

# 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

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2. Date & Time of Event

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3. Event Location

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4. Description

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5. Student Organization(s) Sponsoring or Organizing Event

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6. Speaker(s) / Panelist(s)

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7. Food / Refreshments

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8. Setup or Technology Needs

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9. Parking Arrangements

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10. Other Special Arrangements or Requests

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Submitted by

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Date

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*After filling out the form, please send the saved PDF via email to [careers@law.du.edu](mailto: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

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## 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*
  - Jessica Boynton - *jboynton@law.du.edu*
  - Tanya Bartholomew -  
*tbartholomew@law.du.edu*
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