

FLEX PROPOSAL FORM

Individual Activity

Use this form to request Flex credit for off-campus activities (i.e. not hosted by LBCC), such as webinars not listed on the FPD webpage, and conferences not directly related to your area of teaching.

NAME

DEPT

EMAIL

FULL-TIME

PART-TIME

ACTIVITY TYPE

DESCRIBE THE ACTIVITY

ACTIVITY DETAILS

TITLE

DATE

TIME

LOCATION/EVENT HOST

FLEX CREDIT REQUESTED (6 HOURS MAX)

PURPOSE OF ACTIVITY

DESCRIBE WHAT YOU WILL LEARN FROM THIS ACTIVITY AND HOW THIS INFORMATION WILL BE APPLIED IN CLASSROOM INSTRUCTION AND/OR CONTRIBUTE TO YOUR PROFESSIONAL DEVELOPMENT. ATTACH MORE INFORMATION OR INCLUDE LINKS, IF NECESSARY.

DEPARTMENT HEAD SIGNATURE

PRINTED NAME

DATE