

**James Sprunt Community College
Professional Activities Summary**

Name: Your Name

Title: Coordinator of ...

Department: Your Department

Period Covered: July 1, 08 to June 30, 09

Please print clearly or type. One copy is kept by employee, one goes to employee's supervisor. Original is forwarded through the supervisor to Personnel Office for Personnel File.

A. COURSES TAKEN

COURSE	UNDERGRAD HOURS	GRADUATE HOURS	CONTINUING EDUCATION CEUs	DATES ATTENDED	SCHOOL
1,					
2,					
3,					
4.					

B. DEGREE EARNED

Degree	Major	Minor	School	Date Received

C. WORKSHOPS ATTENDED (Under hours, indicate only the number of hours workshop actually met.)

Workshop Title	Hours	Dates	Location
1. Business Etiquette	2	August 26, 2008	JSCC, Small Business Center
2. Annual Planning Retreat	8	September 12, 2008	Mad Boar
3.			
4.			
5.			

D. PROFESSIONAL ORGANIZATIONS (Indicate offices held as well as membership.)

Rotary Group Study Exchange, Penn State Alumni Member, Psy Chi Membership

E. COMMUNITY SERVICE (Include speaking engagements and other presentations to outside groups.)

Activity	Group or Organization Served	Dates
1.		
2.		
3.		
4.		
5.		

F. TECHNOLOGY TRAINING (List courses, workshops, etc. specifically related to computer or other technology training.)

Course/Workshop Title	Dates	Hours	Location
1.Data Warehouse Training	7/26/08-7/27/08	16	NCCCS Home Office, Raleigh, NC
2.IIPS Conference	8/21/08-8/23/08	24 Conference Hours Stayed in Charlotte for three days	Charlotte, NC
3. National Clearinghouse Training	09/05/2008	1	JSCC/Teleconference
4.			
5.			

G. OTHER (Committees, Professional Reading, participation in Wellness Program, etc.)

Activity Description	Dates
1.Committee...	08/28/2008
2.	
3.	
4.	
5.	

_____ Date

_____ Signature

Please add additional sheets if necessary. Indicate category of addition and attach to form.

