

UNC Hussman School of Journalism and Media
PROFESIONAL DEVELOPMENT REQUEST FORM

Request date:

Name:

PID:

Request Details

Brief description of the professional development activity:

Location (include a website link if virtual/online):

Total cost:

Please explain the breakdown of costs (if applicable):

Date(s) of activity

Will it require time away from work? If so, list the dates you will be out of the office.

Please describe how you plan to apply the knowledge and skills in the work setting:

What other similar options have you considered? Why do you believe this offering is the best fit for your professional development needs?

Supervisor's Approval

Comments:

Signature

Date

Dean's Approval

Comments:

Signature

Date

Once the request is approved by your supervisor, please return this form to hussmanbusinessoffice@unc.edu.