

APPENDIX A-5: Request for Professional Improvement Activity

Name of Applicant: _____ Date of Request: _____

Please Check One:

- ____ Formal Academic Coursework (1, 3, 4)—Complete Sections 1 & 3; Transcript Required
____ Continuing Education Units (CEUs) (2)—Complete Sections 1 & 3; Transcript Required
____ Non-Academic Work (5)—Complete Section 2 & 3; Post-Activity Report Required
____ Instructional Related Travel (6)—Complete Section 2 & 3; Post-Activity Report Required
____ Research or Grant Project (7)—Complete Section 2 & 3; Post-Activity Report Required
____ Development of personal skills/programs (8)—Complete Section 2 & 3; Post-Activity Report Required

Reminders:

1. Request for Professional Improvement Activity must have prior administrative approval. EXCEPTION: Professional Improvement Proposals for course work or activities completed during the academic year can be submitted for post-approval each April. (See #9 under Procedural Steps). A Post Activity Report should be submitted along with the proposal.
2. After completion of work, a transcript or Post Activity Report must be submitted to your immediate administrator for approval and then to Human Resources by August 1st for units to be credited for that academic year.
3. Approval forms for incomplete activities will be kept on file for two years only.

Section 1—Academic Course Work or Continuing Education Units

Name and Number of Course: _____

Units: (Semester) ____ or (Quarter) ____ CEU ____ College or University: _____

Beginning Date of Session: _____ Ending Date of Session: _____

Section 2—Professional Improvement Activity

Brief Description of Project: _____

Expected Number of Hours to be Spent in Activity: _____ (exact number of hours calculated in post-proposal report)

Beginning Date of Project: _____ Ending Date of Project: _____

Section 3—Description of Academic Coursework or Professional Improvement Activity

Attach a one page brief narrative outlining how this activity will enhance your effectiveness in the classroom (see attached guidelines for specific requirements).

Section 4—Pre-Approval Signatures

Applicant's Signature: _____ Date: _____

Administrative Approval / Division Dean: _____ Date: _____

Vice President: _____ Date: _____

Section 5—Certification of Completion Signatures (transcript and/or post activity report required)

Administrative Approval / Division Dean: _____ Date: _____

Vice President: _____ Date: _____

Human Resources Only:

Professional Improvement Projects Only: Proposed Hours _____ = _____ units (Time must be validated in Report)

Date approved copy sent to applicant: _____ Date transcript or report received: _____

Guidelines for Request for Professional Improvement Proposal Narrative (Section 3)

General:

- Narrative should be up to one page, single-spaced, 12 pt. Times New Roman font.
- At the top of the narrative, please include the name of applicant, date of request, and title for request.

Contents:

- Provide a detailed description of the activity you are proposing to undertake.
- Please address the following questions in your narrative:
 - How does the activity or course relate to the discipline you teach?
 - How will the activity or course enhance your effectiveness in the classroom?
 - What specific aspects of the curriculum in your discipline or pedagogy that you employ or would like to incorporate will the activity or coursework address?
 - If proposing an activity (rather than coursework), exactly how will you spend the hours proposed in Section 2 of the Request for Professional Improvement Activity form?
 - What proposed evidence do you hope to gather to support your activity when complete?

NOTE: A binder of examples of approved Professional Improvement Proposals is available in the YFA office.

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Guidelines for Post-Activity Report of Professional Improvement Activity

General:

- Narrative should be up to one page, single-spaced, 12 pt. Times New Roman font.
- At the top of the narrative, please include the name of applicant, date of request, and title for request.

Contents:

- Reflect on the Professional Improvement Activity in a brief narrative.
- Please address the following questions:
 - Did the activity provide the desired information or insight into the discipline you teach that you anticipated? How so?
 - How exactly will you incorporate the information or pedagogy into your curriculum or teaching philosophy?
 - Did you spend the proposed number of hours on the activity? If you spent more time, please explain exactly why the activity took more time than anticipated.
 - Exactly how did you spend the hours you proposed in Section 2 of the Request for Professional Improvement Activity?

Evidence:

- Evidence should be provided commensurate with proposed length or extent of activity or project.
- Evidence might include one or more of the following items:
 - Original tapes, slides, or syllabi to supplement current course materials;
 - Copies of paper(s), article(s), book(s), bibliography(ies), or artwork created;
 - Receipts and/or itineraries, annotated guidebooks, plane tickets, photographs, journal entries;
 - Paychecks, evaluation reports, letters from management or supervisor(s) or supporters.

NOTE: A binder of examples of approved Post Activity Reports is available in the YFA office.