

2011 Annual Report

Media
Development
Center



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Introduction

The Media Development Center is an integral part of the St. Olaf campus and inner-fuctionings. Working as a component part of the IIT department, the MDC specializes in design and digital editing and engages in tutorials with both students and staff.



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Staff

The student workers of the MDC are a multifaceted and diverse group with various media and technology related skills and interests.



Janet Collrin- a teaching consultant who supervises all staff of MDC. She has been with the MDC since 1990. She recieved her BFA from Central Michigan University and her MFA from the University of Minnesota.



Anthony Balbo- is an English major with a Film Studies concentration who will declare a Film Studies major once they make that into a real thing. He specializes in poster-making and video editing.



Allison Schedin- MDC Creative Director. Multimedia and Software Design major and Japan Studies concentrator. Specializes in QTVRs and posters.



Austin Martin- potential Animation major specializing in music/graphic production.



Connor Wray- a Physics and Economics major who enjoys spending time with all the beautiful new equipment in the MDC and specializes in film editing.



Erin Arnesen- English major and Media Studies concentrator who specializes in design and layout.



Jennifer Berger- Biology major and Biomolecular Studies concentrator who specializes in billing and data entry.

Staff



Jonathan Halquist- Studio Art major and Media Studies concentrator who loves t-shirt and poster design.



Kyle Hanson- is an Economics, Russian language, and Russian area studies major. He specializes in web technologies, web design, and computer programing.



Josh Jackson- Asian Studies and ESL Education major with Japanese and Linguistics concentration who specializes in consultation, multimedia education and website design.



Olivia Schares- a creative junior majoring in Environmental Studes and Asian Studies with a concentration in Chinese, specializing in printing, photography, and design.



Philip Schramm- Theater and English major with a film studies concentration who can film and edit video.



Sweet Carmelite Dico- Psychology major and management studies concentration.

Services



The MDC offers various services that add value and depth to the offerings of the college that cannot be found elsewhere on campus.

Video

The MDC is one of the few places on campus that works with video shooting, editing, and production.

The MDC has the equipment and skills to handle the following video projects:

- CD/DVD burning
- CD/DVD ripping
- Final Cut Pro editing
- iMovie editing
- Mini DV to DVD
- QTVRs
- Slide shows
- VHS to DVD
- Video shooting
- Video type conversion

Printing

The printing facilities of the MDC accommodate a wide range of projects. We make use of three industrial grade printers, each suited for different needs. The Epson Stylus Photo R1800 printer is used for high quality photo printing; the Xerox Phaser 7500 is used for CD labels and other various print jobs including sizes 8.5"x11" and 11"x17" in color, and the Canon ImagePrograf 8400 is used for wide-format printing up to 42" wide and 100" long.

Photography

The MDC helps accommodate the demand for professional quality photography on the St. Olaf campus. Our equipment includes a Canon Rebel camera (high-end production photography), a professional Canon XH-A1 digital video camera, a professional grade lighting kit, a number of tripods for many different situations and three scanners. A MDC photographic specialty is QuickTime Virtual Reality (QTVR) objects and tours, which simulate a real-life experience of any item or space. At St. Olaf they are mainly utilized for dorm, classroom and art gallery tours.

Workshops

It is the MDC's responsibility to train both students and faculty in various technological skills. Some of the workshops offered include Adobe Photoshop Elements, large-format PowerPoint poster production, basic photography, scanning, and online portfolio creation.

Design

Design is a major responsibility of the MDC, whether it's a poster, PowerPoint presentation, or other media project. The staff is equipped with image manipulation, poster creation, PowerPoint, website design, and video editing skills.

Project Reports



A project report is filled out for each project completed at the MDC. This provides the opportunity to synthesize and analyze the gathered info to provide insight into the offerings of the MDC.

Timestamp	Project Date	Faculty Name	Faculty Email	Department	Student Worker	Time Expenditure (hours)
5/6/2010 15:30:15	5/6/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Allison Schedin	1.5
5/6/2010 15:30:38	5/6/2010	Janet Collrin	collrin@stolaf.edu		Josh Jackson	1.5
5/18/2010 10:44:07	5/3/2010	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Allison Schedin	2
5/18/2010 10:50:35	5/4/2010	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Allison Schedin	2
5/18/2010 11:13:00	5/5/2010	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Allison Schedin	1
5/18/2010 11:13:50	5/6/2010	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Allison Schedin	1.5
5/18/2010 11:18:36	5/11/2010	Rebecca Judge	judge@stolaf.edu	Economics	Allison Schedin	1
5/18/2010 11:26:09	5/12/2010	Rebecca Judge	judge@stolaf.edu	Economics	Allison Schedin	2
5/18/2010 11:32:29	5/13/2010	Glen Lloyd	lloyd@stolaf.edu	Athletics	Allison Schedin	5
5/18/2010 13:29:51	5/4/2010	Laura McKibbin	mckibbin@stolaf.edu	Family and Social Service	Kai Hansen	2
5/18/2010 13:51:57	5/18/2010	Laura Mckibbin	mckibbin@stolaf.edu	Family and Social Service	steve milne	8
5/18/2010 13:53:29	5/18/2010	Mary Beth kuehn	kuehn@stolaf.edu	Nursing	steven milne	5
5/18/2010 15:55:28	5/18/2010	Jeff Sauve	sauve@stolaf.edu	Archives	Dan Haywood	14
5/19/2010 13:14:27	5/12/2010	Rebecca Judge	judge@stolaf.edu	Economics	Josh	0.5
5/19/2010 13:15:26	5/12/2010	Rebecca Judge	judge@stolaf.edu	Economics	Josh	0.5
5/19/2010 13:16:38	5/12/2010	Rebecca Judge	judge@stolaf.edu	Economics	Josh	0.5
5/19/2010 13:21:00	4/30/2010	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Josh	0.5
5/19/2010 13:21:36	4/30/2010	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Josh	0.5
5/19/2010 13:58:23	4/30/2010	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Josh	0.5
5/24/2010 11:16:03	5/24/2010	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Olivia Schares	0.5
5/24/2010 11:26:09	4/30/2010	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Olivia Schares	8
5/24/2010 11:29:55	5/12/2010	Rebecca Judge	judge@stolaf.edu	Economics	Olivia Schares	8
5/24/2010 11:32:00	5/18/2010	Laura Mckibbin	mckibbin@stolaf.edu	Family and Social Service	Olivia Schares	9
5/24/2010 11:42:51	5/18/2010	Student - Henrik Reisvang	student - reisvang@stolaf.edu	History	Olivia Schares	1
5/27/2010 13:21:45	5/27/2010	Janet Collrin	collrin@stolaf.edu	Archives	Josh Jackson	2.5
5/28/2010 11:27:39	5/28/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	2.5

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Project Description/Comments	Project Requirements	Print Number	Print Size	Print Ink	Print Format
Learned Dreamweaver and Photoshop website building skills. From Josh.	HTML/Website Design				
Taught Dreamweaver and Photoshop website building skills. To Allison. Helped design and print Nursing posters for student presentation.	HTML/Website Design				
Helped design and print Nursing posters for student presentation.	PowerPoint	2	2'x3'	Color	Poster
Helped design and print Nursing posters for student presentation.	PowerPoint	2	2'x3'	Color	Poster
Helped design and print Nursing posters for student presentation.	PowerPoint	1	2'x3'	Color	Poster
Helped design and print Nursing posters for student presentation.	PowerPoint	1	2'x3'	Color	Poster
Helped design and print Econ posters for student presentation.	PowerPoint	1	30"x40"	Color	Poster
Helped design and print Econ posters for student presentation.	PowerPoint	3	30"x40"	Color	Poster
Went down to Skuglund to test sizing and positioning. Put finishing touches on schedules and directory as needed. These included slight positioning changes, color changes, and redesigning of 3 placeholder schedules. Then printed all schedules and directory pages and put up 2 in Skoglund. (Glen put up the rest.)	Image Manipulation (Photoshop, Illustrator), PowerPoint	18"x24", 8.5"x11", 11"x17"		Color	Poster, Thick card stock sheets
Printed Family Studies poster after a brief editing/consulting session with students	PowerPoint		large format		
helping finalize posters for the students then printing them	General Computer Help/Troubleshooting/Backups, Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	10	24 x 36	Color	
helping finalize and print the posters all week for nursing majors	General Computer Help/Troubleshooting/Backups, Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	6	36 x 48	Color	
I compiled historical footage of St. Olaf with titles, transitions and audio. I used Motion to illustrate pictures, and LiveType for the titles. I also printed DVD labels.	Image Manipulation (Photoshop, Illustrator), Video Capture/Editing (Final Cut HD, Motion, iMovie)				
Bridget Dinter econ poster	PowerPoint	1	30x40	Color	Poster
Tony ____ econ poster	PowerPoint	1	30x40	Color	Poster
Dan Varley econ poster	PowerPoint	1	30x40	Color	Poster
Lam Cao nursing poster	PowerPoint	1	2'x3'	Color	Poster
Kirby Norris nursing poster	PowerPoint	1		1 Color	Poster
Ingrid Leech nursing poster	PowerPoint	1	2'x3'	Color	Poster
Printed and trimmed and packaged poster.		1	36x56	Color	Poster
Assisted in editing, proofing and printing presentation posters to wide format.		25	36x48	Color	Poster
Editing, proofing and printing presentation posters to wide format.		16	30x40	Color	Poster
Edited, proofed, printed and trimmed presentation posters to wide format.		13		13 Color	Poster
Edited and printed wide-format poster for history presentation.			28x30	Color	Poster
Recreated and printed archived picture in poster size for ROTC reunion	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator), PowerPoint	1	30x40	Color	
Research to make list of software and other MDC related items to purchase	General Computer Help/Troubleshooting/Backups, Page Layout (Illustrator, InDesign)				

Project Reports

Timestamp	Project Date	Faculty Name	Faculty Email	Department	Student Worker	Time Expenditure (hours)
6/2/2010 7:29:19	6/1/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson/Allison Schedin	0.5
6/2/2010 15:38:05	6/2/2010	Susan Carlson	carlsons@stolaf.edu	Center for Integrative Studies (CIS)	Josh Jackson	1
6/7/2010 16:22:24	6/4/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	3
6/7/2010 16:23:06	6/7/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	7
6/9/2010 7:31:50	6/8/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	6.5
6/15/2010 8:23:24	6/15/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	15
6/15/2010 8:25:18	6/12/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	1.5
6/22/2010 7:32:31	6/22/2010	Susan Carlson	carlsons@stolaf.edu	Center for Integrative Studies (CIS)	Josh Jackson	3
6/23/2010 14:28:36	6/23/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson and Allison Schedin	1.5
6/25/2010 11:48:07	6/25/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson and Allison Schedin	2.5
7/7/2010 8:07:21	7/7/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies, Mathematics, Statistics and Computer Science	Josh Jackson	0.25
7/14/2010 16:26:21	7/14/2010	Chris Miller/MSCI	miller@stolaf.edu	Other (please specify in comments)	Josh Jackson	0.25
7/21/2010 10:15:19	7/21/2010	Julie Legler	legler@stolaf.edu		Josh Jackson	0.25
7/26/2010 8:26:02	7/24/2010	Dan Kosmoski	kosmoski@stolaf.edu	Athletics Center for Innovation in the Liberal Arts (CILA)	Josh Jackson	7
7/26/2010 14:29:53	7/26/2010	David Schodt	schodt@stolaf.edu	TRIO Educational Talent Search	Josh Jackson	0.5
7/28/2010 12:41:23	7/28/2010	Melissa Hinderscheit	hindersc@stolaf.edu	TRIO Educational Talent Search	Josh Jackson	0.75
7/28/2010 12:42:42	7/27/2010	Melissa Hinderscheit	hindersc@stolaf.edu	TRIO Educational Talent Search	Josh Jackson	0.5
7/28/2010 12:43:31	7/26/2010	Melissa Hinderscheit	hindersc@stolaf.edu	TRIO Educational Talent Search	Josh Jackson	0.5
7/28/2010 12:44:21	7/26/2010	Melissa Hinderscheit	hindersc@stolaf.edu	TRIO Educational Talent Search	Josh Jackson	0.25
7/28/2010 12:45:08	7/27/2010	Melissa Hinderscheit	hindersc@stolaf.edu	TRIO Educational Talent Search	Josh Jackson	0.25
7/28/2010 12:45:53	7/27/2010	Melissa Hinderscheit	hindersc@stolaf.edu	TRIO Educational Talent Search	Josh Jackson	0.25

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Learned how to migrate computers from Novell to Active Directory with John Campion.	General Computer Help/Troubleshooting/Backups				
Attempting to migrate computers in CIS to Active Directory; Backed up shared drive and live websites to external HD	General Computer Help/Troubleshooting/Backups				
New mac builds/installs	General Computer Help/Troubleshooting/Backups				
Building and installing programs on new iMacs	General Computer Help/Troubleshooting/Backups				
Imaging computers/installing software	General Computer Help/Troubleshooting/Backups				
Created online streaming using uStream and iTunes, ripped multiple video projects, created photo and poster slideshows, made two flash-based commercials, updated MDC website for Channel 13	General Computer Help/Troubleshooting/Backups, Image Manipulation (Photoshop, Illustrator), HTML/Website Design, Motion Graphics (Flash), Video Capture/Editing (Final Cut HD, Motion, iMovie)				
Added '10 and '09 annual reports to website, involved pasting InDesign pages together to make large PDFs- updated MDC website to reflect changes w/ photo thumbnails	Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign), HTML/Website Design				
Imaging windows side of new iMac, adding CS5 web premium, uninstalled CS4 from older white iMac	General Computer Help/Troubleshooting/Backups Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator), HTML/Website Design, Video Capture/Editing (Final Cut HD, Motion, iMovie)				
Completed video uStream podcast tutorials on basics of Dreamweaver and Aviary; added to MDC website	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)				
Worked with 3D photography, making tutorial, added shots to Projects part of MDC website	General Computer Help/Troubleshooting/Backups, Page Layout (Illustrator, InDesign), CD/DVD Burning (Toast, DVD Studio Pro, iDVD)	1			CD Jewel Case
Backup of MDC website and CD label	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	38x56	Color	
Poster print for Math conference, charge # 11220	PowerPoint	1	36x48	Color	Poster
Research student poster print- Jenni Berg (bergj@stolaf.edu), Music Picture poster print 21x28 (9) 8 x10 photo paper prints (22) color CD labels (2) DVD copies (15) copies of 15-page color cardstock 8 1/2x11 photobook = 225 pages (Binding at Print Center, already charged to Athletics)	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign), CD/DVD Burning (Toast, DVD Studio Pro, iDVD)	see comments	21x28	Color	Poster, Photobook, CD labels
Finish active directory migration: link local to AD account	General Computer Help/Troubleshooting/Backups				
32x40 TRiO poster print, Quyen Duong	PowerPoint	1	32x40	Color	Poster
32x40 TRiO Poster Print, Fatima Omar	PowerPoint	1	32x40	Color	Poster
TRiO Poster Print, 32x40, Zachary Hylton	PowerPoint	1	32x40	Color	Poster
TRiO Poster Print, 32x40, Fishatsien Gebrevesus	PowerPoint	1	32x40	Color	Poster
TRiO Poster Print, 32x40, Anne Laroche	PowerPoint	1	32x40	Color	Poster
TRiO Poster Print, 32x40, Pa Ku Lee	PowerPoint	1	32x40	Color	Poster

Project Reports

Timestamp	Project Date	Faculty Name	Faculty Email	Department	Student Worker	Time Expenditure (hours)
7/28/2010 12:46:39	7/27/2010	Melissa Hinderscheit	hindersc@stolaf.edu	TRIO Educational Talent Search	Josh Jackson	0.25
7/28/2010 12:47:29	7/27/2010	Melissa Hinderscheit	hindersc@stolaf.edu	TRIO Educational Talent Search	Josh Jackson	0.5
7/28/2010 15:18:44	7/28/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	1.5
7/30/2010 11:51:57	7/30/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	1
8/3/2010 13:36:17	8/3/2010	Julie Legler	legler@stolaf.edu	Other (please specify in comments)	Josh Jackson	0.5
8/10/2010 13:06:13	8/4/2010	Dan Kosmoski	kosmoski@stolaf.edu	Athletics	Josh Jackson	2.5
8/18/2010 14:01:56	8/18/2010	Jeanne Willcoxon	willcoxo@stolaf.edu	Theatre	Josh Jackson	1
8/27/2010 8:34:51	8/27/2010	Ted Johnson	johnsont@stolaf.edu	Biology	Josh Jackson	3
8/27/2010 8:50:43	8/26/2010	Glen Lloyd	lloyd@stolaf.edu	Residence Life	Allison Schedin	1.5
8/27/2010 8:58:02	8/25/2010	Karl Fink	kjfink@stolaf.edu	German	Allison Schedin	5.5
8/30/2010 14:39:29	8/30/2010	Josh Pioske	pioske@stolaf.edu	Informational and Instructional Technologies	Josh Jackson & Allison Schedin	2.5
8/30/2010 14:40:43	8/30/2010	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson & Allison Schedin	2
8/30/2010 15:07:09	8/30/2010	Josh Pioske	pioske@stolaf.edu	Informational and Instructional Technologies	Allison Schedin	3
9/1/2010 13:28:48	9/1/2010	John DeFrance	defrance@stolaf.edu	Student Activities	Allison Schedin	0.5
9/1/2010 13:43:58	9/1/2010	Glen Lloyd	lloyd@stolaf.edu	Athletics	Allison Schedin	0.5
9/16/2010 11:25:44	9/3/2010	Karen Marsalek	marsalek@stolaf.edu	English	Allison Schedin	4
	9/6/2010	John De France	defrance@stolaf.edu	SGA	Allison	1.5
9/16/2010 11:32:01	9/16/2010	Diana Postlethwaite	postleth@stolaf.edu	English	Allison Schedin	3
9/16/2010 13:59:50	9/16/2010	Ted Johnson	johnsont@stolaf.edu	Biology	Connor Wray	2
	9/16/2010	Marc Robinson	robinso@stolaf.edu	Russian	Allison	1.5
	9/21/2010	Rob Watt	Wattr@stolaf.edu	MEC_SGA	Allison	0.5
	9/21/2010	Rob Watt	Wattr@stolaf.edu	MEC_SGA	Olivia Schares	3
9/21/2010 14:18:10	9/21/2010	Janet Collrin	collrin@stolaf.edu	MDC	Connor Wray	2
9/21/2010 14:19:25	9/21/2010	Janet Collrin	collrin@stolaf.edu	MDC	Connor Wray	0.5
	9/22/2010	Cleo Granneman	grannema	English	Janet	0.5
9/23/2010 11:48:33	9/23/2010	Karil Kucera	kucera@stolaf.edu	Asian Studies	Connor Wray	1
9/24/2010 9:18:45	9/24/2010	Cleo Granneman	grannema	English	Steven Milne	1

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Project Description/Comments	Project Requirements	Print Number	Print Size	Print Ink	Print Format
TRiO Poster Print, 32x40, Molly Ladwig	PowerPoint	1	32x40	Color	Poster
TRiO Poster Print, 32x40, Aaron Harans	PowerPoint	1	32x40	Color	Poster
Flash cube file for advertising MDC's design resources	HTML/Website Design, Motion Graphics (Flash) General Computer Help/Troubleshooting/Backups, Image Manipulation (Photoshop, Illustrator),				
Pantone Color Chart tutorial	HTML/Website Design General Computer Help/Troubleshooting/Backups,				
Summer Research CURI, Katie Truax	PowerPoint	1	36x48	Color	Poster
13 more photobooks (now total of 420 pages, cardstock)	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	13		Color	8 1/2x11 Photo Book
DVD burn of Theatre performance for grant proposal	Video Capture/Editing (Final Cut HD, Motion, iMovie), CD/DVD Burning (Toast, DVD Studio Pro, iDVD) General Computer Help/Troubleshooting/Backups, Image Manipulation (Photoshop, Illustrator)				
Resize .tif files into .jpg at 2500 width Design and print two "Welcome Home" banners for Mellby and Hoyme staff.	PowerPoint General Computer Help/Troubleshooting/Backups, Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	2	40x23.5	Color	Poster
Answer PDF question and print/assemble 15 sets of CD case back covers, double-sided front covers, and CD labels.	Help/Troubleshooting/Backups, Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	30	8.5x11	Color	CD Jewel Case
Design IIT Helpdesk posters for week one students	Image Manipulation (Photoshop, Illustrator)	10	25x38	Color	Poster
MDC posters for new student workers - delivered to first year dorms & other locations on campus	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)	10	11x17	Color	Poster
Designed IIT HelpDesk job posters and printed 20 copies of 11x17.	Image Manipulation (Photoshop, Illustrator)	20	11x17	Color	Poster
Print 3 posters for SGA. 28x32 & 22x14 & 22x14.	Image Manipulation (Photoshop, Illustrator)	3	28x32 & 22x14 & 22x14	Color	Poster
Fix Assistant Coaches PowerPoint poster and print.	PowerPoint	1	11x17	Color	Poster
Design and print 20 copies of Milton's Singing Women poster.	Image Manipulation (Photoshop, Illustrator)	20	11x17	Color	Poster
Pizza Posters	Image Manipulation (Photoshop, Illustrator)	2	64x21-Cut	Color	Poster
Design and print 30 copies of Thomas Pope's presentation on Cultures in Collision poster.	Image Manipulation (Photoshop, Illustrator)	30	11x17	Color	Poster
Backing up files to flash frive and dvds.	CD/DVD Burning (Toast, DVD Studio Pro, iDVD)				
Russian Anniversary Poster	formatting and color enhancement	1	18x36	Color	CD Labels
Battle of the Bands	formatting and color enhancement	1	30x40	Color	Poster
OK GO poster-2 sides w backing	formatting and color enhancement General Computer Help/Troubleshooting/Backups, Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign), CD/DVD Burning (Toast, DVD Studio Pro, iDVD)	1	42x58.5	Color	WF Poster
Taking Fall 2010 photos, selecting the best, retouching the best few, backing up photos to dvd.	Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign), CD/DVD Burning (Toast, DVD Studio Pro, iDVD)			Color	DVD Label
Starting a new photo binder, and replacing label on old binder.	Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)				
Tweaked 2 color photos	Photoshop	2	8.5x10	Color	card stock photo
Adding student testimonials to the Asian Studies web page.	HTML/Website Design General Computer Help/Troubleshooting/Backups, Scanning & Importing Digital Images				
just did a basic photo print for cleo, on premium luster paper 8.5 x 11		2	8.5 x 11	Color	Photo Paper

Project Reports

Timestamp	Project Date	Faculty Name	Faculty Email	Department	Student Worker	Time Expenditure (hours)
9/24/2010 14:48:34	9/23/2010	Jeff Sauve	sauve@stolaf.edu	Archives	Kyle Hanson	3
9/28/2010 14:10:05	9/28/2010	Jeff Solomon	solomon@stolaf.edu	English	Connor Wray	2
9/28/2010 16:17:23	9/28/2010	Jeff Solomon	solomonj@stolaf.edu	English	Austin Martin	2
9/28/2010 16:21:05	9/28/2010	John D. Barbour	barbourj@stolaf.edu	Religion	Sweet Dico	1.5
9/28/2010 16:36:41	9/28/2010	Diana POSTLETHWAITE	Postleth@stolaf.edu	English	Steven Milne	2
9/28/2010 16:37:40	9/28/2010	Diana POSTLETHWAITE	Postleth@stolaf.edu	English	Steven Milne	0.5
	10/4/2010	Janet Collrin	collrin@stolaf.edu	IIT	Jenifer Berger	2
10/5/2010 14:17:26	10/4/2010	Professor Jennifer Dobbs	dobbs@stolaf.edu	English	Connor Wray	2
10/5/2010 14:52:11	10/4/2010	Jeff Sauve	sauve@stolaf.edu	Archives	Kyle Hanson	2
10/5/2010	10/5/2010	Jeff Sauve	sauve@stolaf.edu	Archives	Olivia Schares	2
10/5/2010	10/5/2010	Janet Collrin	collrin@stolaf.edu	IIT	Kyle Hanson	3
10/5/2010 14:54:29	10/4/2010	Mary Trull	trull@stolaf.edu	English	Kyle Hanson	5
10/7/2010 10:11:49	10/7/2010	Leila Keita	keita@stolaf.edu	Admissions	Allison Schedin	0.5
10/12/2010 10:09:52	10/12/2010	Laurel W Brook	brookl@stolaf.edu	Asian Studies	Allison Schedin	3
10/12/2010 10:12:17	10/12/2010	Jeff Solomon	solomonj@stolaf.edu	English	Anthony Balbo	7
	10/12/2010	Jeff Solomon	solomonj@stolaf.edu	English	Allison Schedin	5
10/12/2010 10:13:43	10/12/2010	Cynthia Lund	lundc@stolaf.edu	Library, Kierkegaard (Special Collections)	Allison Schedin	5
	10/12/2010	Laurel Brook	brookl@stolaf.edu	Asian Studies	Allison Schedin	2
10/12/2010 15:14:04	10/12/2010	John DeFrance	defrance@stolaf.edu	Student Activities	Austin Martin	1
	10/12/2010	John DeFrance	defrance@stolaf.edu	Student Activities	Austin Martin	1
10/12/2010 15:25:37	10/12/2010	Alex Pearson	pearsonn@stolaf.edu	The Pause	Austin Martin	1.5
	10/14/2010	Marc Robinson	robinso@stolaf.edu	Russian	Janet	2
	10/13/2010	Tony Becker	becker@stolaf.edu	Econ	Janet	2
10/14/2010 11:32:49	10/14/2010	Marc Robinson	robinso@stolaf.edu	Russian	Connor Wray	1
10/18/2010	10/18/2010	John D. Barbour	barbourj@stolaf.edu	Religion	Allison Schedin	3
	10/14/2010	Janet Collrin	collrin@stolaf.edu	IIT	Jennifer Berger	2
	10/15/2010	Jill Ewald	ewaldj@stolaf.edu	Art	Dan Haywood	22
	10/19/2020	Jill Ewald	ewaldj@stolaf.edu	Art	Steve Milne	6
						130

Project Reports

Project Description/Comments	Project Requirements	Print Number	Print Size	Print Ink	Print Format
Enlarged 2 photographs of the 1970's St. Olaf Football Team to poster size.	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	010-14030	30x40 and 50x25	Black & White	Poster
Mock up of a disco speaker's poster Created a poster for the "Hot Stuff" event in Rolvaag 525. Poster has Mick Jagger on the front with the information in Green and Pink all over the front in rad 70's font.	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)	1	7x11	Color	Poster
Photoshop Poster	Image Manipulation (Photoshop, Illustrator)			Color	Poster
did some basic photo shop, light correction and exposure on the images, most of them only took a few mods. printed the photos	General Computer Help/Troubleshooting/Backups, Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	18	8 X 10	Black & White	Photo Paper
same just different poster, 11 X 17 Billing	General Computer Help/Troubleshooting/Backups, Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	1	11 X 17	Color	Poster
Contemporary Writers Poster. Worked on Design Draft	Excel General Computer Help/Troubleshooting/Backups, Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)				
Printed Gold Mine Poster	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)		30x40	Color	Poster
Printed 1970 Poster for Alumni Event	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)		20x40	Color	Poster
Updated MDC website	CSS-HTML-Java				
Updated Film Studies Website	HTML/Website Design				
Scan two versions of signature at various formats, burn to CD with label. Design and print Tsugaru Shamisen lecture posters.	Scanning & Importing Digital Images, CD/DVD Burning (Toast, DVD Studio Pro, iDVD)	1		Black & White	CD Jewel Case
Design three versions of Hot Stuff book event poster. Not chosen to print.	Image Manipulation (Photoshop, Illustrator)	20	11x17	Color	Poster
Design three versions of Hot Stuff book event poster. Not chosen to print.	Image Manipulation (Photoshop, Illustrator)	32	11x17	Color	Posters
Design two versions of Kierkegaard poster: Kierkegaard's Fear and Trembling. Yet to add author's photo and decide to print.	Image Manipulation (Photoshop, Illustrator)	4	20x30'	Color	Posters
Design Shamisen Poster	Image Manipulation (Photoshop, Illustrator)	Electronic drafts	11x17	Final	3 drafts
Printed and trimmed a 40x60" poster for the Feed My Starving Children Event in Skoglund Athletic Center	Image Manipulation (Photoshop, Illustrator)	20	11x17	Color	
Printed and trimmed a 21x64" poster for the Feed My Starving Children Event in Skoglund Athletic Center	Image Manipulation (Photoshop, Illustrator)	1	40"x60"	Color	Poster
Poster warns that there is a sound test going on & laminated	Image Manipulation (Photoshop, Illustrator)	1	21"x64"	Color	Poster
	Image Manipulation (Photoshop, Illustrator)	1	24"x40"	Black & White	Poster
Posters for Russian Speaker Workshop on Conference Posters	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)				
Printing photos from a flash drive and editing.	Prep & Handouts Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)		11x17	Color	
Sara Miles Poster-3drafts	Image Manipulation (Photoshop, Illustrator)	20	8.5x11	Color B&W	12
Billing	Excel Spreadsheets				
Russian Film Posters	Image Manipulation (Photoshop, Illustrator)		8.5x11	Black & White	1 Print
Russian Film Photos	Image Manipulation (Photoshop, Illustrator)		11x17	Color	30 Prints
	resized and enhanced	66	varied	Color Color & B&W	66 Wide Format Posters Photo Paper

Project Reports

Timestamp	Project Date	Faculty Name	Faculty Email	Department	Student Worker	Time Expenditure (hours)
10/21/2010 11:06:45	10/21/2010	Bookstore	block@stolaf.edu	Bookstore	Anthony Balbo	2
10/21/2010 11:09:52	10/21/2010	Jennifer Dobbs	dobbs@stolaf.edu	English Library, Kierkegaard (Special Collections)	Anthony Balbo	2.5
10/21/2010 11:26:45	10/20/2010	Cynthia Lund	lundc@stolaf.edu		Allison Schedin	1
10/21/2010 12:00:42	10/21/2010	Marc Robinson	robinso@stolaf.edu	Russian	Connor Wray	1
10/21/2010 12:08:46	10/20/2010	Karil Kucera	kucera@stolaf.edu	Asian Studies	Allison Schedin	2.5
10/21/2010 13:56:05	10/21/2010	Professor Jennifer Dobbs	dobbs@stolaf.edu	English	Connor Wray	0.25
10/21/2010 13:58:05	10/21/2010	Professor Marc Robinson	robinso@stolaf.edu	Russian	Connor Wray	1
10/22/2010 14:17:06	8/20/2010			Other (please specify in comments)	Olivia Schares	3
10/22/2010 14:34:17	10/12/2010	Jeff Solomon	solomonj@stolaf.edu	English	Olivia Schares	5
10/22/2010 15:20:44	10/22/2010	Amy Borden	bordena@stolaf.edu	film studies	Kyle Hanson	2
10/22/2010 15:23:28	10/22/2010	Cleo Granneman	Grannema@stolaf.edu	English	Anthony	2
11/2/2010 13:33:00	11/1/2010	Johanna Fay	Fay@stolaf.edu	Other (please specify in comments)	Olivia Schares	1
11/2/2010 13:59:19	11/1/2010	Jill Ewald	ewaldj@stolaf.edu	Art	Olivia Schares, Janet Collrin	4
11/4/2010 13:00:02	11/2/2010	Marc Robinson	robinso@stolaf.edu	Russian Informational and Instructional Technologies	Allison Schedin	1
11/4/2010 13:11:46	11/4/2010	Janet Collrin	collrin@stolaf.edu		Allison Schedin	1
11/4/2010 13:18:53	11/2/2010	Jenny Dunning	dunningj@stolaf.edu	English	Allison Schedin	1
11/9/2010 11:32:29	11/9/2010	Jenny Dunning	dunningj@stolaf.edu	English	Allison Schedin	0.5
11/9/2010 11:33:55	11/9/2010	Tenzin Kunsal	kunsal@stolaf.edu	Other (please specify in comments)	Allison Schedin	0.5
11/9/2010 11:35:39	11/9/2010	Craig			Allison Schedin	1
11/11/2010 11:11:20	11/11/2010	David Schodt	schodt@stolaf.edu	CILA	Connor Wray	4
11/11/2010 11:33:16	11/11/2010	Faculty Showcase		Academic Advising Center	Anthony Balbo	7
11/15/2010 14:25:41	10/30/2010	Marc Robinson	robinso@stolaf.edu	Russian Center for Innovation in the Liberal Arts (CILA)	Dan Haywood	48
11/15/2010 14:27:16	11/15/2010	Charlie Priore	priore@stolaf.edu		Dan Haywood	0.5
11/16/2010 13:10:09	11/15/2010	David Schodt	schodt@stolaf.edu	CILA Informational and Instructional Technologies	Connor Wray	1
11/18/2010 10:15:58	11/16/2010	Janet Collrin	collrin@stolaf.edu		Allison Schedin	2
11/18/2010 10:22:10	11/16/2010	Patty Cohn	cohn@stolaf.edu	Library, Rolvaag	Allison Schedin	0.25
12/10/2010 9:54:49	12/9/2010	Jill Ewald	ewaldj@stolaf.edu	Art/Art History	Allison Schedin	2
12/10/2010 9:57:40	12/7/2010	Ross Jungers	jungers@stolaf.edu	RA Sociology/Anthropology	Allison Schedin	1.5
12/10/2010 10:01:33	12/9/2010	Ryan Sheppard	sheppard@stolaf.edu	Sociology/Anthropology	Allison Schedin	1
1/11/2011 14:54:04	1/11/2011	Carolyn Anderson	anderscr@stolaf.edu		Anthony Balbo	2

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Project Description/Comments	Project Requirements	Print Number	Print Size	Print Ink	Print Format
2 different posters	Image Manipulation (Photoshop, Illustrator)		11x17	Color	
Poster for Fall Residency visiting poets	Image Manipulation (Photoshop, Illustrator)		11x17	Color	
Finish Kierkegaard posters.	Image Manipulation (Photoshop, Illustrator)	20	11x17	Color	Poster
Formatting and Printing a Russian Picture	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	1	14x23	Color	Poster
Against the Grain posters - 2 designs	Image Manipulation (Photoshop, Illustrator)	20	11x17	Color	Poster
Printing 25 copies of the distinguished residency posters.	Image Manipulation (Photoshop, Illustrator)	25	7x11	Color	Poster
Printing Posters	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)	Many	Many	Color	Poster
Music Entertainment Committee poster for OK Go. Large format color poster, two posters glued to backing, riveted. Researched and compiled images for Hot Stuff book event poster. Designed poster, not chosen to print. Created On-Campus page and edit some of the existing parts of the web site.		2	36x48	Color	Poster
Boa Phi and Kearney Posters -- Distinguished Residents Political Awareness Committee 92003-0002	Image Manipulation (Photoshop, Illustrator)	1	11x17	Color	Poster
42"x63" color poster for Election Day Troubleshooting to print pictures for Flaten Exhibit.	HTML/Website Design Image Manipulation (Photoshop, Illustrator)		11x17	Color	Poster
Trimmed photos and posters, and measured/recorded all printed poster sizes.		1	42x63	Color	Poster
Made welcome sign for 2010 Faculty Showcase.	General Computer Help/Troubleshooting/Backups				
Met with Jenny to make changes to Hoover poster, finalized poster.	Image Manipulation (Photoshop, Illustrator)	1	11x17	Color	Poster
Made tightrope version of Michelle Hoover poster.	Image Manipulation (Photoshop, Illustrator)				
Printed two posters 36x24.6 for Africa Night.		2	36x24.6	Color	Poster
Digitized and vectorized logo.	Image Manipulation (Photoshop, Illustrator)	1	8.5x11	Black & White	
Poster Advertising the Faculty Showcase and the presentations therein.	Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)	8	11x17	Color	Poster
Name Tags and Name Tents for participants in the faculty showcase.	Image Manipulation (Photoshop, Illustrator)	14		Color	Name Tents and Name Tags
13 Tents, 14 nametags.					
Printed Russian film posters and Russian movie stills for a gallery	Image Manipulation (Photoshop, Illustrator)	70	Various	Color	Poster
Printed large format poster for placement on board.		1	30X40	Color	
Printing Posters for Faculty Showcase	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	2	40x30	Color	Poster
Worked on Welcome poster for faculty showcase. Made and printed two posters for Josh and Perrin's talks.					
Resized and printed Text a Librarian poster.	Image Manipulation (Photoshop, Illustrator)	2	30x40	Color	Poster
Shoot, stitch, and alter 3 QTVRs for the Flatten Art Gallery with the Russian Exhibit. Trained Anthony.	Image Manipulation (Photoshop, Illustrator)	1	40x26	Color	Poster
Made design for Residence Life Application posters.	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)				
Printing and trimming research posters.	PowerPoint	5	48x36/42x30	Color	Poster
Poster	Image Manipulation (Photoshop, Illustrator)		11x17	Color	Poster

Project Reports

Timestamp	Project Date	Faculty Name	Faculty Email	Department	Student Worker	Time Expenditure (hours)
1/11/2011 15:03:04	1/11/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Kyle Hanson	3
1/11/2011 15:18:55	1/11/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Sweet Dico	1
1/11/2011 15:40:09	12/9/2010	Ross Jungers	jungers@stolaf.edu	Residence Life	Anthony Balbo	2
1/12/2011 9:07:42	12/20/2010	Glen Lloyd	lloyd@stolaf.edu	Residence Life	Austin Martin	2
1/12/2011 9:08:24	12/20/2010	Glen Lloyd	lloyd@stolaf.edu	Residence Life	Austin Martin	2
1/21/2011 11:53:25	1/21/2011	Sherry Freking	freking@stolaf.edu	Sociology/Anthropology	Austin Martin	3.5
1/24/2011 15:07:35	1/24/2011	DeAne Lagerquist	lagerqui	Religion	Anthony Balbo	2
1/24/2011 15:17:25	1/24/2011	Laurel Brook	brookl	Asian Studies	Anthony Balbo	1
2/8/2011 14:11:29	1/24/2011	DeAne Lagerquist	lagerqui@stolaf.edu	Religion	Connor Wray	9.5
2/10/2011 13:24:01	2/9/2011	Sherry Freking	Freking@stolaf.edu	Economics	Connor Wray	0.5
2/17/2011 10:30:43	2/15/2010	Amy Borden	borden@stolaf.edu	Other (please specify in comments)	Josh Jackson & Allison Schedin	2
2/17/2011 10:32:31	1/14/2011	Sherry Freking	freking@stolaf.edu	Sociology/Anthropology	Anthony Balbo	2
2/17/2011 11:17:04	2/16/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	1.5
2/22/2011 13:14:05	2/21/2011	Rob Watt	wattr@stolaf.edu	Other (please specify in comments)	Olivia Schares	1
2/23/2011 15:45:19	2/23/2011	Amy Borden	bordena@stolaf.edu	Film Studies	Kyle Hanson	1
3/3/2011 15:00:32	3/3/2011	Rob Watt	wattr@stolaf.edu	Other (please specify in comments)	Olivia Schares	0.5
3/3/2011 15:54:32	3/2/2011	Amy Borden	bordena@stolaf.edu	Film Studies	Allison Schedin	3
3/9/2011 8:20:52	3/8/2011	Drew Eid	eid@stolaf.edu	Other (please specify in comments)	Jonathan Halquist	0.25
3/9/2011 15:14:29	3/7/2011	Mary Beth Kuehn	kuehn@stolaf.edu	Nursing	Connor Wray	0.25
3/9/2011 15:19:15	3/2/2011	Amy Borden	bordena@stoalf.edu	Film Studies	Connor Wray	5.25
3/9/2011 15:28:08	3/9/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Connor Wray	0.5
3/9/2011 15:31:28	3/9/2011	Lisa Drewry	drewry	Other (please specify in comments)	Phillip Schramm	2

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Project Reports

Project Description/Comments	Project Requirements	Print Number	Print Size	Print Ink	Print Format
Attempting to get Slide Scanner to work.					
IIT Spring Seminars Poster	Image Manipulation (Photoshop, Illustrator)				
Reslife poster with 2 iPhones	Image Manipulation (Photoshop, Illustrator)		11x17	Color	Poster
-completed posters of the schedules of winter sports.	Image Manipulation (Photoshop, Illustrator), PowerPoint	9	18x24	Color	Poster
-completed posters of the schedules of winter sports.	Image Manipulation (Photoshop, Illustrator), PowerPoint	9	18x24	Color	Poster
Formatted 3 posters: 1 poster for Carousel, 1 11x17 poster, 1 33x51 large format poster	Image Manipulation (Photoshop, Illustrator)	50 11x17, 2 33x51		Color	Poster
	Image Manipulation (Photoshop, Illustrator)		11x17	Color	Poster
Poster and tightrope	Image Manipulation (Photoshop, Illustrator)		11x17	Color	Poster
	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)				
Creating the Amy Frykholm poster, and a tightrope variant.	Image Manipulation (Photoshop, Illustrator)	25	11x17	Color	tightrope
	Image Manipulation (Photoshop, Illustrator)	25	11x17	Color	
Film Studies - Ann Arbor Music Festival 11x17 pink color poster	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	25	11x17	Color	
Tightrope PRINT AT PRINT CENTER	Image Manipulation (Photoshop, Illustrator)		11x17	Color	
Update MDC website including project forms, pricing, poster galleries, etc	Image Manipulation (Photoshop, Illustrator), HTML/Website Design				
Printed two 24x36 posters (maps of Thompson Hall), and one 30x30 poster (SGA Elections) for SGA.		2@24x36, 3 1@30x30		Color	Poster
Updated the Film Studies Website with event information.	HTML/Website Design				
Printed one 30x30 poster for Admin/SGA		1	30x30	Color	Poster
Designed poster for Women Make Movies! film event.	Image Manipulation (Photoshop, Illustrator)	37	11x17	Color	Poster
For the Fellowship of Christian Athletes					
8 11x17 posters printed		8	11x17	Color	Poster
Printing and trimming of a wide format poster	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	36x50	Color	
	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign), CD/DVD Burning (Toast, DVD Studio Pro, iDVD)				
Designed several variations of posters for the Women Make Movies film series.	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	0			
Took the QTVR tutorial online, and reviewed the stitcher software that would be used to make the QTVR					
Political Awareness Committee (PAC) of Student Government (SGA)					
5 1/2 (60) x 3 1/2 (42) color poster					
pdf	Page Layout (Illustrator, InDesign)	1	42 by 60	Color	Poster

Project Reports

Timestamp	Project Date	Faculty Name	Faculty Email	Department	Student Worker	Time Expenditure (hours)
3/9/2011 15:32:20	3/9/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Connor Wray	0.5
3/9/2011 15:49:57	3/9/2011	Joseph J Erickson	ericksoj@stolaf.edu	Center for Experimental Learning	Phillip Schramm	1
3/9/2011 16:12:29	3/9/2011	Jenny Dunning	dunningji@stolaf.edu	English	Allison Schedin	1
3/10/2011 9:50:55	3/10/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	1
3/10/2011 10:16:48	3/10/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	0.25
3/14/2011 15:05:18	3/14/2011	SGA - Activities Committee	sga@stolaf.edu	Student Government Association (SGA)	Connor Wray	0.25
3/14/2011 15:35:02	3/14/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Kyle Hanson	0.25
3/15/2011 8:03:25	3/14/2011	Heidi Bohnenkamp	bohenka@stolaf.edu	Student Government Association (SGA)	olivia schares	1.5
3/15/2011 15:33:08	3/15/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	0.75
3/15/2011 15:36:46	3/15/2011	John Roberts	robertjr@stolaf.edu	Other (please specify in comments)	Olivia Schares	0.5
3/28/2011 14:51:58	3/28/2011	Heidi Bohnenkamp	bohenka@stolaf.edu	Student Government Association (SGA)	Connor Wray	0.25
3/30/2011 9:57:22	3/30/2011	Adelyn Rosenwinkel	rosenwin@stolaf.edu	Other (please specify in comments)	Phillip Schramm	1
3/31/2011 10:24:55	3/31/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	3.5
3/31/2011 10:26:17	3/31/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson and Connor Wray	0.75
4/4/2011 15:55:32	4/4/2011	Rob Watt	watt@stolaf.edu	Student Government Association (SGA)	Connor Wray	0.2
4/5/2011 16:48:04	4/5/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Josh Jackson	2
4/11/2011 16:52:01	4/11/2011	Neil MacNaughton	macnaughton@stolaf.edu	Nursing	Allison Schedin	2.5
4/14/2011 9:40:35	4/9/2011	Tenzin Kunsal	kunsal@stolaf.edu	Student Government Association (SGA)	Josh Jackson	0.25
4/14/2011 9:41:41	4/9/2011	Tenzin Kunsal	kunsal@stolaf.edu	Student Government Association (SGA)	Josh Jackson	0.25

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Project Reports

Project Description/Comments	Project Requirements	Print Number	Print Size	Print Ink	Print Format
Watched the iMovie Tutorial. It is VERY out of date and due to iMovie's new interface is no help what so ever to anyone trying to use iMovie that has been released in the last 3 years. Checked out XH-a1 Camera. To be returned the following day (March 10th, 2011)					
Filming an entrepreneur film for The Center for experiential learning (CEL)					
Things needed to be returned: XH-a1 Camera Adapter Carrying Case Tripod Base Battery SD Card Charger Instruction Booklet Carrying Straps RCA Cables Component Cable					
Living off-campus (phone ext. 9999) Home Address: 2159 Springwood Road Wayzata MN 55391 Designed poster for George Rabasa's event on Miss Entropia and the Adam Bomb					
Image Manipulation (Photoshop, Illustrator) General Computer Help/Troubleshooting/Backups, HTML/Website Design				Color	Poster
Edit online project form / fix mistakes					
Edit iMovie tutorial page	HTML/Website Design Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)				
Wide Format St. Patrick's Day Poster		1	144x40	Color	Poster
Updated the MDC page for Skype. Printed 12ftx40in poster for music entertainment committee st patrick's day dance.	HTML/Website Design				
		1	144x40	Color	Poster
Document CIS equipment - spreadsheet entry on google docs Printed 4 posters and trimmed for the Carpentry department. dimensions 24x36.	General Computer Help/Troubleshooting/Backups				
		4	24x36	Black & White	Poster
Printing a large format poster. Student asking to rip content from a DVD. Show her how to rip the DVD on both Handbrake and MPEG Streamclip.	Image Manipulation (Photoshop, Illustrator)	1	42x35	Color	Poster
No specific department, most likely for a school project.	General Computer Help/Troubleshooting/Backups				
Apple iPad research for future development	General Computer Help/Troubleshooting/Backups				
2010-2011 purchase requisition research	General Computer Help/Troubleshooting/Backups Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)				
Printing DVD Labels	General Computer Help/Troubleshooting/Backups, Page Layout (Illustrator, InDesign)	5	8.5x11	Color	DVD Labels
Tablet proposal 2 hours editing poster on Micronesia's health services, .5 hours printing/final revisions. 48x36 poster.	PowerPoint	1	48x36	Color	Poster
Arts for social change poster print - DCC in SGA; charge # 92005	Image Manipulation (Photoshop, Illustrator)	1	40x60	Color	Poster
Ching Chong Ling Long poster print; CSA! in SGA; charge # 91531	Image Manipulation (Photoshop, Illustrator)	1	30x40	Color	Poster

Project Reports

Timestamp	Project Date	Faculty Name	Faculty Email	Department	Student Worker	Time Expenditure (hours)
4/14/2011 9:42:40	4/9/2011	Steph Smith	smithsm@stolaf.edu	Student Government Association (SGA)	Josh Jackson	0.25
4/14/2011 9:44:29	4/14/2011	Kirsten Overby	overbyk@stolaf.edu	Art/Art History	Anthony Balbo	0.25
4/15/2011 10:58:52	4/15/2011	Khoi Nguyen	bguyenk@stolaf.edu	Nursing	Josh Jackson	0.5
4/15/2011 11:02:18	4/15/2011	Jamie Christman	christma@stolaf.edu	Nursing	Phillip Schramm	0.5
4/15/2011 11:43:09	4/15/2011	Kathryn Kawczynski	kawczyns@stolaf.edu	Nursing	Josh Jackson	0.5
4/15/2011 16:31:53	4/15/2011	Student Nursing	studentnursing	Nursing	Kyle Hanson	1.5
4/19/2011 16:15:23	4/19/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Olivia Schares	1
4/19/2011 16:17:03	4/12/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Olivia Schares	1.5
4/20/2011 16:47:20	4/21/2011	Johanna Fay	fay@stolaf.edu	Student Government Association (SGA)	Josh Jackson	0.25
4/28/2011 11:00:33	4/27/2011	Jenny Dunning	dunningji@stolaf.edu	English	Anthony Balbo	1
4/29/2011 10:41:04	4/29/2011	Hannah MacDougall	macdouga	Family and Social Service	Josh Jackson	0.25
4/29/2011 10:42:03	4/29/2011	Britta Torkelson	batorkel@stolaf.edu	Family and Social Service	Josh Jackson	0.25
4/29/2011 11:07:07	4/27/2011	Phillip Schramm	schrammp@stolaf.edu	Informational and Instructional Technologies	Phillip Schramm	1
4/29/2011 11:14:50	4/18/2011	Kayla Jean Hill	hillk@stolaf.edu	Nursing	Phillip Schramm	2
4/29/2011 16:22:43	3/23/2011	Janet Collrin	collrin@stolaf.edu	Other (please specify in comments)	Jonathan Halquist	8
4/29/2011 16:25:27	4/4/2011	Janet Collrin	collrin@stolaf.edu	Other (please specify in comments)	Jonathan Halquist	2
4/29/2011 16:27:55	3/30/2011	Janet Collrin	collrin@stolaf.edu	Other (please specify in comments)	Jonathan Halquist	3.5
5/2/2011 15:42:11	5/2/2011	Janet Collrin	Collrin@stolaf.edu	Informational and Instructional Technologies	Connor Wray	1
5/2/2011 15:45:43	5/2/2011	Prof. Dana Gross	grossd@stolaf.edu	Center for Experimental Learning	Connor Wray	0.5
5/2/2011 16:22:36	5/2/2011	Irene Lawrence	lawrence@stolaf.edu	Academic Advising Center	Kyle Hanson	1
5/2/2011 16:25:51	5/2/2011	Nate Jacobi	jacobi@stolaf.edu	Center for Experimental Learning	Connor Wray	0.5
5/3/2011 10:06:46	3/26/2011	Janet Collrin	Collrin@stolaf.edu	Other (please specify in comments)	Jonathan Halquist	2
5/3/2011 10:08:00	4/29/2011	Laura Moya	moya@stolaf.edu	Multicultural Affairs and Community Outreach (MACO)	Anthony Balbo	1
5/3/2011 13:35:57	5/3/2011	Janet Collrin	collrin@stolaf.edu	Informational and Instructional Technologies	Kyle Hanson	0.5
5/3/2011 15:48:28	5/2/2011	Irene Lawrence	lawrence@stolaf.edu	Family and Social Service	Josh Jackson	0.5
5/3/2011 15:51:12	5/2/2011	Dana Gross	grossd@stolaf.edu	Psychology	Josh Jackson	0.5
5/3/2011 16:02:25	5/2/2011	Dana Gross	grossd@stolaf.edu	Psychology	Connor	0.25
5/4/2011 15:24:29	5/4/2011	Sarah Edgerton	edgerton@stolaf.edu	History	Phillip Schramm	2

Project Reports

Project Description/Comments	Project Requirements	Print Number	Print Size	Print Ink	Print Format
Habitat for Humanity poster print; charge # 91575	Image Manipulation (Photoshop, Illustrator)	1	40x9	Color	Poster
	Image Manipulation (Photoshop, Illustrator)		42x32	Black & White	Poster
	Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign), PowerPoint	1	24x36	Color	Poster
Nursing poster ~ 4/15 POS charged The Nurse's Role In Preventing Retinopathy of Prematurity					
24x36 Already paid	Image Manipulation (Photoshop, Illustrator), PowerPoint		36x24	Color	Poster
Nursing student poster charged on POS 4/15	Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign), PowerPoint	1	24x36	Color	Poster
Printed 2 posters for nursing students	Image Manipulation (Photoshop, Illustrator), PowerPoint		36x24	Color	Poster
Created labels and binders for point of sale receipts, project forms	Page Layout (Illustrator, InDesign)				
Assisted with powerpoint poster workshop for Rebecca Judge's class. Poster printing of Dan Rather for PAC Budget # 92003-0002	General Computer Help/Troubleshooting/Backups				
	Image Manipulation (Photoshop, Illustrator)	1	42x63	Color	Poster
	Image Manipulation (Photoshop, Illustrator)		11x17	Color	Poster
Mental health fair poster print - social work	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	24x36	Color	Poster
Mental health fair poster print - social work	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	24x36	Color	Poster
GAve a tutorial to MDC workers on how to use the Canon xh-a1 camera. Nursing Student who needed help modifying and fixing her poster for her project.					
Creation of flash animation for marketing of the services of the MDC Research on viability of iPad as classroom learning tool. Creation of document highlighting iPad functionality in academic setting, for MDC	PowerPoint		36 by 24	Color	Poster
	Image Manipulation (Photoshop, Illustrator), Motion Graphics (Flash)				Tightrope
	Image Manipulation (Photoshop, Illustrator)	2		Color	Poster
For MDC, creation of basic user guide for the program adobe elements.	Image Manipulation (Photoshop, Illustrator), Page Layout (Illustrator, InDesign)	30		Color	
	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)				
Printing a 8.5x11 Photo		1	8.5x11	Color	Photo Paper
Printing a wide format poster: ARTech Senior Project Evaluation	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	36x48	Color	Poster
Poster for Social Work presentation	Image Manipulation (Photoshop, Illustrator), PowerPoint		36x24	Color	Poster
Printing a large format poster: EGGPLANTS	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	48x36	Color	Poster
Visual Tutorial for the creation of audio clips using garage band	Image Manipulation (Photoshop, Illustrator)				
	Image Manipulation (Photoshop, Illustrator)		42x100	Color	Poster
Removed Pricing Information from MDC website.					
Social Work poster 36x24; budget # 11353	HTML/Website Design				
	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	36x24	Color	Poster
Psych 230B CEL Academic Showcase poster; CEL # 11560	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	36x48	Color	Poster
Psychology 230A CEL Academic Showcase; 36x48 bill CEL #11560	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	36x48	Color	Poster
Student Project for History Class "Modern Scandinavia"					
			36 by 48	Color	Poster

Project Reports

Timestamp	Project Date	Faculty Name	Faculty Email	Department	Student Worker	Time Expenditure (hours)
5/1/2011	Anthony Malecha	malecha@stolaf.edu	Facilities		Phillip Schramm	2
5/3/2011	Jeff Sauve	sauve@stolaf.edu	Archives		Allison Schedin	2
5/3/2011	Anthony Malecha	malecha@stolaf.edu	Facilities		Allison Schedin	1
5/5/2011	Jesse Schultz	schultjg	Other (please specify in comments)		Anthony Balbo	0.5
5/5/2011	Andrew Ellis	ellisa@stolaf.ed	History		Anthony Balbo	0.5
5/5/2011	Andrew Ellis	ellisa@stolaf.ed	History		Anthony Balbo	0.5
5/5/2011	Cindy Book	book@stolaf.edu	Athletics		Josh Jackson	1
5/4/2011	Cindy Book	book@stolaf.edu	Athletics		Connor Wray	0.75
5/5/2011	Cindy Book	book@stolaf.edu	Athletics		Connor Wray	0.5
4/9/2011	Dan Anderson	andersde@stolaf.edu	Other (please specify in comments)		Phillip Schramm	1
4/9/2011	Daniel Anderson	andersde@stolaf.edu	Other (please specify in comments)		Phillip Schramm	2
5/11/2011	Anthony Roberts	awr@stolaf.edu	Dance		Allison Schedin	1
5/11/2011	Todd Nichol	nicholt@stolaf.edu	History		Allison Schedin	1.5

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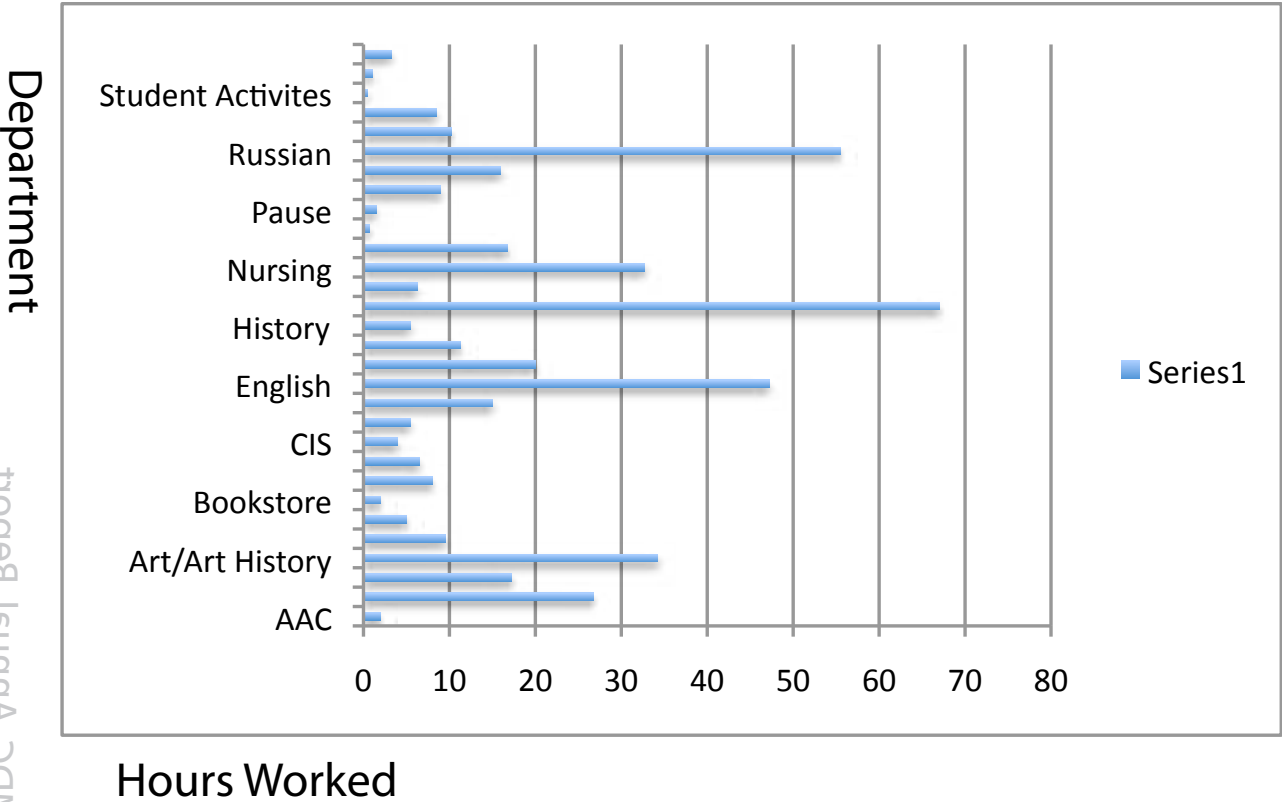
Project Reports

Project Description/Comments	Project Requirements	Print Number	Print Size	Print Ink	Print Format
scanning images and printing 3 sets of each (9 total)	Scanning & Importing Digital Images		11 x 17	Black & White	
Scanned and stitched archival poster for Frank Lloyd Wright.	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)				
Scan, resize, crop, and print facilities layouts.	Scanning & Importing Digital Images, Image Manipulation (Photoshop, Illustrator)	9	11x17	Black & White	
Exercise Science Seminar Class	Image Manipulation (Photoshop, Illustrator)		21x32	Color	Poster
	Image Manipulation (Photoshop, Illustrator)		32x42	Color	Poster
	Image Manipulation (Photoshop, Illustrator)		32x42	Color	Poster
Cindy Book exercise science seminar poster - Alexia Gurtcheff; the effects of gender and level of contact on sports...	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	32x24	Color	Poster
Printing a Wide Format Poster	Image Manipulation (Photoshop, Illustrator), PowerPoint	1	36x24	Color	Poster
Printing a Wide format poster for one of the exercise science students.	PowerPoint	1	36x24	Color	Poster
			20x24		
4 20x24 images for Scared Scriptless student organization					
Budget # 10-91703					
Disregard First Form for Dan Anderson, not all information was there.			20x24	Color	Poster
Designed, printed, and applied labels to 22 dance cds.	Image Manipulation (Photoshop, Illustrator)	11	8.5x11	Color	CD labels
Met and consulted with student for academic poster. Included editing work.	PowerPoint	1	36x48	Color	Poster

Department	Hours Worked
AAC	2
Archives	26.75
Athletics	17.25
Art/Art History	34.25
Asian Studies	9.5
Biology	5
Bookstore	2
CEL	8
CILA	6.5
CIS	4
German	5.5
Economics	15
English	47.25
Family Science	20
Film Studies	11.25
History	5.5
IIT	67
Library, Kierkegaard (Special Collections)	6.25
Nursing	32.75
Other	16.75
Pysch	0.75
Pause	1.5
Res Life	9
Religion	16
Russian	55.5
SGA	10.2
Soc/Anthro	8.5
Student Activites	0.5
Theatre	1
TRIO	3.25

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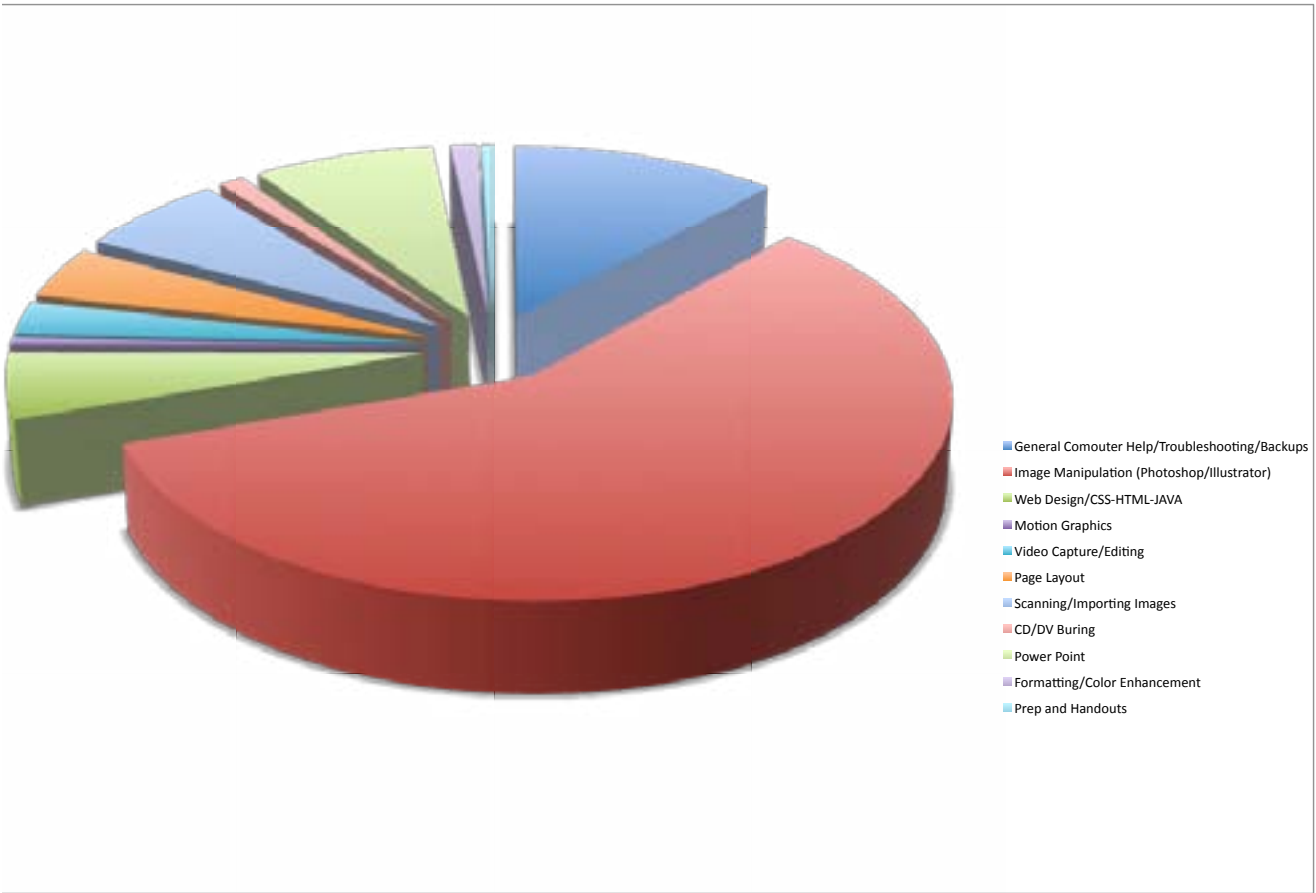
Hours Worked	
General Comouter Help/Troubleshooting/Backups	49.25
Image Manipulation (Photoshop/Illustrator)	243.75
Web Design/CSS-HTML-JAVA	22.5
Motion Graphics	3
Video Capture/Editing	11.25
Page Layout	17.75
Scanning/Importing Images	27.75
CD/DV Buring	4.75
Power Point	33.25
Formatting/Color Enhancement	5
Prep and Handouts	2

Service Required

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Hours of Work by Service Required



MDC Evaluations



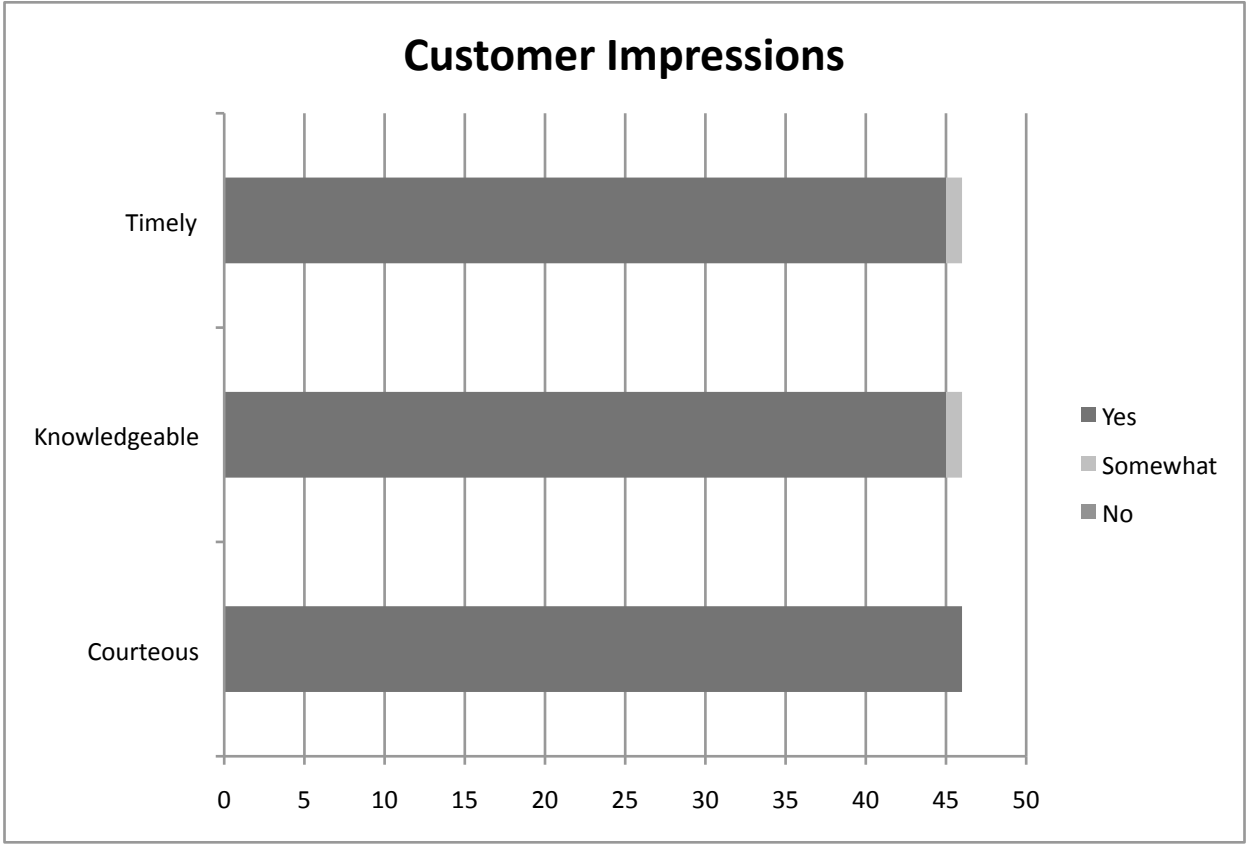
The follow figures come from client evaluations post project completion.

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Exceed/Surpass	Met
30	13

	Courteous	Knowledgeable	Timely
Yes	46	45	45
Somewhat	0	1	1
No	0	0	0



Evaluation

Timestamp	Username	Courteous	Knowledgeable	Timely	Expectations	Comments	Would you recommend the MDC to others?
10/7/2010 12:35:05	hansonkd@stolaf.edu	Yes	Yes	Yes	met your expectations		
10/7/2010 12:42:54	postleth@stolaf.edu	Yes	Yes	Yes	exceeded your expectations		
10/7/2010 12:53:21	marsalek@stolaf.edu	Yes	Yes	Yes	met your expectations		
						The staff at the MDC were terrific. What a wonderful resource. They are the most helpful people I've found working in IIT on this campus.	
10/7/2010 15:01:28	robinso@stolaf.edu	Yes	Yes	Yes	exceeded your expectations		
10/7/2010 18:16:16	sauve@stolaf.edu	Yes	Yes	Yes	met your expectations		
10/7/2010 21:14:16	defrance@stolaf.edu	Yes	Yes	Yes	met your expectations		
						Best partnership I have ever had. The MDC is necessary and more staff should be made aware of their capabilities.	
10/8/2010 6:10:57	lloyd@stolaf.edu	Yes	Yes	Yes	exceeded your expectations		
10/8/2010 12:10:57	grannema@stolaf.edu	Yes	Yes	Yes	exceeded our expectations		
10/8/2010 13:22:02	muires@stolaf.edu	Yes	Yes	Yes	exceeded our expectations		
10/10/2010 5:55:14	johnsonj@stolaf.edu	Yes	Yes	Yes	exceeded our expectations	The staff are helpful and very knowledgeable. We appreciate their work.	
						The staff are helpful and very knowledgeable. We appreciate their work.	
10/10/2010 5:55:23	johnsonj@stolaf.edu	Yes	Yes	Yes	exceeded our expectations		
10/22/2010 12:08:48	barbourj@stolaf.edu	Yes	Yes	Yes	met our expectations		
10/22/2010 12:31:07	block@stolaf.edu	Yes	Yes	Yes	met our expectations		
						Great job! I love the design work you all do.	
10/22/2010 13:04:39	kucera@stolaf.edu	Yes	Yes	Yes	exceeded our expectations		
10/22/2010 16:11:03	kosmoski@stolaf.edu	Yes	Yes	Yes	met our expectations		
11/8/2010 11:35:49	schares@stolaf.edu	Yes	Yes	Yes	surpassed our expectations	The MDC is SPECTACULAR	Yes
11/8/2010 12:06:50	vraney@stolaf.edu	Yes	Yes	Somewhat	met our expectations		Yes
11/8/2010 12:08:01	dunningj@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
11/8/2010 12:34:11	sjulstad@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
11/8/2010 12:42:54	gibes@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
11/8/2010 20:08:09	chanthor@stolaf.edu	Yes	Yes	Yes	met our expectations		Yes
						The turn around was really fast and Janet was very helpful!	
11/10/2010 13:32:20	fay@stolaf.edu	Yes	Yes	Yes	surpassed our expectations	It was a pleasure to work with Janet and her team. They did top quality, professional work in a timely and friendly manner.	Yes
11/30/2010 12:56:56	ewaldj@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
12/1/2010 6:45:31	pearsonn@stolaf.edu	Yes	Yes	Yes	met our expectations		Yes
12/10/2010 12:27:02	martina@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
12/10/2010 12:51:12	abbas@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
12/10/2010 13:06:02	haugsby@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
12/10/2010 13:17:33	zieglmei@stolaf.edu	Yes	Yes	Yes	met our expectations		Yes
12/10/2010 13:52:16	rileyk@stolaf.edu	Yes	Yes	Yes	surpassed our expectations	Great speedy service This is the second time I've used the MDC and I can't say how wonderful both meetings were!	Yes
						Janet--you rock!	
12/10/2010 14:34:49	lampman@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
12/10/2010 15:31:17	wojickm@stolaf.edu	Yes	Yes	Yes	surpassed our expectations	Fantastic	Yes
12/15/2010 9:24:32	sheppard@stolaf.edu	Yes	Yes	Yes	surpassed our expectations	Great job all around! Thanks!	Yes
12/16/2010 18:32:07	wadswort@stolaf.edu	Yes	Yes	Yes	surpassed our expectations	awesome!	Yes
						Very easy to work with, helpful and knowledgeable. Thanks for the help!	
12/20/2010 12:57:44	aho@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes

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Evaluation

12/20/2010 13:49:17	montour@stolaf.edu	Yes	Somewhat	Yes	met our expectations		Yes
12/20/2010 15:48:02	strattoj@stolaf.edu	Yes	Yes	Yes	met our expectations		Yes
						Thanks for a great poster! Overall great!	
12/20/2010 20:46:34	olsonw@stolaf.edu	Yes	Yes	Yes	met our expectations		Yes
12/20/2010 21:36:10	delahunt@stolaf.edu	Yes	Yes	Yes	met our expectations		Yes
12/22/2010 15:23:40	becker@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
						I was very happy with the service and the results on this project. Janet and her crew were very patient with special requests and changes and the project was finished earlier than expected.	
2/1/2011 9:40:53	freking@stolaf.edu	Yes	Yes	Yes	surpassed our expectations	ops, I did find one typo on one of the posters; but I signed off on it, so that may be my fault.	Yes
2/1/2011 9:41:42	lagerqui@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
2/25/2011 8:34:45	jordan@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
						Very accommodating to my needs. Allowed us to work on one of the computers and directly in their computer lab, and all staff were able to answer any questions I had. I only had an hour and a half to finish the project, and Janet stayed a little after 5 to make sure we were able to finish.	
2/25/2011 8:42:18	burtone@stolaf.edu	Yes	Yes	Yes	surpassed our expectations	A very helpful experience, and I know where to come with all of my media-related needs! Alison was particularly helpful and did a wonderful job on all three recent projects -- Ann Arbor, Becker, and Women Make Movies. Janet was also amazing!	Yes
						Well done. Very professional. My only suggestion would be figure out the best way for students to contact the MMC as some students had difficulty contacting Janet through email or phone.	
3/24/2011 8:10:17	bordena@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes
4/21/2011 16:13:53	kuehn@stolaf.edu	Yes	Yes	Yes	surpassed our expectations		Yes

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Credits

Cover Image; **Robbert van der Steeg**

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