Letter of Responsibility
This form is to be used for all non-Business faculty members who will be teaching classes and using the technology in Clinton Hall and Devlin Hall which are under the direction of the Barton School of Business.

Please complete this form and have it signed by your respective College Department Chairs and bring it with you for your scheduled training which should be scheduled by calling the Barton School Help Desk at ext 4444.

Your signatures below indicate you and your Department take full responsibility for the technology being utilized in the classroom where you will be teaching.

Class:___________________________
Semester:________________________
Meeting Times:___________________
Building and Classroom:_______________________

Teachers Printed Name:_________________________ Phone:____________
Email:_______________________________________

Teachers Signature:___________________________ Date:_____________________

Department Chair’s Printed Name:___________________________
Chair’s Signature:___________________________ Date:_____________________

Trainers Name and Signature: ____________________________

Date /Completed:_____________________________

Upon completion of training and this form, a key will be issued to you.
At the end of your teaching semester, you will be required to turn back in this key.