

**JOHN F. KENNEDY UNIVERSITY
CONTINUING & EXTENDED EDUCATION DEPARTMENT**

John F. Kennedy University is approved by the State Bar of California to provide
Minimum Continuing Legal Education (MCLE) for attorneys.

Minimum Continuing Legal Education (MCLE) Course Proposal Guidelines

Proposals for consideration in our Fall (September – February) catalog must be submitted by May 1
Proposals for consideration in our Winter/Spring (February – June) catalog must be submitted by September 1
Proposals for consideration in our Summer (July – September) catalog must be submitted by February 1

MCLE course proposals are submitted to an advisory committee for review and must meet the following criteria for approval:

- Courses must contain significant current intellectual or practical content.
- Courses must be related to legal subjects and the legal profession.
- Courses must be conducted by an individual or group qualified by practical or academic experience.
- Materials submitted must clearly demonstrate how the course meets these requirements.

All course proposal packets are submitted for review must include the following information:

COURSE TITLE AND DESCRIPTION OF CONTENT (100 WORDS)

A concise and informative title followed by a brief abstract including the following components:

- Intended audience(s) for this course;
- Value proposition of content
 - Overall benefit to practitioner-learner
 - Modality, methodology and/or theoretical framework from which the course is being taught
 - Depth of instruction and learning (introductory, intermediate, advanced)
 - What portion of the course, if any, is experiential;
- Tangible learning objectives;
- How course content can be applied to one's practice or work;
- Improved or new student skills and expected outcomes.

SPECIAL REQUIREMENTS [Legal Ethics (4 hrs), Detection/Prevention of Substance Abuse (1 hr), Elimination of Bias in the Legal Profession (1 hr)]

If this course meets one or more of the special requirement areas designated by the State Bar (above), please note the specific area(s), indicate the amount of credit to be applied to each area and include a brief paragraph explaining why your content meets that special requirement.

COURSE GOALS AND OBJECTIVES

Please list a minimum of five measurable learning goals/objectives that will enhance an attorney's attitude, knowledge, skill and practice by the conclusion of this CE course/workshop. **Please note:** *If the course is more than one hour in length, substantive written materials must be distributed to all participants when the activity is offered.*

SYLLABUS/TIME OUTLINE

A detailed syllabus with an hour-by-hour time outline of workshop activities, breaks, lunch, etc... This outline should identify exactly what will be covered in the presentation and how much time will be spent on each item. Time allotted for guest speakers must be clearly indicated, along with a sentence or two describing the content of their portion of the presentation.

Please note: *MCLE credit will not be granted for breaks or mealtimes.*

CURRICULUM VITAE & 75-WORD BIO

- Please include a CV for each instructor (and guest speaker's, when relevant), and a
- Brief bio of approximately 50 words which clearly lists each instructor's **credentials** and **professional background**.
Please note: If you are submitting a new proposal and we already have your bio on file, please let us know if you have revised it.

DIGITAL PHOTO

- A digital (high resolution) jpg photo of the instructor(s). Original image only – we will crop it if needed.

INSTRUCTIONAL BACKGROUND

Please include a bulleted list of the following:

- List of schools and/or organizations for which you have presented within the last two years and indicate topics/course facilitated;
- The approximate number of paid attendees in each of these courses/workshops;
- How these courses/workshops were promoted and marketed to the targeted audiences.