

LAVC 2018-19 Professional Development Reporting Form – due June 5, 2019

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
(last name) (first name)

Department: \_\_\_\_\_ Phone: \_\_\_\_\_ FT  Adjunct

**How many hours do I owe?**

Full-Time Faculty: 33.5 hours for the academic year [if hourly rate classes are taught, add half the total number of these additional classroom hours]

Adjunct Faculty: Half the total number of weekly classroom hours you teach in fall and spring semesters. For example, two 3-unit classes in fall + one 3-unit class in spring = 9 hours, so you would owe 4½ hours.

List hours required: \_\_\_\_\_ List hours completed: \_\_\_\_\_

Activities completed between July 1, 2018 and June 30, 2019 -- see planning worksheet for options

**A. WORKSHOPS, TRAINING, MEETINGS, OR ACTIVITIES AT LAVC**

Date	Title of Program	Hours
Aug. 23, 2018	Opening Day (6.7 hours if attended)	

**B. ACTIVITIES OFF CAMPUS (Must be accompanied by documentation, e.g., conference receipts/programs, certifications, admission stubs, etc.)**

Date	Name of Activity	Hours

Total hours \_\_\_\_\_

I certify that I have completed these activities:

Signature (not required if submitted electronically) \_\_\_\_\_

Date \_\_\_\_\_

Completed forms and documents are due by June 5, 2019, but you are encouraged to turn them in as soon as you complete your obligation. Do it early! Questions? Call (818) 947-2712.

- Fill out this form, save it, and email it to [profdev@lavc.edu](mailto:profdev@lavc.edu)
- Print it out and bring it to the Professional Development Center, LARC 200
- Print it and put it in the slot for instructors in the mailroom, ATTN: Professional Development
- Print it and mail to Professional Development, LAVC, 5800 Fulton Ave., Valley Glen, CA 91401

(For office use only)

Professional Development Advisory Committee: Approved  Denied

Reason for denial: \_\_\_\_\_