

# The Legal Profession

The University of the Pacific

McGeorge School of Law

Course Syllabus (One Credit) Spring 2016

Day Section

## **I. Contact Information & Office Hours:**

**Michael T. Colatrella Jr.**

*Associate Dean for Academic Affairs &*

*Professor of Law*

**Jeffrey E. Proske**

**Professor of Lawyering Skills**

## **II. Course Description**

In this course you will acquire knowledge, skills and qualities that are essential to a successful career in the law. Topics we will cover include professional identity, professionalism, teamwork, resilience, integrity, self-awareness, interpersonal communication, the business of law, and careers in the law. This course will introduce you to the roles lawyers play in society, as well as the practicalities, emerging technologies, challenges, responsibilities and privileges of being a member of the legal profession. It will also familiarize you with the wide spectrum of careers in which a law degree is required or desirable, and challenge you to think deeply about a career path that will be truly satisfying. To help you attain meaningful employment, this course will require you to understand the “best practices” in job search activities, including resume writing, cover letter writing, use of social media, working with mentors, goal setting, and networking.

### III. Meeting Times & Location

This course will meet for seven two-hour sessions on Wednesdays from 1:30 p.m. to 3:30 p.m. on the following dates: January 13, 20 & 27; February 3, 10, & March 9 and 16. Unless otherwise notified, assume that our class will meet in **Classroom E**.

### IV. Grading:

**This course is graded, not pass-fail, and will comport with the first year course curve.** It is comprised of both graded and for-credit, ungraded assignments. Failure to complete graded assignments will result in a failure for that assignment and failure to complete **all** ungraded assignment will result in an incomplete for the course.

#### **Graded Assignments**

**Class Participation** **10%**

The class participation score will be based on factors including attendance, quality of student engagement, contribution to the class, and satisfactory completion of all ungraded assignments.

**Informational Interview** **25%**

The Informational Interview is due in the “student submission of assignments and quizzes” folder (“submissions folder”) on TWEN marked “informational Interview” by 5:00 p.m. on April 8, 2015. (See assignment folder on TWEN for instructions.)

**Multiple-Choice Tests** **30%**

There will be three short multiple-choice tests given during the term. Each will be worth 10% of your grade and will test your knowledge of the previous weeks’ material. You will take these 20 minutes quizzes on TWEN on January 25, February 8, and March 14 during a 6:00 p.m. to 8:00 p.m. timeframe.

**Career Action Plan** **35%**

The Career Action plan is due in the submission folder on TWEN by April 15 by 5:00 p.m. in the sub-folder marked “Career Action Plan.” (See assignment folder on TWEN for instructions.)

**Non-Graded Assignments**

All four of the following non-graded assignments must be completed for you to receive a grade in this class. Late submission of ungraded assignments will negatively impact your participation grade. The ungraded assignments are as follows:

- 1) Prepare draft resume
- 2) Prepare draft cover letter
- 3) Mindset exercise
- 4) Sign up for Symplicity (on Campus Interviewing and job listings)
- 5) Externship assignment
- 6) Attend one career development event. Several of these events will be scheduled throughout the first six weeks of the term. There will be sign-in sheets at these events for those registered in this course to evidence their attendance. Upon the approval of the professor, you may substitute another networking event not on the pre-approved schedule, even if it is not sponsored by Pacific McGeorge, and as long as you provide evidence of attendance.
- 7) Set up a Linked-In account with professional photo and bio

**V. Books & Materials**

Carol S. Dweck, *Mindset* (2006)

Nancy Levit & Douglas O. Linder, *The Happy Lawyer* (2010)

Richard Susskind, *Tomorrow's Lawyers* (2013)

Friendly Style Profile (conflict style self-scoring instrument to be completed online. Course fee is \$10 and will be charged to your student account.)

Additional readings and exercises will be assigned and will be made available on TWEN

[Note: The above-listed books and materials are relatively inexpensive as compared to most law school books.]

## **VI. Course Schedule**

### **Class One, January 13, 2016**

**Topics: *Becoming a Lawyer: Role of the Lawyer in Society, Professional Values & Professionalism***

#### **Learning Outcomes:**

Begin to develop a professional identity and understand the critical role that professional identity plays in successful legal practice.

Understand the value of and recognize opportunities to employ a growth mindset.

Understand that mastery of substantive law, analytical skills and communication skills is essential but insufficient to be a successful lawyer.

Understand the core values of the legal profession: Integrity, honesty, diligence, resilience, dependability and a desire to achieve social justice, and apply those values in practice.

#### **Readings for This Class:**

*Mindset*, Chapters 1-3.

Article: Neil Hamilton and Verna Monson, *Legal Education's Ethical Challenge: Effectively to Foster Each Student's Professional Formation*, 9 U. St. Thomas Law Journal 325 (2011) (pages 1-8) (Available on TWEN or through Westlaw or Lexis)

Resume writing instructions and samples. These materials are available on TWEN.

Cover letter writing instructions. These materials are available on TWEN.

#### **Assignments Due This Class:**

Register for my TWEN Course Page

**Assignments Due This Week:**

Upload draft resume to submission folder on TWEN in the resume sub-folder by 5:00 p.m. on Friday, January 15.

Upload draft cover letter to submission folder on TWEN in the cover letter sub-folder by 5:00 p.m. on Friday, January 15.

***You will receive feedback on both your resume and cover letter from the CDO. The earlier you submit your resume and cover letter, the earlier you will receive this feedback.***

**Assignments Distributed This Class:**

The **Informational Interview assignment** will be provided, along with a list of required and recommended questions. In this assignment students will interview a person who is doing work that the student would one day wish to do, or about which he or she has a curiosity or interest. Students will upload a summary of the interview to the TWEN drop box by 5:00 p.m. on April 8, 2016

**Mindset Exercise** (Due Tuesday, January 19 by noon in Dropbox).

**Class Two, January 20, 2016**

**Topic: *Finding a Fulfilling Career in the Law***

**Learning Outcomes:**

Learn and apply career planning best practices

Learn and apply the knowledge that a career path in the law is rarely static, and may include a multitude of career pathways

Understand and be able to apply the principal that career choice requires tradeoffs of competing values

**Readings for This Class:**

*The Happy Lawyer*, Chapters 1, 3, 4 and 7

**Assignment Due This Week:**

Register for online career management system,  
McGeorgeCareersOnline:<https://law-pacific-csm.symplicity.com/students/>

Mindset Exercise. Upload to the submission folder on TWEN in the sub-folder marked "Mindset Exercise."

**\*\*\*QUIZ on TWEN : Monday, January, 25, 2016 The quiz window will be 6:00 p.m. to 8:00 p.m. This is a short quiz.**

**Class Three, January 27, 2016**

**Topic: *Ethics*: Professional Governance, Civility and The Lawyers' Ethical Duties**

**Learning Outcomes:**

Understand how the legal profession is governed, the ethical codes that guide the practice, and be able to apply the code sections covered to ensure that legal services provided meet the ethical requirements of the profession.

Understand the lawyer's duties and the interplay of the ethical rules related to confidentiality, the fiduciary relationship, and the role of the counselor.

Understand and learn how to apply the principles of civility in legal practice

**Readings for This Class:**

Selected Model Rule & Comments ("MR"): MR 1.3 (diligence); MR 1.6 and Cal 3-100 (confidentiality); MR 2.1 (lawyer as advisor); MR 4.1 (truthfulness); MR 8.4 (misconduct)

Article: Gerald Lebovits, *E-mail Netiquette for Lawyers* (April 2014) (TWEN)

**Assignment Due this Class:**

None

**Class Four, February 3, 2016**

**Topic: *The Lawyer as Entrepreneur in the Digital Age***

**Learning Outcomes:**

Understand and begin to apply the most common ways lawyers get business and establish good reputations

Learn techniques to use digital media to market and network (Linked-In, Twitter, Apps, etc.)

Understand and apply best practices in maintaining a professional digital image

**Readings:**

Chapter, Basic Financial Considerations, *The California Guide to Opening and Managing a Law Office*

Chapter, Fees & Billing/Collecting Fees, *The California Guide to Opening and Managing a Law Office*

Social Media & Networking Material (To be Provided)

**Assignment Due This Class:**

Identify three possible extern/internship opportunities that are of great interest to you, including application deadlines, submission requirements, and submission procedures. Upload to submission folder on TWEN in the sub-folder marked "Externships" by 5:00 p.m. on February 4.

**\*\*\*QUIZ on TWEN : Monday, February 8, 2016 The quiz window will be 6:00 p.m. to 8:00 p.m. This is a short quiz.**

## **Class Five, February 10, 2016**

### **Topic: *The Future of Legal Practice***

#### **Learning Outcomes:**

Understand the role of emerging technology in the legal market place

Understand emerging business models in the legal market place and begin to identify future career opportunities

#### **Readings:**

*Tomorrow's Lawyers*, Chapters 1-6 & 9-11

#### **Assignment Due This Class:**

Set up a Linked-In account with professional photo and bio

## **Class Six, March 9, 2016 (Class Meets in Classroom C)**

### **Topics: *Emotional Intelligence and Professional Success:* Guest Speaker, Dr. Rob Durr**

#### **Learning Outcomes:**

Understand the meaning of emotional intelligence and the role emotional intelligence plays in the success of professional life

Acquire a level of understanding of your emotional intelligence

Learn strategies to become more emotionally intelligent

#### **Readings:**

Daniel Goleman, *What Makes a Leader?* (Harvard Business Review 2004)

Martin E. P. Seligman, *Building Resilience* (Harvard Business Review 2011)

**Assignment Due this Class:**

None

**\*\*\*QUIZ on TWEN: Monday, March 14, 2016 The quiz window will be 6:00 p.m. to 8:00 p.m. This is a short quiz.**

**Class Seven, March 16, 2016**

**Topics: *Working Collaboratively, Interpersonal Problem Solving & Intercultural Competence***

**Learning Outcomes:**

Understand the role of your conflict style in problem solving

Learn how to apply collaboration and interpersonal problem-solving techniques

**Readings for This Class:**

*Getting to Yes* (Chapter 4) (TWEN)

**Assignment Due Today:**

None