

**LOS ANGELES HARBOR COLLEGE
FACULTY INDIVIDUAL PROJECT PROPOSAL FORM
2014-2015**

This program is open to all Full-Time Faculty

Los Angeles Harbor College promotes lifelong learning for all. To support this goal, the FLEX committee encourages continuous learning to ensure that employees are prepared to meet the needs of students now and in the future.

Please submit your project proposal by filling in Section I & II of this form, obtain Chairperson's signature and send it to the Professional Development Coordinator. **To receive FLEX hours, please submit two weeks prior to project.**

Keep a copy for your records.

Faculty Name: _____ **Department/Division:** _____ **Date:** _____

Individual FLEX Project Title: _____

Date of proposed project _____

SECTION I: Please complete this section completely.

1. Describe your project with timeline.

2. How does this project improve instruction and foster student success.

3. Describe planned outcomes and explain how you will assess the success of this activity.

4. How do you plan to share your project outcomes?

Presentation to Colleagues: When/Where: _____

Other: _____

The total number of hours needed to complete this proposal are _____ hours

I will complete the above project and submit the necessary forms for credit.

Faculty Signature: _____ **Date:** _____

Section II: Division chairperson review and approval for the above Individual Proposal:

Chair Comments and recommendations: _____

Division Chair Signature: _____ **Date:** _____

**LOS ANGELES HARBOR COLLEGE
INDIVIDUAL PROJECT COMPLETED ACTIVITY REPORT**

Submit within two weeks of completion of your project to receive your FLEX hours

Faculty Name: _____ Department/Division: _____ Date: _____

Faculty Individual FLEX Project Title: _____

Section III: Documentation of Individual Faculty FLEX hours from the above project:

Please type your responses. If necessary, use additional pages. Thank you.

1. Provide a short summary of your completed Individual FLEX project.

2. Assess outcomes of this activity by reflecting on what changes you have or will make in your instruction. How will this activity promote student success?

3. Describe how you will share your project outcomes.

The total number of hours claimed to complete the project from the original proposal are _____ hours

Faculty Signature: _____ Date: _____

Professional Development Coordinator use only:

Date Final Summary of FLEX Report Received: _____ FLEX hours awarded: _____

Professional Development Coordinator Signature: _____ Date: _____