

Penn State College of Education Website Request Form

Please answer the questions below. Then send this form to your Department Chair for review.

The Department Chair will then forward this to an Associate Dean for review. Once the Associate Dean approves it, (s)he will forward it to the Director of Communications in 264 Chambers Building.

1. How does this proposed Web site contribute to the mission and goals of the College?

2. Why should Penn State be involved with this Web site?

3. How will Penn State and the College of Education be represented on the site?

4. Where would you like to have this site hosted?

- As part of the College Web Content Management System within the College Web Site design
- On a College server, but with its own Web site design
- On a Penn State server, with psu.edu as part of the Web address
- On Sites At Penn State
- Other – Please explain:

Other comments on Web site hosting:

5. Who will write and edit content for this Web site?

6. Who will perform the coding and programming for this Web site?

7. What are the estimated costs associated with managing this site?

Start-up costs:

Annually recurring costs:

8. Where will the funds to support this Web site come from? (grant, operating budget, donations, private funds, faculty endowment, etc.)

9. How long will this funding source be available?

10. What are your plans for this Web site when or if this funding expires?

11. What special programming do you plan to use on the Web site? (Forms, Database, CMS, Flash, etc.)

12. Other comments regarding this request not included above? (optional)

Contact information

Name _____

Title _____

Department _____

Office address _____

Phone number _____

Email address _____