Workshops: Report Sheet

The Workshop Report Sheet serves two purposes— to help you document the various workshops you attend and to guide you as you reflect on the experience. You should complete a Workshop Report Sheet after each workshop you attend. The Report Sheet should include the particulars of the workshop, a brief summary, and comments addressing the usefulness and applicability of the workshop to your professional development activities. Sample questions you might address for each of the three broad workshop topic areas (In the Classroom, For the Profession, and At the University) can be found on a separate sheet. Note: Editable version at http://collab.itc.virginia.edu/ (Collab site name: TPT-TRC).

Workshop Category: In the Classroom For the Profession At the University

Workshop Date: ____________________________

Workshop Duration: ____________________________

Workshop Title: ___________________________________

Workshop Sponsor: ___________________________________

Workshop Facilitator: ___________________________________

Facilitator’s Affiliation: ___________________________________

Summary & Comments: