



Request for Professional Development Proposal

Your Name: _____

Name of Project: _____

Today's Date: _____ Project Date(s): _____

Administrative Approval: _____ Date: _____

Because it is expected that adult educators at every level engage in professional development activities, please use the following proposal outlining your professional development goals and plans for the coming year.

1. Please rank order your preferences for your mode of professional development, with 1 being your top choice.

- _____ Developing your own plan of study with support from your agency.
- _____ Researching an issue, problem, or topic in your own teaching environment.
- _____ Practicing classroom strategies with feedback from another teacher or supervisor who observes.
- _____ Working on an agency project (e.g., curriculum or materials development)
- _____ Attending workshops to learn new instructional skills.
- _____ Other: _____

2. List your goals for this Professional Development Project. Include information as to how these goals are related to student success. Why did you choose these goals?

- a. _____
- b. _____
- c. _____
- d. _____

3. What specific activities do you plan to enable you to accomplish your goals? When would these activities take place?

- a. _____
- b. _____
- c. _____
- d. _____

Request for Professional Development Proposal – Page 2

4. Detail the expenses you expect to be reimbursed, plus any necessary support (i.e., release time, materials, observation opportunities, conferences).

Expenses:

Administrative Support:

5. How will you evaluate whether or not your goals are achieved?

6. How will you present or share the results of your professional development activities with other staff?