

INDIVIDUAL PRESENTATION/PROJECT PLAN

INSTRUCTIONS:

1. Complete the form for EACH activity
2. Make sure to fill out both FRONT & BACK of the form
3. Submit at least 4 weeks before the presentation/project
4. Maximum number of flex hours is 3 per presentation and 16 per project
5. Submit to Christine Park, Director of Staff & Organizational Development, Learning Resource Center, main floor, parkcj@lacitycollege.edu, 323.953.4000 x2887
6. For more information visit our website at <http://www.lacitycollege.edu/facstaff/staffdev/>

Last Name:		First Name:	
Employee Number:			
E-Mail:		Phone/Ext.:	
Your Primary Job Classification:			
Ⓐ	Full-time Faculty (including hourly assignments)	Discipline:	Department:
Ⓑ	Adjunct Faculty	Discipline:	Department:
Ⓒ	Other	Discipline:	Department:
Activity Title:			
Activity Date (month – day – year):		Activity Location:	
Number of Flex Hours:		Signature:	

1. Participation in this activity will improve student outcomes in the following areas	
Ⓐ	Improvement of Instruction
Ⓑ	Professional Enhancement
Ⓒ	Personal Enhancement
Ⓓ	Multicultural Awareness
Ⓔ	Computer Proficiency
Ⓕ	Institutional Growth/Development
Ⓖ	Other:

