

## MBA PROGRAM Professional Development Activity Approval Request

Many of the activities that will satisfy your professional development requirements are already part of the MBA Program and structures are in place which will allow your participation in those activities to be documented on your Degree Audit Report System (DARS). For activities that are NOT pre-approved as being applicable towards fulfilling one of your professional development requirements, you need to submit this request and provide the MBA Program with documentation for review.

<b>Last Name:</b>	<b>Date:</b>
<b>First Name:</b>	<b>Student ID #</b>
<b>UW email address:</b>	<b>Program year (circle one): 1<sup>st</sup> 2<sup>nd</sup></b>
<b>Activity Area:</b> <input type="checkbox"/> Practical Experience <input type="checkbox"/> International Perspective	
<b>Date(s) Activity Occurred:</b> _____	

**Name and brief description of activity:**

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Please attach documentation about the activity. The following are some suggestions as to the type of documentation you might provide depending on the type of activity:

- Course syllabus
- Letter from independent study faculty sponsor
- Project or internship descriptions
- Other detailed documentation of the activity
- Letter from intern or project supervisor

**Department decision:**

This activity **may / may not** be counted toward this student's MBA degree program.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_