

Merritt College DECT Captioning Request Form

The Distance Education Captioning and Transcription Grant (DECT) funds the captioning of videos for:

- Distance Education, ITV, and Online Classes
- Hybrid Classes (part distance part face-to-face)
- Regular face-to-face classes utilizing distance methods of content delivery as they evolve: (e.g., class capture, web conferencing, vodcasting, podcasting, content posted on a Learning Management System)
- Content to be posted to digital learning object repositories to make digitized content available for use by on-campus, face-to-face classes, hybrid classes, online classes, and other instructional delivery methods

Instructions:

- 1.) Please provide a separate form for each class.
- 2.) Send this completed form to Kathy Furlan (kathy.furlan@teleperformance.com) with copy to Lee Peevy (lpeevy@peralta.edu),
- 2.) Kathy will create your DECT quote and application, and return it to you for signature.

<p>Instructor: Email: Phone:</p>
<p>Course: Section Number: Semester: Anticipated Enrollment: Class Delivery Mode: Type of Media:</p> <p style="text-align: right; font-size: small;">(Distance Education, Hybrid, Online, Other...); (Audio, Video, PowerPoint, Animation, Other...);</p>

List of Videos to be Captioned:	Format	Runtime in Minutes	Notes
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Example: How to bake a pie *YouTube* *18*