

STUDENT AFFAIRS INSIDE LOOK APPLICATION

Name: _____ Mail Code: _____

Unit: _____ Phone: _____

Specify the Student Affairs area you want to observe for a day. What is your focus: Do you want to explore a specific position? Do you want an overview of the entire unit? Part of the unit? (A list of Student Affairs units is on the reverse side of this application. For more information about programs within the units, contact your supervisor or the unit.)

Signatures: _____ Date: _____
Staff member

Supervisor Date: _____

Unit Head Date: _____

Staff may participate a maximum of once per quarter. Applications are processed four times per year. Applications received by the end of the fifth week of the quarter, or by the end of July, will be processed for a visit the next quarter. If you are matched, you and the host unit will be notified. It will then be your responsibility to arrange your visit with the host unit.

Send your application to 0015, c/o the Professional Development Committee. For further information, contact your Professional Development Committee representative, or Debbie Wenck (x44380, dwenck@ucsd.edu).