

**DEAN'S SEMINAR ON THE LEGAL PROFESSION**  
**FALL 2019**

**Lyn S. Entzeroth, *Dean and Dean John Rogers Endowed Chair***  
**Rachel L. Baker, *Associate Dean and Director of the Professional Development Office***

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**COURSE STUDENT OUTCOME OBJECTIVES**

The Dean's Seminar provides a forum to discuss a wide-range of issues related to law school and the practice of law. The seminar includes material and exercises that seek to focus you on your professional and career goals as a lawyer and/or as a professional in law-related fields. In our experience, students can enhance professional success by actively and thoughtfully engaging in a study of the legal profession and the expectations society places on lawyers. Lawyers play important leadership roles in the community – whether that community is large or small – and this seminar helps you to reflect upon that role and your professional responsibilities to yourself and others.

The goals and learning outcomes of the Dean's Seminar on the Legal Profession include:

- Studying and gaining knowledge regarding the different roles of lawyers and legal professionals and the ethical responsibilities attached to those roles. (Program Learning Outcome IV and V).
- Studying and gaining knowledge regarding the ethical standards and enforcement of those standards beginning in law school (Program Learning Outcome V).
- Studying and gaining knowledge regarding the values of justice, fairness and morality that are the foundations of legal practice (Program Learning Outcome V).
- Studying and gaining knowledge regarding the pro bono and service responsibilities of law students and legal practitioners (Program Learning Outcome IV and V).
- Studying and gaining knowledge regarding the skills needed to identify, resolve and differentiate legal issues and doctrine (Program Learning Outcome II).
- Studying and gaining knowledge regarding opposing perspectives and arguments from multiple perspectives (Program Learning Outcome II).

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**Wednesday, August 21, 2019            9:00a.m. – 3:45p.m.**

**FOUNDATIONS OF LEGAL STUDY & AN INTRODUCTION TO DEAN'S SEMINAR**

**Assignments:**

Please read the following handouts prior to the event:

- Professional Decorum & Conduct in the Courts.
- How to Dress Professionally on a Thrifty Budget.
- Introduction to the Federal Court System.

- United States Federal Judge.
- United States Court System & Geographic Boundaries.
- *Tale of Two Lawyers*, 91 Nw. U. L. Rev. 615 (1997).
- Judicial District Maps.
- Code of Professionalism.
- Judges' Top 10 Pet Peeves.
- Principles of Civility, Integrity and Professionalism.
- Civility, Setting the Tone for Respect.
- Enforcing Civility in an Uncivilized World.
- Why Civility, and Why Now?
- Civility in the Legal Profession – Our Common Goal.
- Making Civility Contagious.
- Please read Bill Carmody of Susman Godfrey: "You Can't Persuade a Jury If You Can't Communicate with Them" by David J. Parnell, Forbes.
- Chapter 7 on Interviewing, David Chavkin, *Clinical Legal Education: A Textbook for Law School Clinics* (2001).
- *Clinical Legal Education*, Chapter 2: Clinical Methodology.
- *Learning from Practice*, J.P. Ogilvy, Chapter 1: Learning from Experience.
- TU Law Externship Program Overview.

**Tips from Judges and Attorneys, Civility Matters Presentation, Experiential Learning, Student Resiliency, and Professional Headshots:**

- Tips from Judges and Attorneys is a panel presentation with various members of the legal community where students will receive advice on how to be successful as a student and future lawyer.
- Members of the American Board of Trial Advocates will conduct a Civility Matters presentation.
- All students will have a professional headshot photograph taken (compliments of the PDO), and a class photo.
- Tips on Student Resiliency by Associate Dean Karen Grundy.
- Professor Mimi Marton will address opportunities for career development inside and outside of the classroom.

\*\*\*PROFESSIONAL DRESS REQUIRED\*\*\*

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**Thursday, August 22, 2019 9:00a.m. – 12:45p.m.**

**FOUNDATIONS OF LEGAL STUDY & AN INTRODUCTION TO DEAN'S SEMINAR**

**Assignments:**

Please read the following handouts prior to the event:

- The Rewards of Pro Bono Work.

- ABA Model Rule 6.1 Voluntary Pro Bono Publico Service.

### **Public Service Project and Lunch Discussion**

The Public Interest Board's public service project and subsequent lunch discussion addresses the importance of public service, including service to underserved and underrepresented communities.

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**Class Week 1 - Tuesday, August 27, 2019 8:45a.m. – 10:00a.m.**

\*\*\*LAPTOPS ARE PROHIBITED\*\*\*

### **SKILLS FOR SUCCESS IN LAW SCHOOL, WHAT IT MEANS TO BE A LAWYER, AND ADMINISTRATION OF PROFESSIONAL OATH**

#### **Assignment:**

Please read:

- Please finish reading *The Innocent Man* and be prepared to discuss in class.

#### **Discussion:**

Please be prepared to participate in the following discussions:

- Note Taking and Time Management Panel Discussion with upper-class students.
- Janet Chesley Davis, former attorney for the Oklahoma Indigent Defense System, will discuss her petition for habeas corpus relief and experience with the issues related to the legal case of Ron Williamson, who was featured in John Grisham's non-fiction work, *The Innocent Man*, followed by the administration of the Professional Oath.

\*\*\*BUSINESS CASUAL DRESS REQUIRED\*\*\*

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**Class Week 2 - Tuesday, September 3, 2019 8:45a.m. – 10:00a.m.**

\*\*\*LAPTOPS ARE PROHIBITED\*\*\*

### **WRITING AN EFFECTIVE RESUME AND COVER LETTER, and EMAIL ETIQUETTE**

#### **Assignments:**

Please read:

- 25 Random Things about Law Student Resumes.
- Tricks of the Trade to Solve Common Resume Drafting Problems.
- 10 Resume Tips from a Legal Recruiter by Lateral Link.
- National Association for Law Placement (NALP) eGuide on Effective Email Strategies for Law Students and Lawyers.

**Discussion:**

- The Honorable Claire V. Eagan, United States District Court for the Northern District of Oklahoma, and Judicial Law Clerk Nick Haugen (TU Law '05) will share the basic components of a standout resume and provide valuable insights into what signals your resume may send about you to those considering you for a position.
- Professor Gina Nerger will talk to you about email etiquette in professional communications.

\*\*\**BUSINESS CASUAL DRESS REQUIRED.* \*\*

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**Class Week 3 - Tuesday, September 10, 2019      8:45a.m. – 10:00a.m.**

\*\*\**LAPTOPS ARE PROHIBITED* \*\*\*

**TITLE IX OVERVIEW, HONOR CODE AND CHARACTER & FITNESS DISCUSSION, INTRODUCTION TO THE PROFESSIONAL DEVELOPMENT OFFICE, AND STUDENT WELLNESS;**

**Assignments:**

Please read:

- The PDO Job Application and Interview Handbook.
- Maximize Your Lawyer Potential, Professionalism and Business Etiquette for Law Students and Lawyers, Amee R. McKim, Chapter One: Legal Skills Are Only One-Third of What you Need to Succeed in Law.
- University of Tulsa College of Law Honor Code.
- The University of Tulsa Notice of Rights Under Title IX.
- Preventing Burnout by Dr. Laurie Pearlman.

**Discussion:**

- Plagiarism, Honor Code and College of Law Policies, and the importance of determining the applicable character, fitness, and other requirements for admission to the bar, Associate Dean Karen Grundy.
  - Matt Warren, Title IX Coordinator for TU, will introduce his office and provide a brief overview of student rights and university responsibilities under Title IX.
  - Importance of Student Wellness and Resilience, Professor Elana Newman, PhD.
  - 1L students may use the services of the Professional Development Office (PDO). Rachel Baker, Associate Dean of Professional Development will introduce you to the office and its services.
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**Class Week 4 - Tuesday, September 17, 2019      8:45a.m. – 10:00a.m.**

\*\*\**LAPTOPS ARE PROHIBITED* \*\*\*

**PROFESSIONAL CAREERS AS A LAWYER AND BEYOND**

### **Assignments:**

Please read:

- What Can You Do With a Law Degree? 800+ Options (Appendix D, The New Lawyer's Survival Guide, Vol. 1: from Lemons to Lemonade in the New Legal Job Market).
- Law Firm Practice Area Summary (Major, Lindsey & Africa Legal Search Consultants).
- 26 Lawyer Effectiveness Factors Inventory based upon Identification, Development, and Validation of Predictors for Successful Lawyering, Marjorie M. Shultz and Sheldon Zedeck.

Please listen to podcast:

- Freakonomics Radio: How to Get More Grit in Your Life.  
<http://freakonomics.com/podcast/get-grit-life/>

Please complete:

- *26 Lawyering Effectiveness Factors (Skills) Inventory* worksheet.
- *Two Step Workplace Values Exercise*.
- *Practice Area & Setting Interest Inventory*.
- These exercises will focus you on your professional goals and aspirations. You will discuss this exercise in the individual session you will have with Dean Baker and Associate Director Julie Peters in mid-October. Be prepared to discuss in class. Results will be used in your Individual Development Plan later in the semester.

### **Discussion:**

- Guest speakers share a high-level overview of practice and career options in the legal profession. The panel discussion will offer thoughts on private vs. public sector careers, litigation vs. transactional practice, large firm vs. small firm, and traditional vs. non-traditional career paths.

\*\*\**BUSINESS CASUAL DRESS REQUIRED*\*\*\*

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**Class Week 5 - Tuesday, September 24, 2019**

**8:45a.m. – 9:30a.m.**

\*\*\**LAPTOPS ARE PROHIBITED*\*\*\*

### **NETWORKING AND ESTABLISHING YOUR PROFESSIONAL SELF: SOCIAL MEDIA, ELEVATOR SPEECH, TIME MANAGEMENT CONTINUED & STRATEGIC PLAN**

#### **Assignments:**

- Please read the National Association for Law Placement (NALP) eGuides on Professionalism.
- Please read *Finding a Mentor: You Don't Have to Go It Alone in Law School*, by Dayna Maeder, American Bar Association Student Lawyer, January 2018.

- Please complete and upload on TWEN the Social Media Exercise on the student Dean Baker assigned to you by Monday, September 23<sup>rd</sup> at noon. Failure to timely submit your assignment will count as an absence.
- Please complete and upload on TWEN your Elevator Pitch by Monday, September 23<sup>rd</sup> at noon. Please be prepared to present your pitch in class. Failure to timely submit your assignment will count as an absence.
- Track your activities on a Monday, Tuesday, Wednesday or Thursday for one 24-hour period in 6 minute increments and be prepared to discuss in class. Categorize your time spent: (1) socializing/social media, (2) preparing for class/in-class, (3) sleeping, (4) exercising, (5) working/volunteering, (6) relaxing, and (7) family or personal time. You should calculate an aggregate total for each category. For example, if you spent an hour and 18 minutes socializing over the course of the day, your entry would be 1.3 hours total for that category. This exercise will help you reflect on how to best manage your time during this first year of law school. You will discuss this exercise in the individual session you will have with Dean Baker and Associate Director Julie Peters in mid-October.

#### **Discussions:**

- Guest Panelists include Kevinn Matthews ('98) and Hugh Robert ('08).
- Responsibility for personal mission, professional reputation and social media, elevator speeches and time management.
- Incorporating feedback and self-reflection as part of your career development and strategic plan.

\*\*\**BUSINESS CASUAL DRESS REQUIRED.*\*\*\*

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**Class Week 6 - Tuesday, October 1, 2019 8:45a.m. – 10:00a.m.**

\*\*\**LAPTOPS ARE PROHIBITED*\*\*\*

#### **THE IMPORTANCE OF OUTLINING AND CONTINUED INTRODUCTION TO THE PROFESSIONAL DEVELOPMENT OFFICE AND ITS SERVICES**

#### **Discussion:**

- A panel of upper-class students will discuss the importance of outlining and provide suggestions, advice and examples to succeed in law school.
  - Dean Baker will provide more detailed instruction to the services provided by the PDO including: individual career counseling, resume and cover letter review, interview preparation and other critical services to your job search.
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**Class Week 7 - Tuesday, October 8, 2019 8:45a.m. – 10:00a.m.**

\*\*\**LAPTOPS ARE PROHIBITED*\*\*\*

## **PDO BOOTCAMP AND EMPLOYMENT OPPORTUNITIES**

### **Discussion:**

Dean Rachel Baker will further discuss PDO services, including providing detailed instruction on the OCI (“On-Campus Interview”) process.

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**October 9 – November 1, 2019, 10 minute appointments scheduled individually**

### **INDIVIDUAL DEVELOPMENT PLAN MEETINGS**

#### **Assignments:**

- Please be prepared to discuss 26 Lawyering Effectiveness Factors (Skills) Inventory worksheet that you completed earlier in the semester.
- Please be prepared to discuss the Time Management Exercise that you completed earlier in the semester.
- Please be prepared to discuss the Two-Step Workplace Values Exercise that you completed earlier in the semester.
- Please complete and be prepared to discuss your Individual Development Plan Summary.

#### **Individual Meetings:**

10-minute counseling sessions to discuss your Individual Development Plan (IDP) with Dean Baker and Associate Director Julie Peters in the PDO. More details will be given throughout the course.

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**November 4 - 15, 2019, 1 hour workshop scheduled individually**

### **RESUME WORKSHOPS**

#### **Assignments:**

- Draft a new legal resume to be reviewed by a PDO Staff Member at your workshop.
- Following workshop, submit revised resume via Compass and have approved by a PDO Staff Member on or before Tuesday, Nov. 26<sup>th</sup>.

#### **Workshops:**

You will meet with a small group of classmates and a PDO counselor in the PDO to review your resume and discuss how to most accurately reflect your skills, knowledge, background and education relevant to your job search. More details will be given throughout the course.

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## Informational Interviews & Update IDP for Spring 2020

### Your spring upcoming assignments:

- Please read:
    - How to Succeed (and Have Fun) at Informational Interviews by Jill Stanley, American Bar Association Student Lawyer, January 2018.
    - Roadmap, The Law Student's Guide to Preparing and Implementing a Successful Plan for Meaningful Employment by Neil W. Hamilton, Section III. G. Building Relationships on Trust through Networking.
    - Using Informational Interviews to Build Your Network, National Association for Law Placement (NALP).
  - Meet with 3 attorney/professional contacts in the spring semester.
  - Update your Strategic Plan (IDP) based upon feedback.
  - Schedule an appointment with a PDO counselor to review your updated IDP.
  - **Upload your three informational interview results and updated IDP to TWEN by 5pm on Tuesday, March 31, 2020.**
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### COURSE POLICIES AND PROCEDURES:

- Attendance And Assignments

This class meets on Tuesdays from 8:45a.m. – 10:00a.m in Helmerich Hall, Room 219, on the dates listed in the Syllabus, unless otherwise noted or announced. You are required to attend each class session and complete each class assignment in order to receive a passing grade for the Dean's Seminar on the Legal Profession, which is a one-hour pass/fail course. \*\*Students are prohibited from using electronic devices during the Dean's Seminar Class.

All assignments will be posted on the TWEN website for the Dean's Seminar on the Legal Profession Fall 2019. Be sure to enroll in the correct Dean's Seminar class on TWEN (**Fall 2019/Spring 2020**). You are responsible for checking the TWEN website for class assignments and relevant class announcements.

- Missed Classes & Late Assignments

This class is graded on attendance and assignment completion. You will need to attend every class and complete every assignment to receive a passing grade. You are allowed ONE absence. If you miss a class, you will be required to view the video recording of the class and provide a summary confirming you have viewed it. A late assignment will count as an absence. Persistent tardiness may count as an absence(s) for attendance purposes. If you have more than one absence, you will not pass the seminar and you will be required to retake it in the next semester in which it is offered.



- **Required 2L Professionalism Day Scheduled For August 20, 2020**

Please note that you will be required to attend Professionalism Day on Thursday, August 20, 2020 as a part of your Professionalism Requirement. More information will be provided in the future regarding Professionalism Day, which is hosted by the PDO. Please mark your calendar now.

- **Accommodation Of Disabilities**

Any student with a disability requiring reasonable accommodation should contact the Associate Dean of Students to make such necessary accommodations.

- **Title IX of the Educational Amendments of 1972**

Sexual misconduct is prohibited by Title IX of the Educational Amendments of 1972 (“Title IX”) and will not be tolerated within the TU community. Sexual misconduct encompasses all forms of sex and gender-based discrimination, harassment, violence, and assault, as well as dating violence, domestic violence, interpersonal violence, stalking and sexual exploitation. If you are someone you know has been harassed, assaulted, or stalked, or if you have any questions about violence prevention resources available to you, please contact any of the following campus and community resources:

**Title IX Coordinator 918-631-4602**

**Office of Violence Prevention 918-631-2324**

**TU Counseling and Psychological Services 918-631-2241**

**Campus Security 918-631-5555**

**Domestic Violence Intervention Services 918-585-3163 or 918-743-5763**

**Tulsa Police Department 918-596-9222 or 911 (emergency situations)**

For more information about your rights under Title IX, please visit our *Policies and Laws* page on the TU website or contact the Title IX Coordinator. **Every student on our campus has the right to resources.** Please come forward and ask questions, report, and help us eradicate sexual misconduct and interpersonal violence by stopping the silence surrounding it.