.00	
	iPad	\$480.00	

I, \_\_\_\_\_, agree that I am responsible for all equipment that is checked out in my name and fully agree to adhere to the Teacher Education Services edTPA equipment check out policies found on the back of this form. I further understand the penalties associated with late, damaged or lost equipment.

**Student Signature at check out:** \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**TES Staff Signature at check out:** \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Student Signature at check in:** \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**TES Staff Signature at check in:** \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_