

Staff Development Program (SDP) Application (2017-18)



Employee Information: Please fill in sections with the corresponding information. Use mouse or down arrow to navigate between fields.

Full Name: Mark Team	State Classification: Hair Care Specialist
Department Name: Studio C	Job Code: EC35
Department Number: 9999	Clemson Title if Different: Stylist
Email Address: markteam@clemson.edu	Supervisor Name: Terri T. Leader
Employee ID Number: 000000	Supervisor Email: territleader@clemson.edu

Employee and Supervisor Agreement of Understanding:

I, Mark Team, and my supervisor, Terri T. Leader, understand that I must meet the SDP criteria before my application will be reviewed and considered for acceptance into the program. Any supervisor who does *not* authorize the staff member completing this application to participate in the SDP at this time must complete the 'supervisor objection' portion of this form and return the form to the SDP office at 801 University Union, Clemson, SC 29634 by April 4, 2017.

The SDP website eligibility and program requirements: <http://www.clemson.edu/sdp>

Supervisor's initial: Approval: _____ Objection: _____

Supervisor's signature and date: _____

Employee's signature and date: _____

Supervisor objection (if applicable)

All Clemson staff meeting the conditions and requirements set forth on the SDP Eligibility Form are qualified to be considered for participation in the program. However, the Steering Committee recognizes and appreciates that certain extenuating circumstances may warrant that specific individuals not be considered at this time. If, as a supervisor, you believe such circumstances exist for the employee identified on this application and that the employee should not be considered for SDP participation at this time, please describe those circumstances below and sign/date where indicated. (100 words or less)

Click here to enter text.

Staff Development Program (SDP) 2017-18 Participant Agreement:

I understand that I must complete all of the following requirements of the Staff Development Program in or to obtain and retain my salary increase:

1. I understand I must complete a minimum of 150 total hours of development:
 - Professional Development (a minimum of 74 documented contact hours)
 - Personal Development (a minimum of 26 documented contact hours)
 - University/Community-related Service (a minimum of 40 documented contact hours)
 - Core Curriculum (a minimum of 10 documented contact hours)
2. I understand I must fulfill the program requirements as indicated by the SDP 2017-18 guidelines.
3. I understand I must continue to fulfill my regular job duties to the satisfaction of my supervisor during the period of my involvement in the SDP.
4. I understand while supervisors may grant some leeway to permit SDP activity during 'work' hours, they are under no obligation to do so. Participants are to work with their supervisors to determine what will be allowed.
5. I understand I must create and maintain detailed documentation of how I have completed the requirements of the program.
6. I understand this is a two-year program and that I must complete and document at least 15 hours of SDP Steering Committee approved volunteer service to the SDP from July 1, 2018 through June 30, 2019 to fulfill the program requirements of the second year.
7. I understand that 50 percent of the salary increase received from the completion of the first year of the two-year program will be forfeited if the volunteer service component is not completed to the satisfaction of the SDP Steering Committee.
8. I understand that because there will only be a maximum of 25 participants in the SDP during this program year, the final selection of participants will be based on the quality and competitiveness of my application.
9. I understand that if I am not accepted as a participant in the SDP, I am not eligible to appeal or grieve the decision under the Clemson University Grievance Policy.
10. I understand my application must be received by the SDP Office no later than 4:30 p.m. on April 4, 2017. Applications may be mailed to 801 University Union, Clemson, SC 29634.

I, Mark Team, have reviewed, understand and agree to comply with the Staff Development Program (SDP) 2017-18 Participant Agreement.

Employee's signature: _____ Date: _____

Applicant's Proposed Program Information: Enter a goal. Beside it, enter the first activity for that goal. If you have more than one activity for a goal, keep entering them in subsequent lines, leaving the goal beside them blank. Continue adding goals and activities in this format until you've listed them all for each SDP section (Professional, Service and Personal). Next enter the provider/location information for each activity and the estimated hours you will spend completing those activities. Answer "yes" or "no" in the online column.

Professional Development Goals (74 hours)	Class/Seminar/Activities to Reach Goal	Provider/Location	Est. Contact Hours	Online? (Yes or No)
Begin coursework to earn an Esthetics Certificate in Applied Science so I can obtain my Esthetician license from the SC Board of Cosmetology	COS151 Dermatology (3 credit course) or	Greenville Technical College, Greenville SC	72	No
	COS165 Business Practice (2 credits)	Greenville Technical College, Greenville SC	48	No
Learn Conversational Spanish	Speed Spanish 6 Week Course or	Ed2Go.com	24	Yes
	Spanish Beginner 10 Week Course	Upstate International, Greenville, SC	20	No
Attend tradeshow and conferences to stay competitive in my profession	Cosmetology Conference or Tradeshow – (Sample sessions are: The Business Side of Beauty, How to Best Engage the Multicultural Market, The Beauty of Sustainability – More Than Green Packaging, New Innovative Tools and Products, and Networking)	Cosmoprof Las Vegas, Nevada or Georgia Beauty Expo Atlanta, Ga	20	No
			0	
			0	
			0	
			0	
Professional Total: (Right Click on "0" and click "Update Field" to get total.)			112.0	

If the space above was inadequate, use this space to further describe professional goals and/or activities. (150 words or less)

Esthetician license requires 450 hours of skin care classes at approved school. Esthetics Certificate in Applied Science from Greenville Technical College satisfies the 450 hour requirement. Each credit counts as 37.5 contact hours.

Describe how you and the University will benefit by achieving these professional goals. (150 words or less)

By obtaining my esthetician license my department will be able to offer new services to faculty, staff, and students and creates a new source of revenue. Being able to converse with the Hispanic clientele will help my department offer services and improve customer satisfaction. This goal aligns with Clemson's goal to make campus more inclusive. My current responsibilities go beyond basic cosmetology. I assist with product selection, social media, and point-of-sale transactions for the department. The seminars on sustainable packaging, engaging a multicultural market, and business practices will increase my efficiency, and in turn, the efficiency of the department. By completing these goals I will have the latest information available and a greater knowledge of the additional skills needed to advance in my profession.

Staff Development Program (SDP) Application, cont.

University/Community-related Service Goals (40 hours)	Class/Seminar/Activities to Reach Goal	Provider/Location	Est. Contact Hours	Online? (Yes or No)
Volunteer my time and/or services to the less fortunate or those in need	Assist with elder care (emotional and physical support)	Gaye Pam-Harvey's Nursing Home Six Mile, SC Master Care Retirement Home Liberty, SC	15	No
	Provide free haircuts	Haven of Rest Men's Shelter Anderson, SC	15	
	Comfort families during the loss of a loved one	Duckett Robinson Central SC	10	
Mentor a stylist at a local cosmetology school	Teach techniques, answer questions, and assist them with job shadowing	ABC Cosmetology School Greenville, SC	15	No
			0	
			0	
			0	
			0	
Service Total: (Right Click on "0" and click "Update Field" to get total.)			55.0	

If the space above was inadequate, use this space to further describe service goals and/or activities. (150 words or less)

Describe how you and the University will benefit by achieving these service goals. (150 words or less)

Service and giving back to the community are vital parts of the Clemson Family values and traditions. Interacting with the elderly, those less fortunate than I, or those in mourning will be rewarding as I meet new people, in somewhat unfamiliar places and situations. Stepping out of my comfort zone to help those will encourage me to do more volunteer work with other organizations around campus as well as becoming more engaged in the community.

Providing services or volunteering gives a sense of pride in who you are and what you do, creating a positive morale within the work place. Happy and successful employees make for successful businesses.

Mentoring and or job shadowing will make me more accountable for my actions and will encourage me to be better at my job. Knowing that someone is learning by example will encourage me to use strong work ethics.

Personal Development Goals (26 hours)	Class/Seminar/Activities to Reach Goal	Provider/Location	Est. Contact Hours	Online? (Yes or No)
Learn a LifeSavings Skill	American Red Cross CPR/AED/First Aid	Fike/ Campus Recreation Dept.	6	Both
Improve my leadership skills	Read books such as "How to Deal with Difficult People" or "Coping with Difficult People". Other titles might include "The Little Black Book of Leadership Secrets" or "Fundamentals of Crew Leadership"	Home or University Library	6	No
Educate myself on identifying signs of skin cancer	Research online from the Skin Cancer Foundation	www.skincancer.org/skin-cancer-information or www.cancer.org	4	Yes
			0	
Increase my stamina by exercising more	Take a weekly yoga class Take a weight baring class	Fike/Campus Rec.	24	No
			0	
			0	
Personal Total: (Right Click on "0" and click "Update Field" to get total.)			40.0	

If the space above was inadequate, use this space to further describe personal development goals and/or activities. (150 words or less)

Describe how you and the University will benefit by achieving these personal goals. (150 words or less)

By taking a life-saving classes, I will be prepared in case of an emergency at the University. I will be more confident knowing that I have the skills that could potentially save someone's life.

Working in such a diverse environment, such as a University, can be challenging. Reading self-help books would help me to better understand and interact with the different personalities around me. Reading the leadership books would prepare me to take the initiative in certain job situations.

By educating myself on skin cancer, I can help identify the disease in the early signs around the scalp, hopefully catching it in the earliest stage, so people could have a better medical outcome.

Exercise is beneficial to my health and a great stress reliever. It will strengthened my core so that I can endure long hours of standing thus being more productive at work. Exercise affects my emotional wellbeing too, allowing me to be a happy, employee contributing to the Clemson family.