

LAW 684: Lawyering, Leadership, & Professionalism

Foundations of Law School Success

August 2019

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Important Information:

Your readings and assignments for the Leadership, Lawyering, and Professionalism course may be located in different online portals and may have to be submitted in different portals, depending upon the instructor's directions listed here in the syllabus. Please read the requirements of each assignment carefully. Additionally, all email communication for this course will be to your @elon.edu email address.

Required Texts:

For the Leadership and Career & Student Development Programming:

- *Emotional Intelligence 2.0*, by Travis Bradberry and Jean Greaves
- *Lawfit Assessment* (purchase individual code from Elon Law Registrar's Office)
- "Note-Taking and You: Why This is An Essential Habit" (article in Orientation packet and on Symplicity)
- "Ask the Hiring Attorney: What does it mean to 'be professional?'" (article in Orientation packet and on Symplicity)
- "Alternatives to Traditional Practice" (article in Orientation packet and on Symplicity)
- Law School Toolbox Podcast No. 114, "Law School Networking 101" (available on iTunes or at <https://lawschooltoolbox.com/podcast-episode-114-law-school-networking-101/>)
- "Tips for a Strong Law Student Resume" and "How to Write A Cover Letter for a Legal Job" (articles on Symplicity)

- “5 Essential Networking Tips for Law Students” (article on Symplicity)
- Law School Toolbox Podcast No. 127, “Avoid These Resume No-Gos” (available on iTunes or at <https://lawschooltoolbox.com/podcast-episode-127-avoid-resume-no-gos/>)
- “From the Blank Page to the Finished Product: A Five-Step Process” (article in Orientation packet and on Symplicity)
- “Using Legal Skills in Unexpected Ways: How Being a Citizen Lawyer Can Better the Community and the Profession” (article in Orientation packet and on Symplicity)

How to Access Symplicity: On Tuesday, August 6, you will receive an email at your @elon.edu email address from Symplicity (the Elon Law Career Network) with your username and a link to set your own password. The login site is <https://law-elon-csm.symplicity.com/students/>. The articles you need to find for this course are located in the Career Resources Library in Symplicity. You can access the Career Resources Library by clicking on the link in the menu on the left-hand side of the screen, or in the “Shortcuts” box on the right-hand side of the screen.

Course Objectives: By the end of this course, students will have:

- Learned about authentic leadership and its components.
- Learned the dimensions of emotional intelligence and the psychological processes underlying its regulation.
- Gained insight into one’s personality style and its impact on law school-related behavior.
- Learned the learning agility and its relationship to personal and career success.
- Learned about the 26 Effective Factors that contribute to effective lawyering.
- Completed a competency-based personal leadership development plan.
- Learned best practices for oral communication delivery.
- Learned about decisions that lawyers can face when working with clients.
- Begun considering potential networking contacts, career paths, and the path toward professional development in law school.
- Drafted a law student resume and cover letter to be reviewed in a one-on-one meeting later in the 2019-2020 year.

Course Format:

The course will consist of a variety of different formats, ranging from large group (~150 students) to smaller group (~20-40 students) meetings. Students should closely attend to the daily events in the syllabus to ensure they arrive promptly for their sessions at the scheduled location and with the necessary materials and/or completed work.

Attendance Policy: Students are required to attend all sessions; formal attendance will be taken at all of them.

Student Accommodations:

If you have any questions about accommodations, you should contact Tammy Horn (thorn@elon.edu; 336.278.9330) in the Office of the Registrar.

Grading:

This grading for this 2-credit hour course is Pass/Fail. Please note that Fail grade will result in an F being incorporated in a student's overall GPA. Students may also receive High Pass or Low Pass final grades.

As this course technically runs through the entire 2019-2020 Academic Year, students will receive 1 credit hour for the work done in the August term, and the other 1 credit hour at the end of the spring term after they fulfill additional course requirements. These requirements will include attendance at three speaker events and/or workshops; most likely, there will be one such event per trimester. More information on these events will be provided.

The Elon Law Honor Code:

While all sections of the Honor Code apply to all of your work at the law school, some sections are particularly relevant to your work in this course:

1. **Academic Dishonesty:** Cheating and unauthorized collaboration constitute “academic dishonesty” under the Elon Honor Code. The individual assignments you submit must be your own work product, and the collaborative ones should be your own team's. Examples of cheating or unauthorized collaboration include:
2. **Plagiarism:** Plagiarism is prohibited by the Elon Honor Code. Whenever you use the words or ideas of another writer, you must acknowledge the original source. If you use the exact words of another person, use quotation marks and cite the source. If you alter the quote in any way,

indicate that fact with ellipses and brackets, as appropriate, to avoid misrepresenting the author's work. You must also cite the original source even if you merely put another person's ideas into your own words, or paraphrase a case or statute. If you share a computer, set up your own password-protected user account. Password-protect your laptop and storage devices and maintain control over them at all times.

3. **Misuse of Library Materials:** The misuse of library or any other materials may constitute cheating, stealing, vandalism, and/or gaining an unfair advantage under the Elon Honor Code.
4. **Technology Violations:** The intentional misuse of technology constitutes a violation of the Elon Honor Code. "Misuse" includes unauthorized use of passwords and/or accounts, unauthorized audio or video recording, and using technology to send or receive an unauthorized communication. Many of these activities also violate other Elon Honor Code provisions.

Note on Schedule of Events: The following pages contain a day-by-day outline of the course, including topics covered, dates and times, and assignment due dates. While the intention is to follow this outline, *the instructors reserve the right to make modifications as needed.*

PreWork: DUE MONDAY, AUGUST 12:

***the following assignments must completed prior to the beginning of the first class session*

- **For Dr. Leupold's sessions:**
 - Complete MBTI online via Elevate system (you should have received an email invitation right before or during Orientation Week; if you did not, please contact Dr. Leupold immediately at cleupold@elon.edu)
 - Complete EI 2.0 on-line assessment (using code included in *Emotional Intelligence 2.0* by Bradberry & Greaves) print report, and bring hard copy to class; AFTER completing EI 2.0 assessment, read chapters 1-3 in *Emotional Intelligence 2.0*
 - Read *Transformation of Leaders* by George (located on TWEN)
 - Complete and submit the 'Exploring Authentic Leadership Assignment' (submit via TWEN)
- **For Dean Duncan and Ms. Mencarini's sessions:**
 - Complete the LawFit assessment at <https://testing.lawfit.com/> using your individual access code (purchase the code in the Registrar's office).
 - Read "Note-Taking and You: Why This is An Essential Habit" (hard copy in packet and available on Symplicity)
 - Read "Ask the Hiring Attorney: What does it mean to 'be professional?'" (hard copy in packet and available on Symplicity)

- Read “Alternatives to Traditional Practice” (hard copy in packet and available on Symplicity)
- Listen to Law School Toolbox Podcast No. 114, “Law School Networking 101” (available on iTunes/Apple Podcasts or at <https://lawschooltoolbox.com/podcast-episode-114-law-school-networking-101/>)
- Bring your name tent to ALL class sessions!

Course Syllabus

Monday, August 12 [Leadership/Career & Student Development Day 1]

***Bring your name tent to class DAILY!**

Time	Activity	Location	Student Cohorts	Instructor(s)
9:15-11:15	Your Career Starts Now <ul style="list-style-type: none"> • what is a lawyer? • introduction to course & syllabus overview • goals and expectations • introduction to the passport • career development life cycle • professionalism as a law student 	206	Blue, Brown, Green, Orange	Duncan, Mencarini
9:15-11:15	Establishing a Leadership Foundation <ul style="list-style-type: none"> • authentic leadership • Meyers-Briggs Type Indicator • emotional intelligence 	207	Purple, Red, Silver, Yellow	Leupold
11:15 – 12:15	Student Panel	206	Blue, Brown, Green, Orange	Duncan, Mencarini
11:15-12:15	Character & Fitness	207	Purple, Red, Silver, Yellow	Duncan, Dooley
12:15 – 1:30	Lunch on Your Own			
1:30-3:30	Your Career Starts Now <ul style="list-style-type: none"> • what is a lawyer? • introduction to course & syllabus overview • goals and expectations • introduction to the passport • career development life cycle • professionalism as a law student 	207	Purple, Red, Silver, Yellow	Duncan, Mencarini
1:30-3:30	Establishing a Leadership Foundation <ul style="list-style-type: none"> • authentic leadership • Meyers-Briggs Type Indicator • emotional intelligence 	206	Blue, Brown, Green, Orange	Leupold
3:30-4:30	Student Panel	207	Purple, Red, Silver, Yellow	Duncan, Mencarini

3:30 – 4:30	Character & Fitness	206	Blue, Brown, Green, Orange	Duncan, Dooley
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Assignments to Complete for Tuesday, August 13:

- **For Prof. Buck’s sessions:**

- Complete the *Preparing for Professional Communication Assignment* (TWEN) and bring hard copy to class (you do not need to upload to TWEN)

- **For Dean Duncan and Ms. Mencarini’s sessions:**

- Read “Tips for a Strong Law Student Resume” and “How to Write A Cover Letter for a Legal Job” (in Career Resources Library on Symplicity)
- Read “5 Essential Networking Tips for Law Students” (in Career Resources Library on Symplicity)
- Listen to Law School Toolbox Podcast No. 127, “Avoid These Resume No-Gos” (available on iTunes or at <https://lawschooltoolbox.com/podcast-episode-127-avoid-resume-no-gos/>)
- Complete Law Student Questionnaire from Telling Your Story: A Step-by-Step Guide to Drafting Persuasive Legal Resumes and Cover Letters – Jo Ellen Dardick Lewis (hard copy in packet and available on Symplicity)

Tuesday, August 13 [Leadership/Career & Student Development Day 2]

Time	Activity	Location	Student Cohorts	Instructor(s)
8:30-9:30	Professional Communication	206	Blue, Brown	Buck
8:30-9:30	Professional Networking	207	Green, Orange, Purple, Red	Beavers
8:30-9:30	Collaboration in Practice	204	Silver, Yellow	Leupold
9:45-10:45	Professional Communication	206	Silver, Yellow	Buck
9:45-11:15	Resumes & Cover Letters	207	Blue, Brown, Green, Orange	Duncan, Mencarini
9:45-10:45	Collaboration in Practice	204	Purple, Red	Leupold
11:15-11:30	Snacks & Coffee	Cemala Commons	All Students	
11:30-12:30	Professional Communication	206	Purple, Red	Buck
11:30-12:30	Professional Networking	207	Blue, Brown, Silver, Yellow	Beavers
11:30-12:30	Collaboration in Practice	204	Green, Orange	Leupold
12:30-1:45	Lunch on Your Own		All Students	
1:45-2:45	Professional Communication	206	Green, Orange	Buck
1:45-3:15	Resumes & Cover Letters	207	Purple, Red, Silver, Yellow	Duncan, Mencarini
1:45-2:45	Collaboration in Practice	204	Blue, Brown	Leupold

3:15-4:15	Introduction to Mindfulness	207	Blue, Brown, Green, Orange	Harter
3:15-4:15	Introduction to Mindfulness	206	Purple, Red, Silver, Yellow	Thomas
5:30	Elon Law Reaches Out	Various	See Sign-Ups	Student Mentors

Assignments to Complete for Wednesday, August 14:

- **For Dr. Leupold’s sessions:**
 - Read *What’s Smarter than IQ?* by DeMeuse (TWEN)
 - Read *High Potentials as High Learners* by Lombardo and Eichinger (TWEN)

- **For Dean Duncan and Ms. Mencarini’s sessions:**
 - Read “From the Blank Page to the Finished Product: A Five-Step Process” (hard copy in packet and available on Symplicity)
 - Prepare drafts of resume and cover letter and bring to class (bring hard copy and the electronic version on your laptop)
 - Order Elon Law business cards (<https://www.elon.edu/e/law/professional-development/resources/business-and-thank-you-cards.html>)
 - Listen to an episode of your choice from the I Am the Law podcast (available on iTunes, Stitcher, and at <https://www.lstradio.com/iatl/>. Select an episode about a practice area that interests you, or that appeared in your LawFit assessment results.

Wednesday, August 14 [Leadership/Career & Student Development Day 3]

Time	Activity	Location	Student Cohorts	Instructor(s)
8:30-10:30	Communicating & Competencies <ul style="list-style-type: none"> Revisiting resumes and cover letters Emails, cold calls, and thank you notes Developing your elevator pitch The success factors and lawyer competencies 	206	Red, Silver, Yellow, Blue	Duncan, Mencarini
8:30-10:30	Creating a Professional Learning Mindset <ul style="list-style-type: none"> the 26 Effectiveness Factors learning agility development planning 	207	Brown, Green, Orange, Purple	Leupold
10:30-10:45	Snacks & Coffee	Cemala Commons	All Students	
10:45-12:45	Communicating & Competencies <ul style="list-style-type: none"> Revisiting resumes and cover letters Emails, cold calls, and thank you notes Developing your elevator pitch The success factors and lawyer competencies 	206	Brown, Green, Orange, Purple	Duncan, Mencarini
10:45-12:45	Creating a Professional Learning Mindset <ul style="list-style-type: none"> the 26 Effectiveness Factors learning agility development planning 	207	Red, Silver, Yellow, Blue	Leupold
12:45-2:00	Lunch on Your Own		All Students	
Various Times	Elon Law Reaches Out	Various Locations	See Sign-Ups	Student Mentors

Assignments to Complete for Thursday, August 15:

- For Dr. Leupold's sessions:
 - Complete and submit the *'Effectiveness Factor Personal Development Assignment'* (via TWEN)
- For Dean Duncan and Ms. Mencarini's sessions:

- Review “Using Legal Skills in Unexpected Ways: How Being a Citizen Lawyer Can Better the Community and the Profession” (in packet)
- Create or update your LinkedIn profile and connect with Dean Duncan and Ms. Mencarini
- Listen to the ABA Law Student podcast episode, “Developing your cultural competency: A key to handling bias” (available on iTunes and at <https://abaforlawstudents.com/2019/04/01/podcast-how-to-handle-bias-and-develop-cultural-competence/>)

Thursday, August 15 [Career & Student Development Day 4/Office of Academic Success Day 1]

Time	Activity	Location	Student Cohorts	Instructor(s)
8:30-9:30	Financial Planning Info Session	Library	All Students	AccessMax/Woodlief
9:30-10:00	Ongoing Obligation: Pro Bono Service	Library	All Students	Novinski & Smith
10:00-11:30	“What if Kanye West Were President? Law Students & Systemic Legal Reform”	Library	All Students	Office of Career & Student Development/Romain

*****NOTE: Students will complete Thursday afternoon sessions after lunch with the Office of Academic Success. Please see the Introduction to Legal Studies syllabus for times and locations for Thursday, August 15 and Friday, August 16.***

Upcoming LLP Trimester Events (Required):

Students are also required to attend three additional Lawyering, Leadership, & Professionalism sessions that will be offered over the course of the 2019-2020 academic year. Attendance is mandatory in order for students to earn the additional 1 credit to be awarded for the Lawyering, Leadership, & Professionalism course at the end of the spring trimester.

- Friday, November 1, 2019, 12:30-2:00, Room 206/207
- Friday, January 24, 2020, 12:30-2:00, Room 206/207
- Friday, April 3, 2020, 12:30-2:00, Room 206/207