# 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/](http://www.lacitycollege.edu/facstaff/staffdev/)

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<td>Employee Number:</td>
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**Your Primary Job Classification:**
- **A** Full-time Faculty (including hourly assignments)
- **B** Adjunct Faculty
- **C** Other

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<th>Activity Title:</th>
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<td>Activity Date (month – day – year):</td>
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<td>Number of Flex Hours:</td>
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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:
2. Please describe your Presentation/Project Plan (attach additional sheets if necessary).

a. Briefly describe what you will do/did (i.e. if conference attendance, please attach agenda, conference summary, and/or other documentation to substantiate dates, times, etc.

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b. Identify at least two ways this presentation/project will benefit students and/or institutional development

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For Staff & Organizational Development Committee Use Only

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Comments:

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