

Suffolk Academy of Law Program Proposal

Program Proposal

Thank you for submitting your proposal for consideration by the Curriculum Committee. **Be sure to respond to every question (if not applicable, write N/A).** Feel free to attach additional pages to this proposal, including outlines, etc. Return the proposal to the Academy Executive Director, Cynthia Doerler via email cynthia@scba.org.

PROPOSED PROGRAM TITLE/TOPIC: _____

PROPOSED PROGRAM DATE AND TIME: _____

IS THIS A SERIES? Yes No If yes, how many programs in the series?

PROPOSED PROGRAM LENGTH AND TYPE (ex: Eve-3 hour; Lunch & Learn-1 hour; Courthouse Program – 2 hours, etc.): Program Type: _____

Program Length: _____

PROPOSED PROGRAM FORMAT: (Lecture, Panel Presentation, Interactive Workshop, Etc.)

Program Format: _____

PROGRAM COORDINATOR(S) (please provide the names and contact information, including phone and email*):

Name: _____

Phone: _____

Email: _____

**(The Academy prefers to have at least one program coordinator be an Academy Officer, Advisory Committee Member or Volunteer; or, for in-Committee and Specialty Bar programs, an SCBA Committee Member or Specialty Bar Chair)*

PROPOSED PROGRAM DESCRIPTION: (Include instructional goals, how the program will aid the attendee in the practice of law, **what can attorneys be expected to learn during this program**, etc.)

CLE CREDIT (please indicate the proposed # of credits in each category:

Professional Practice (Substantive Law): _____

Skills: _____

Ethics: _____

Practice Management: _____

Diversity: _____



INSTRUCTIONAL LEVEL: **Beginner** (suitable for transitional/newly admitted attorneys)

Intermediate

Advanced

PROPOSED FACULTY:

Full Name: _____

Firm Name or position: _____

Telephone: _____

Email: _____

Full Name: _____

Firm Name or position: _____

Telephone: _____

Email: _____

Please attach additional sheets if necessary to include all proposed faculty names and contact information

PROPOSED PROGRAM DESCRIPTION: (please include instructional goals, how the program will aid the attendee in the practice of law, etc. Please note that CLE programs require learning objectives and is not to be used as a platform for solicitation.)

WHAT ARE THE PROGRAM'S LEARNING OBJECTIVES? (3 to 5 bullets)

PROPOSED PROGRAM SPONSORS:

Sponsor Company Name: _____

Name of contact at sponsor: _____

Telephone: _____

Email: _____

