# **Flex Activity Report**

Use this report when there is no ‘evidence’ per se (such as a certificate) to attach to the External Training Form. This report will act as your supporting documentation.

* Please download this document, fill out the section that applies to your activity, save it to your computer, and then attach it to the External Training Form. (There will be an “Attach” button at the bottom.)
* In a section, feel free to copy & paste the fields as needed so you can include multiple items in one report. *Example*: Watching 3 different Ted Talks. (Please use only one type of section per report, though.)

## **Reading** Books/Scholarly Articles

**Title(s):**



**Author(s):**

**Publisher(s):**

**Date(s) of publication**:

**Website/link** (if applicable):

**Length** (e.g., total number of pages):

## **Watching/Listening** Webinar/Podcast/Video(s)

**Title:**

**Speaker:**

**Sponsor** (e.g., TED Talks, Lynda.com):

**Website/link** (if applicable):

**Length**:

## **Attending** Lecture/Workshop

**Title:**

**Speaker:**

**Sponsor**:

**Website/link** (if applicable):

**Length**:

**SITE** (Scholarly Inquiry for Teaching Excellence)  
Examples of SITE activities for this report: FLC group sessions, peer observations, department presentations, independent study/tasks, website content building, campus and community outreach.

**Activity:**

**Date(s):**

**Time spent (total):**

**Description:**

**Other**  (Ex: Curriculum Development)

**Activity:**

**Date(s):**

**Time spent (total):**

**Description:**