Center for Teaching and Learning

Professional Development Initiative for a CTL event, Service Learning Project, or Mentorship

*You must print this form, fill it out, and submit it to your Division Chair/Director

Semester ______________

Name(s) of Facilitator(s)__________________________________________________________

For a CTL event:

1. Date ______________ Time ______________ Location ________________________
2. Description:

For a Service Learning Project:

1. Expected Learning Outcome (from official course syllabus) this project addresses:

2. Description of the Service Learning project including the name of the community partner(s) and the service(s) provided:

3. How will students reflect upon the project as it relates to the following items?
   a. Mastering the expected learning outcome
   b. Influencing the likelihood of future community service

4. At the end of the semester, you must submit to your Division Chair a report summarizing outcomes for your Service Learning initiative.
For Mentorships:

1. Name of Mentor (assigned by Division Chair or Director): ______________________
2. Name of Mentee (assigned by Division Chair or Director): ______________________
3. Planned Activities:

4. At the end of the semester, reflection papers must be submitted summarizing mentor and new faculty member’s experience.

Amount due Faculty/Staff Member ______________________________
Amount due Guest Co-Facilitator ______________________________

Signatures:

Faculty/Staff Member _______________________________ Date _____________
Division Chair/Director _________________________________ Date _____________
Dean _____________________________________________ Date _____________
Vice President of Instruction _____________________________ Date _____________