

**San Diego Psychological Association
Continuing Education Program Course Proposal Form
This form is to be filled out by the instructor for purposes of course preparation, APA
course approval, and for promotion and advertising.**

***Please submit completed forms and CV's for all presenter's via e-mail to:
sdpa@sdpsvch.org
Proposals should be submitted 60 days prior to the date of your course.**

COURSE TITLE _____

PRESENTER: (If more than one, please add information on another page)

Name _____
Address _____
City, State, Zip _____
Daytime phone # _____
Home phone # _____
Fax # _____
E-mail _____

PROPOSED DATE & TIME: _____

Please select the 2nd Friday or 4th Saturday of any month. Please provide 2 to 3 suggested dates and times in order of first preference.

TYPE OF COURSE: Distance Learning Live/Classroom

TOTAL NUMBER OF COURSE HOURS:
Please be advised that the information you provide on this form will be used, often verbatim, in course promotional materials and evaluation forms.

BRIEF BIOGRAPHICAL PARAGRAPH:
Please describe key aspects of your background. This will be used in promotional materials and as an introduction of you to the course participants. In particular, please provide your **expertise** in the subject area your course is in. This paragraph is in addition to your CV. (see Appendix for example)

BIBLIOGRAPHY:
Please provide a bibliography relevant to the topic which is being presented. A minimum of five (5) references is required.

COURSE LEVEL:
Please indicate the level of this course for licensed psychologists.
 Introductory
 Intermediate
 Advanced

STATEMENT OF GOALS & COURSE DESCRIPTION:

In one-to-two paragraphs briefly describe your presentation. Giving a broad overview, you may wish to address why people should attend/what they will learn, and describe the focus of your presentations, its importance to the field of clinical psychology, and key topics to be discussed. Content focus must meet one of the following criterion: Practice, Research, Theory, or Methodology.

LEARNING OBJECTIVES:

Please list the key learning objectives in your presentation. At the end of the course, participants will evaluate if these objectives were met. Sufficient course content must be provided in order for the reviewer to evaluate whether the presentation meets APA standards. (see Appendix for example)

CONTENT OUTLINE:

Please detail the specific content of your presentation. For classroom presentations, please include a timeline for each topic to be covered in your presentation. (see Appendix for example).

DISTANCE LEARNING:

For a Distance Learning course, please provide 4 questions per credit hour. Please include the answer key with your submission.

INSTRUCTIONAL METHODS:

Which teaching techniques / methods will you employ?

- Didactic
- Experiential

EQUIPMENT AND COURSE MATERIALS:

Please indicate audiovisual equipment you will need:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> LCD Projector and screen | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Whiteboard | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Other _____ |

ARTICLES/HANDOUTS:

- I would like the SDPA office to make copies of articles/handouts for distribution to participants.
Please provide handouts via e-mail to sdpa@sdpsych.org. Handouts must be received 5 days prior to the event. Presenters are responsible for providing handouts after the deadline. Any course material and participant disclosure are kept confidential by the committee until the course is approved and delivered.
- I will make my own copies of handouts for distribution to the course participants.

THANK YOU! If you have questions or need assistance, please contact the SDPA office at 858.277.1463

Keny Leepier

Keny Leepier, Administrative Assistant
San Diego Psychological Association
4699 Murphy Canyon Road, Suite 105, San Diego, CA 92123
Phone #: 858.277.1463, Fax #: 858.277.1402, E-mail: sdpa@sdpsych.org

APPENDIX

EXAMPLE OF BRIEF BIOGRAPHICAL PARAGRAPH:

(name) is a licensed clinical psychologist, leading expert in the field of _____, and author of (titles) and numerous articles on the topic of _____. She/he provides trainings, workshops, and consultations nation wide and internationally. She/he currently works with the _____. She/he is also a supervising psychologist at _____, and an instructor at _____ in San Diego, California.

EXAMPLES OF LEARNING OBJECTIVES:

This workshop is designed to help you:

1. Summarize basic hypnosis theory and technique;
2. Observe demonstrations of hypnotic technique and phenomena;
3. Recognize differences between acute and chronic pain;
4. Utilize hypnosis in controlling acute pain;
5. Apply post-hypnotic suggestions to chronic pain; and
6. Practice hypnotic technique in dyads.

Verbs to consider when writing learning objectives:

- list, describe, recite, write
- compute, discuss, explain, predict
- apply, demonstrate, prepare, use
- analyze, design, select, utilize
- compile, create, plan, revise
- assess, compare, rate, critique

Verbs to avoid when writing learning objectives

- know, understand
- learn, appreciate
- become aware of, become familiar with

EXAMPLES OF CONTENT OUTLINES:

Example #1: (2 hour course)

- Introductions (Speaker, audience, course, and topic) (15 min)
- Relational Aggression & its consequences: Who does what to whom and why? (15 min)
- Peer cultures and social climates: With friends like this, who needs enemies? (15 minutes)
- What has been done about it thus far? Treatment approaches and literature. (30 min)
- Current media attention (video clips) (30 min)
- Summary, questions, & closing comments (15 min)

Example # 2: (4 hour course)

- Introduction to the aging & long-term care workshop and speakers (5 minutes)
- Definition of elderly abuse: California laws and reporting & prosecution of cases pertaining to abuse of the elderly (30 minutes)
- Neurocognitive changes in normal versus abnormal aging (30 minutes)
- Diagnosis of and early detection of dementia in the elderly (30 minutes)
- Transient cognitive impairments in the elderly due to medical complications (30 minutes)
- Diagnosis and treatment of depression in the elderly (30 minutes)
- Murder-suicide in the elderly (30 minutes)
- Psychological practice and issues in the long-term care setting (30 minutes)
- Panel Discussion and questions and answers pertaining to aging and psychological care of the elderly (30 minutes).