

## Staff Development Program (SDP) Publication Reading Completion Form (2017-18)



Use this form to calculate, measure and justify hours for reading printed publications such as books, magazines and journals that are part of an approved project plan. All questions must be answered in order for the form to be submitted.

Participant Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. What type of media did you read? What is the title?
  
2. How many pages did you read?  
*Do not include cover sheets, table of contents or index pages. Count only the pages containing content applicable to your goal(s).*
  
3. What goal did this publication apply to?  
*Goal should be identical to what is on your Goal/Activity Approval form. Example: Summer Reading Program.*
  
4. What did you hope to achieve by reading this publication?  
*Explain why you chose to read this publication, based on your goal(s). Example: Required for Summer Reading Program.*
  
5. What did you achieve by reading this publication?  
*Provide detailed explanation of how this publication helped you achieve your goal(s). Example: Reading this publication prepared me for the discussion phase of the Summer Reading Program.*
  
6. How is this publication relevant to your goal(s)?  
*Provide detailed information on how you intend to use what you learned from reading this publication based on your stated goal(s). Example: My goal was to volunteer to lead a discussion in the Summer Reading Program. This publication was required reading for the Summer Reading Program. Reading this publication prepared me for the discussion phase of the project.*
  
7. How much time did you earn reading this publication?  
*Calculate one page per minute. Example: 228 page publication is calculated at one page per minute or 228 minutes. 228 minutes is equal to three (3) hours and 48 minutes.*

8. Explain in detail how you will use what you learn from this activity in your job.

9. This activity was valuable to my personal/professional development.

*(1=strongly disagree, 5=strongly agree -- place x in appropriate box)*

1    2    3    4    5