

PROFESSIONAL DEVELOPMENT ACTIVITY
SUMMARY REPORT for WORKSHOP/SEMINAR/CONFERENCE or SPECIAL PROJECT

Name _____ Dept/Division _____ Date _____

Title/Name of activity: _____

Sponsor: _____ Date(s) of activity: _____

Verification Approved by Supervisor: _____ Date: _____
(Signature)

Respond to each of the items below with 3-5 bullet points or short sentences, not to exceed one page.

1. Indicate the highlights of what you did for/with this activity:
2. Indicate what you learned from this activity:
3. Indicate the ways the college will benefit from your involvement:
4. Indicate how you will share aspects of your experience with others who would benefit from the information:
5. To encourage a successful experience for the next person who attempts this same activity, mention any logistical or activity-related issues: