

4. What methods do you propose to achieve this goal? (List here the specific courses you wish to take and any other planned activities.) If you need advice on what constitutes the best preparation for a given position or occupation, check with the Human Resources Department.

Employee's Signature Date

Approved: Department Head/ Dean Date

Approved: Supervisor' Signature Date

Approved: Human Resources Director Date

Note that any academic course work you may undertake in connection with this Career Development Plan will require the completion of Form #102 (Fee Waiver Application), each semester in which you take courses under the Career Development Plan.

Comments by Human Resources Director:

NOTE: The supervisor's and department head/dean's signatures indicate only that a good faith effort will be made to allow the applicant to attend courses that must be taken during normal work hours. At all times, the primary consideration is the operational need of the department.