

## Professional Development Certificate Program

- 1) The Professional Development Certificate Program Administrators will approve a limited number of student organized **career-related/professional development** programs per academic year to count towards the Professional Development Certificate. No more than two student organization sponsored programs will be approved for the same time slot; no more than one student organization sponsored program will be approved for any time slot in which the Career Planning Office is already sponsoring an event. For time slots in which certain career panels are planned, and at the Program Administrators' discretion, no additional panels will be approved.
- 2) Programs must fall under one of four categories:
  - a. practice areas (e.g. environmental law or immigration law)
  - b. practice settings (e.g. small firm, solo practice, large firm, public interest)
  - c. professional development skills (e.g. interacting with opposing lawyers and the courts, client development, networking, working with senior partners, billing)
  - d. job search skills (e.g. interviewing, dress for success, resume/cover letter drafting); no more than two programs each year in the job search skills category may count towards the certificate
- 3) The Career Planning Office will provide a grant for programs approved for the Professional Development Certificate Program:
  - a. up to \$100 for day programs
  - b. up to \$150 for evening programs (after 6:00 pm).

Grants will be deposited into the student organization's account.
- 4) In addition to the grant, the Career Planning Office will provide:
  - a. Consultation on programs (topics, possible speakers, format, time, etc.)
  - b. Access to fax machine/copier for the program
  - c. Housing of recorded program on the Career Planning Website
  - d. Assistance with room reservation, parking and catering coordination
  - e. Assistance with advertising (emails, blog posting, etc.)
- 5) To apply, student organizations must submit an application to the Career Planning Office (see attached form) at least two weeks before the scheduled event.
- 6) Student organizations may submit multiple applications in a semester, but only one application may be approved per semester, per organization. Organizations are encouraged to co-sponsor Career Programs.
- 7) Student organizations must list Career Planning as a co-sponsor of the program on any advertisements for approved programs and include the following text: *This program is part of the Professional Development Certificate Program. Students who attend this and other Professional Development Certificate Program events may earn a Professional Development Certificate at the end of the academic year.*

- 8) All approved **day** programs/panels must be recorded by the law school IT Department and the link to the recording must be sent to the Career Planning office for posting on a password protected website. Student organizations are responsible for submitting a webcast request to the IT department (support@camlaw.rutgers.edu; please cc. the Career Planning Office) that includes the name of the program, the date of the program, location and the start and end times of the program, at least one week before the scheduled event. In addition, for any program with outside speakers, student organizations must obtain from speakers signed webcast releases which must be submitted to the Career Planning Office at the end of the program. See the Career Planning Office for a blank release.
- 9) A copy of original receipts must be turned in to the Career Planning Office within one week of the program.
- 10) Use of grant funds are subject to all University alcohol and food policies. See <https://camlaw.rutgers.edu/student-leaders-guidelines>
- 11) Though student organizations are not required to apply for approval under the Professional Development Program Certificate Program, **any career-related/professional development program must be approved by the Career Planning office to avoid duplication of speakers and topics and scheduling conflicts.**

Questions about this program should be directed to Rebekah Verona, Director, Career Planning Office, at [verona@camden.rutgers.edu](mailto:verona@camden.rutgers.edu) or 856-225-6178.

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## Professional Development Program Approval Check List

- \_\_\_\_\_ **Submit** application at least 2 weeks before the event.
- \_\_\_\_\_ Once approved, **list** Career Planning as a co-sponsor of your program on any advertisements and include the following text: *This program is part of the Professional Development Certificate Program. Students who attend this and other Professional Development Certificate Program events may earn a Professional Development Certificate at the end of the academic year.*
- \_\_\_\_\_ **Email** the law school IT department (support@camlaw.rutgers.edu; please cc. the Career Planning Office) to request that your event be recorded. Your email must include the name of the program, the date of the program, location and the start and end times of the program. For any program with outside speakers, student organizations must obtain from speakers signed webcast releases. See the Career Planning Office for a blank release. At the end of your program **Submit** completed webcast releases to the Career Planning Office.
- \_\_\_\_\_ **Turn in** a copy of original receipts to the Career Planning Office within one week of the program.

## Application

**Today's Date:** \_\_\_\_\_

**Student Organization:** \_\_\_\_\_

**Faculty Advisor:** \_\_\_\_\_

**Student Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Program Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Room#:** \_\_\_\_\_

**Purpose of Program:** \_\_\_\_\_

**Describe the audience the event is intended to draw:** \_\_\_\_\_

**The above event falls under the following category(ies) (check all that apply):**

- \_\_\_\_\_ practice areas (e.g. environmental law or immigration law)
- \_\_\_\_\_ practice settings (e.g. small firm, solo practice, large firm, public interest)
- \_\_\_\_\_ professional development skills (e.g. interacting with opposing lawyers and the courts, client development, networking, working with senior partners, billing)
- \_\_\_\_\_ job search skills (e.g. interviewing, dress for success, resume/cover letter drafting); no more than two programs each year in the job search skills category may count towards the certificate

**Are any other student or outside organizations assisting in the production of this program? If yes, list organization(s) and contact person(s):** \_\_\_\_\_

**List members of your organization who will be responsible for planning the event and their duties:**

**Will food be served at this event?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**; If yes, please complete the questions below:

\_\_\_\_\_ This Student Organization will serve pre-packaged items from:

**or**

\_\_\_\_\_ This Student Organization has obtained a contract between the caterer and the University to serve food (students are not permitted to sign contracts as agents of the University or of the student organization. Any such contracts will be considered by the University as binding only the individual involved) **and**

\_\_\_\_\_ The Caterer has provided a certificate naming Rutgers University as an additional insured for the date of the event. Please see <https://camlaw.rutgers.edu/student-leaders-guidelines>

- \_\_\_ Alcohol will not be served at this event **or**
- \_\_\_ Alcohol will be served at this event. Alcohol policy: any alcohol served at law school events must be served by a licensed and insured vendor. The insurance policy must specify alcohol liability insurance, not just regular catering insurance. No state funds or student fees may be used for the purchase of alcohol. Organizations must use funds raised in other ways. Liquor licenses are not required if there is no charge for the event. Non-alcoholic beverages and food must be served whenever alcohol is served. The University has some restrictions on the language that can be used to advertise events (e.g., “all you can drink” and drinking games are not permitted). The University alcohol policy is currently being revised. Please send specific questions to Assoc. Dean Angela V. Baker, [angbaker@camden.rutgers.edu](mailto:angbaker@camden.rutgers.edu)

**In the table below, please itemize all expenses related to this event and the budgeted amount for each expense:**

<u>Expense</u>	<u>Budgeted Amount</u>

**Once your program is approved you must:**

- \_\_\_ Submit a webcast request to the IT department ([support@camlaw.rutgers.edu](mailto:support@camlaw.rutgers.edu); please cc. the Career Planning Office) that includes the name of the program, the date of the program, location and the start and end times of the program (day programs only must be recorded; **remember to ask your panelists to sign webcast releases! Submit completed releases to the Career Planning Office.**)
- \_\_\_ Advertise your event on the Law School announcement’s and/or LIDs with the following language: *This program is part of the Professional Development Certificate Program. Students who attend this and other Professional Development Certificate Program events may earn a Professional Development Certificate at the end of the academic year.*

**Return this form to the Career Planning Office at least two weeks before the scheduled event.**