

Program/Event Co-Sponsorship Form & CPD Credit Application

Office of Career Development and Opportunities

1 Request for Program / Event Co-Sponsorship

1.1 Instructions & Guidelines

The Office of Career Development & Opportunities (CDO) is happy to consider invitations by student organizations to co-sponsor programs/events, with the following guidelines:

- Requests for co-sponsorship for the Fall semester must be submitted by **October 15**, and for the Spring semester by **March 14**. Additionally, *all requests for co-sponsorship must be made at least two weeks prior to the program/event, to ensure timeliness of all arrangements.*
- The CDO cannot accommodate more than one co-sponsorship per student organization per semester.
- The student organization must take the lead in planning the program, inviting speakers, publicizing the event (including drafting blog posts and/or fliers), and making arrangements as needed for the room, tech needs, parking, set up and food/refreshments. The student organization will keep the CDO advised of the completion of all details (**see 1.3**).
- The program/event is career or job-search oriented, following the mission of the CDO. This could include job search skills-based programs, career panels, networking events, etc.
- The CDO will be listed as a co-sponsor on any publicity and will include the event in the CDO blog, [Denver Law Career Connection](#). Depending on the event and timing, the CDO may also send out one special email about the event to all students on the day of or day before the event.
- If requested, the CDO will contribute to the cost of a lunch or other food for students at the event, at an amount to be determined based on the program, number attending, etc.
- The CDO may also consider providing lunch for outside speakers/panelists prior to or after a lunchtime program.
- As a general policy, the CDO will not co-sponsor a program/event if the CDO has already scheduled or agreed to co-sponsor another event at the same or overlapping time period.
- The CDO reserves the right to modify or amend the preceding rules on a case-by-case basis, as they see fit.

1.2 Requests to CDO for Co-Sponsorship

- List as Co-Sponsor
- Blog Post Advertisement
- Food Contribution [*For CDO to fill: Amount / Type Approved* _____]
- Lunch for Speakers / Guests
- Apply for the program to be eligible for CPD Credit (if checked, complete the fields in **Section 2**)

1.3 Program / Event Checklist and Details

1. Name of Program

2. Date & Time of Event

3. Event Location

4. Description

5. Student Organization(s) Sponsoring or Organizing Event

6. Speaker(s) / Panelist(s)

7. Food / Refreshments

8. Setup or Technology Needs

9. Parking Arrangements

10. Other Special Arrangements or Requests

Submitted by

Date

After filling out the form, please send the saved PDF via email to careers@law.du.edu, or print it out and submit it in person to the CDO (Room 223). If applying for CPD Credit, follow submission instructions in Section 2.3

1.4 Co-sponsorship Approval *(to be filled by CDO)*

___ Approved by CDO

Date / CDO Contact

2 Application for Career & Professional Development Credit

This section only needs to be filled out by those seeking CPD Credit for their program

- If you are working with any faculty or staff members on this program, please identify them below
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2.1 Career & Professional Development Categories

Which of the following Career & Professional Development categories does your program meet?

- **Career & Academic Planning** - Qualifying programs will help students understand different options within the JD job market and/or identify their individual career goals. Programs may also qualify if they help students establish a strong academic foundation for career success and/or help them chart their academic paths with their long-term careers in mind. **Examples of programs that may qualify include:** programs designed to expose students to a variety of JD Career Paths, career self-assessment, and academic advising presentations.
- **Interviewing and Networking** - Qualifying programs will help students develop networking and/or job interview skills that are essential to success in any career. **Examples of programs that may qualify include:** interview and networking trainings; mock interviews with volunteer attorneys.
- **Job Search Documents** - Qualifying programs will help students develop effective skills in preparing job search documents including resumes, cover letters and writing samples. **Examples of programs that may qualify include:** resume/cover letter workshops; writing sample workshops.
- **Professional Development** - Qualifying programs will help students build skills and competencies that are essential to success in any professional workplace. **Examples of programs that may qualify include:** professional communication, job performance tips and cultural competency programming.
- **Wellness and Personal Development** - Qualifying programs will focus on helping students develop strategies for maintaining work/life balance, stress management and keeping law school performance in perspective. **Examples of program topics that may qualify include:** programs designed to help students keep academic performance in perspective and effectively manage stress.

2.2 Description

Please describe below how your program fulfills the Career & Professional Development categories selected above. Please specifically identify any training or instruction your program will provide for each covered category. Attaching a program agenda to this application is highly encouraged.

2.3 Email Submission to the Steering Committee

For CPD credit, please submit the full application **at least 2 weeks before your program** by emailing the saved PDF to the Career & Professional Development Steering Committee in the same email.

Committee members include:

- Eric Bono - *ebono@law.du.edu*
 - Annecoos Wiersema - *awiersema@law.du.edu*
 - Colleen Scarola - *cscarola@law.du.edu*
 - Jessica Boynton - *jboynton@law.du.edu*
 - Tanya Bartholomew - *tbartholomew@law.du.edu*
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