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|  | School Of General Arts & Science |

# Professional Development Request – 2018-19

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| **Employee Name:** |  |
| **Date of Request:** | Click here to enter a date. |
| **PD Request**  |

*Click here to type. (Include conference/event name, date, location, focus)*

**Costs**

*Click here to type. (Approximate where necessary. Include registration fee, travel, meals and accommodations. Please also comment on willingness to share accommodations)*

**Reason for Request**

*Click here to type. (Examples: Curriculum update, link to strategic plan, personal or professional growth, etc)*

**Impact**

*Click here to type. (Provide an explanation for how participation in this PD will support teaching/student learning, School or College-wide Academic Plan)*

**Previous Funded PD Requests**

*Click here to type. Include information on any previously funded PD over the last 5 years.*

**Communication of Learning**

*Click here to type. Indicate plans for sharing learning with your Colleagues upon completion of PD.*

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|  |  |
| Employee Signature | Date |

## Manager Approval

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|  | [ ]  | Approved |
|  | [ ]  | Denied |
| Comments: |

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|  |  |
| Manager Signature | Date |