

SABBATICAL REPORT CHECKLIST

Completed	Sabbatical Report Requirements
	The sabbatical report has been formatted in accordance to all the <i>Sabbatical Leave Report Guidelines</i> and has been proofread for grammatical, spelling and formatting errors.
	A title page and table of contents has been included in the sabbatical report.
	A copy of the original sabbatical leave application has been included in the sabbatical report.
	A statement of purpose (narrative introduction) has been included in the sabbatical report.
	All objectives referenced in the approved sabbatical application have been included in the sabbatical report and <i>each objective</i> includes a discussion of how the objective was met with supporting evidence provided in the sabbatical report appendix.
	<p>A discussion of how the sabbatical project enhances (<i>where applicable</i>) service to Cerritos College, to the division/department, to the classroom and to the community has been included in the sabbatical report.</p> <p>A discussion of how the sabbatical project is relevant to the goals of the College Educational Master Plan has been included in the sabbatical report.</p>
	An appendix table of contents has been included in the sabbatical report.
	An appendix has been included in the sabbatical report.
	The signature statement with signature and date has been included in the sabbatical report.