**Leave Activity Report Form**

**(Due November 1, the academic year after leave)**

The report includes three components:

1. Leave Activity Report Form (summary page).
2. A one-page narrative of your activities during the leave.
3. Copies of the table of contents or chapter titles of manuscripts, articles, papers, grant proposals etc., compiled during the leave (please try to keep to 10 pages or less).

Name:

Rank:

SMU ID#:

Department:

Date of Leave (indicate semester(s) and academic year):