

## Fall 2023- Spring 2024 edTPA Policies and Procedures

**The edTPA checkout window for Fall 2022: September 5<sup>th</sup> – November 21<sup>st</sup>**

**The edTPA checkout window for Spring 2023: January 8<sup>th</sup> – March 8<sup>th</sup>**

### Policies and Procedures:

- Equipment checkouts are for 15 business days\*
- You must use the SignUp Genius link below or on the ITC website to reserve your equipment.
  - [Fall 2023/Spring 2024 EdTPA SignUpGenius](#)
  - You may only sign up for **one** slot on SignUp Genius at a time. If you have signed up for multiple pick up slots, they will be deleted.
  - Walk-in checkouts are not allowed.
  - If you do not pick up your equipment on the date you've signed up for on SignUp Genius, you will have **3 business days** before we re-shelve the equipment and you must sign up for a new date!
  - **If you pick up your equipment late, you do not get an extension on your due date. Your due date is 15 days from the date you signed up for on SignUp Genius!**
- Please bring your Student ID and make sure to have your WU number handy, we cannot check equipment out to you without these items.
- Please do not share the equipment, anything missing or damaged will be charged to your student account since you are the person who has signed the equipment out.
- All equipment is due back before we close on its due date to avoid late fees.
  - **ITC Hours are Monday-Thursday 8:30am-6:00pm and Friday 8:30am-4:00pm**
  - Hours may vary due to holidays and inclement weather so be mindful of those changes.
- Late fees are \$25/day and this does accrue over weekends.
- Late equipment fees, damaged equipment fees, and missing equipment fees must be paid in order to graduate or register for the next semester.

### Checking Out Equipment:

- Before your dates to record, you will need to come by the ITC (Withers 307) to pick up a set of equipment.
  - This includes: 1 camera set, 1 microphone set, and 1 tripod.

Camera Set Includes	Microphone Set Includes	Tripod Includes
1 HDMI Cable	1 Microphone	1 Tripod
1 USB Cable	1 Receiver	1 Boot/Mounting Plate
1 Canon Vixia Camcorder	1 Earbud	1 Bag
1 Battery	1 Audio Cable	
1 Power Charger	1 Wind Screen	
Optional: SD Card	2 Rechargeable AA Batteries	
1 Bag	1 Bag	

- You will need to come to the ITC a few days prior to your recording date to pick up equipment.
  - Sign up via SignUp Genius early to ensure you get equipment for when you need it!
  - You will also want to pick up equipment early so that you have time to practice with the equipment on your own.
- **Bring your Student ID, and make sure to know or have your WU Number available. We cannot check equipment out to you without these two things!**
- When you come into the ITC to get your equipment:
  - Fill out the highlighted areas of paperwork and give that to an ITC staff member. The ITC Staff member will then check out the equipment in our computer to you.
  - **PLEASE check your equipment to ensure it is working within 24 hours of pickup.**
    - If you find a piece of equipment is broken or missing within 24 hours of pickup, call or email us immediately!
    - If you do not notify us of the equipment being broken/missing within 24 hours of pickup, you are held liable for replacing it!

### Checking In Equipment:

- When bringing Equipment back, let a member of ITC Staff know your name.
- You will fill out your paperwork for check in.
- ITC Staff will direct you to place your equipment on the Return Equipment Cart.
  - If anything is damaged or missing, you will be notified of pending charges to your Winthrop Account.
  - These fees must be paid to graduate or register for future semesters.