



**Full-time Faculty
Flex Individual/Group Proposal Form**

Faculty Professional Development (FPD)

<http://www.lbcc.edu/FPD/flex.cfm>



Please submit this form at least one week before Flex Day to Faculty Professional Development, mail code (Y-8). If your proposal is approved, you will be notified via e-mail. Please keep a copy for your records.

The Individual/Group Project Guidelines can be reviewed in the *Full-time Faculty Flex Frequently Asked Questions (FAQ's)* at the website: <http://www.lbcc.edu/FPD/flex.cfm>

Name _____ Date _____

Department _____ e-mail/phone _____

Names of other applicants:

Full-time _____

Part-time _____

Number of Hours Requested for Presenter _____ for Participants _____

Are you presenting a departmental workshop/meeting (Yes/No) or for all instructors (Yes/No)? (Circle)

Time:

Date:

Location:

Purpose of Event: In three or four sentences, list the learning content. Specifically, what will you learn from this activity and how will this information be applied in classroom instruction and/or contribute to your professional development?

- For field trips, such as a visit to an art gallery, a flyer/brochure that describes the event must be provided. Refer to the "field trips" section in the *Full-time Faculty Flex FAQ's* at the website: <http://www.lbcc.edu/FPD/flex.cfm>.
- For meetings, attach the agenda or objectives.
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(The activity should assist your personal professional development.)

You may provide the information on the back of this sheet of paper or attach additional sheet(s).

Department Head Signature: _____ **(Date)** _____

(Department head signature does not guarantee automatic approval)

Flex Committee Approval - Number of Hours _____

1 _____ (name) _____ (date)

2 _____ (name) _____ (date)