

Appendix U (Continued)

Career Development Plan

A Career Development Plan is essential to determine whether the career goal will assist employees in their present positions or may lead to other career positions within the Los Angeles Community College District. Once a Career Plan had been approved, it should be updated or modified by the employee as needed. Assistance in developing a plan is available from counselors in the College Career Counseling Center or the Office of Staff Development Programs and Services, for District Office employees. Employees should keep a copy of their approved Career Development Plan for reference.

Approved requests for release time during working hours for career development will be based on the office work schedule each semester.

Briefly describe your career goal: _____

List the courses required to accomplish your career goal and the expected dates of completion.

<u>Courses</u>	<u>No. of Units</u>	<u>Expected Date of Completion</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a request is denied, employees have the right to appeal to the appropriate administrator or the Career Development Advisory Committee.

Appendix U (Continued)

Los Angeles Community College District
Career Development Class Completion

This form should be completed and turned in to the supervisor by the employee for their career development file only in case of withdrawal from the course or if a grade card, transcript, or other verification of class completion is not given.

_____ has been enrolled in
Name _____

_____ and
Class, Workshop, etc. _____

has/has not (cross one out) successfully completed this program with a grade of _____.

Date class began _____, Ended _____

Total number of hours of the course _____

Instructor's Signature

Date