



SANTA CLARA UNIVERSITY – SCHOOL OF
EDUCATION & COUNSELING PSYCHOLOGY

Center for Professional Development
Proposal Guidelines

We are always looking for quality instructors! If you are interested in offering a lecture or workshop that offers continuing education credits through the Center for Professional Development, please reach out to the Director of the Center at cpd@scu.edu. Be sure to include the following information in your proposal:

1. Your curriculum vitae
2. The name of the lecture/workshop you'd like to offer, as well as the length and general or time of year you'd like to offer it
3. A course description: A brief statement/narrative about your course content. Please include
 - how your course focuses on psychological assessment and intervention methods that have credible empirical support, OR
 - how it focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education or research, OR
 - how it focuses on psychological practice, education, or research that is supported by contemporary scholarship grounded in established research procedures.
4. A list of the learning objectives that will be accomplished by the end of the lecture/workshop
5. At least 3 peer-reviewed, scholarly articles within the last 10 years that are relevant to your workshop
6. The target audience, including whether the content will be for the introductory, intermediate, or advanced learner
7. A statement that explains how your workshop addresses multiculturalism and the needs of underrepresented populations
8. A statement that describes the value, accuracy, and utility of the course content, as well as the limitation of the content being taught, and the severe and most common risks.

If you have any questions, please reach out to cpd@scu.edu. We look forward to hearing from you!