

I. COURSE INFORMATION (SPRING 2019)

A. INSTRUCTOR INFORMATION

Instructor: Tiffany Farber
 Office: Law Career Services (LCS), Lewis Suite 300
 Email: tfarber@depaul.edu
 Office Hours: By appointment (Call 312-362-8385 or stop by Lewis Suite 300)
 Office Phone: 312-362-8088

I will respond to all emails and voicemails within one business day.

B. CLASS MEETING TIMES BY SECTION

CLASS 1: Semester Overview and LinkedIn Presentation

Section	Meeting Time	Room #
A	Wednesday, January 16 th , 3:15-4:15	Lewis 241
B	Thursday, January 17 th , 3:15-4:15	Lewis 241
C	Monday, January 14 th , 3:00-4:00	Lewis 241

CLASS 2: Technology and the Law

Section	Meeting Time	Room #
A	Wednesday, January 23 rd , 3:15-4:15 pm	Lewis 241
B	Thursday, January 24 th , 3:15-4:15pm	Lewis 241
C*	Thursday, January 24 th , 10:00-11:00am	Lewis 903

* Note that due to the Martin Luther King Jr. holiday, there is a change in the date, time, and location for Section C Class 2

CLASS 3: Business and the Law Panel

Section	Meeting Time	Room #
A	Wednesday, January 30 th , 3:15-4:15pm	Lewis 241
B	Thursday, January 31 st , 3:15-4:15pm	Lewis 241
C	Monday, January 28 th , 3:00-4:00pm	Lewis 241

CLASS 4: Summer Success Panel

Section	Meeting Time	Room #
A	Wednesday, February 6 th , 3:15-4:15pm	Lewis 241
B	Thursday, February 7 th , 3:15-4:15pm	Lewis 241
C	Monday, February 4 th , 3:00-4:00pm	Lewis 241

CLASS 5: Diversity and Inclusion in the Legal Profession

Section	Meeting Time	Room #
A	Wednesday, February 13 th , 3:15-4:15pm	Lewis 241
B	Thursday, February 14 th , 3:15-4:15pm	Lewis 241
C	Monday, February 11 th , 3:00-4:00pm	Lewis 241

C. COURSE OVERVIEW

Preparing to Practice is designed to enhance your professional development while you transition from student to lawyer. Practicing attorneys tell us that new lawyers are most successful when they join the profession with a broader blend of legal skills, professional competencies, and characteristics that comprise the whole lawyer beyond legal skills and intelligence.¹ Integrity, self-awareness, the ability to relate to clients and colleagues, and a professional development mindset drive outstanding performance in the workplace.

At the completion of this course, you will be able to:

- Examine professional opportunities, practice areas, and practice settings to assess the fit between your own interests, strengths, and aspirations
- Identify and utilize the career planning resources available through LCS
- Prepare for every stage of the job application process, including researching employers and drafting application materials
- Take initiative in your own professional growth and career strategy and make advantageous decisions about your legal education and career
- Understand legal practice in a broader context, including the business of law, how attorneys get business, establish good reputations, and meet employer and client expectations
- Examine and understand your roles and identity as a law student, job seeker, and future legal professional

II. COURSE OBJECTIVES

Professionalism is an expectation in this course. Accordingly, the expectations for your conduct and work in this course mirror the expectations that supervising attorneys have for junior attorneys. Professionalism standards for attorneys include expectations that they arrive on time, prepared, and ready to engage.

A. ATTENDANCE

Your success in this class depends on regular attendance and active participation. Class attendance is mandatory. You will sign in at the beginning of each class. Failure to sign in before class will result in an absence for that day. Absences will rarely be excused and only for compelling reasons.

If you cannot make your section meeting in a given week, please contact me as soon as possible about your ability to make it up. Arrangements may be made in advance to attend another section's class at the discretion of the course instructor.

B. ACADEMIC INTEGRITY

You are bound to the Code of Student Responsibility, College of Law Honor Code, DePaul University's Academic Integrity Policy, and the rules for this course. Dishonesty in any form, including plagiarizing, cheating on assignments or quizzes, knowingly furnishing false information, forging, altering, or misusing documents, records, or ID cards are violations of those codes.

C. DEADLINES

¹ Institute for the Advancement of the American Legal System, Foundations for Practice, 2, (2016) http://iaals.du.edu/sites/default/files/reports/foundations_for_practice_whole_lawyer_character_quotient.pdf (last visited December 13th, 2018).

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Like the practice of law, this course will require attention to deadlines. Staying on schedule and completing requirements on time will let you shift your focus to graded courses as exams approach.

Time management and meeting deadlines are critical in the practice of law. Failure to meet deadlines in the practice of law carries the risk of malpractice claims, losing clients, losing your job, and/or discipline by the bar. For this course, you are expected to complete all assignments by the deadlines. Failure to meet deadlines may result in not receiving a passing grade.

D. CLASS PARTICIPATION

This course will include a variety of presentation formats, including lectures, panels, and interactive small-group exercises. Students are expected to come to class prepared and actively participate in class discussions. Several class sessions will include panels of attorneys. Students are expected to come to class prepared to ask thoughtful questions of the panelists. Students are also encouraged to take advantage of these panels and introduce themselves to speakers at the completion of the panel.

E. TECHNOLOGY USE

Face-to-face interaction is an important part of this course and critical to the practice of law. Computers, tablets, and other electronic devices should be used for class participation only. Please silence and put away your cell phone before class begins.

F. COURSE ANNOUNCEMENTS/MATERIALS

Course announcements and materials will be posted on D2L, <https://d2l.depaul.edu/d2l/home>. When you log in, click on the Preparing to Practice link. You will complete assignment follow-up surveys in the Quizzes section on D2L. Grades will also be posted in D2L. Resumes and cover letters will be submitted through the LCS online career portal, Vincent. Log-in and uploading instructions will be provided. I will also regularly use email to communicate with you. **Please check D2L and emails frequently for announcements.**

G. STUDENT FEEDBACK

At the end of each semester, students will have the opportunity to provide written feedback by completing an anonymous online course evaluation in D2L. Student feedback is critical to improving our course. I also encourage you to bring any concerns about the class to my attention at any time during the semester. I welcome your input, feedback, and constructive criticism.

III. COURSE COMPLETION

Preparing to Practice is graded on a Pass/Fail basis. In order to receive a passing grade, you must complete all assignments on time and at an acceptable level of performance, as detailed in the assignment handouts, and satisfactorily comply with the attendance policy. Failure to complete all assignments by the deadline and attend all class sessions may result in a failing grade.

IV. ASSIGNMENTS

There will be a selection of short readings and/or videos that you will need to complete before each class. These readings and videos will be posted in D2L and organized by class session (Week 1, Week 2, etc.). Class will be based on your understanding of these materials. Therefore, it is essential that you review the assigned materials before each class.

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The course also includes the following assignments:

ASSIGNMENT	INSTRUCTIONS FOR COMPLETION	DUE DATE
LinkedIn Page	<ul style="list-style-type: none"> • Create and set up a LinkedIn profile • Connect with your advisor on LinkedIn 	Friday, February 1 st , 2019 by 5:00pm
Final Cover Letter	<ul style="list-style-type: none"> • Advisor reviewed versions of first draft returned to you by January 18th • Review Track Changes Guide link in D2L for tips on how to incorporate comments and revisions • Revise according to advisor comments and revisions • Submit revised version by uploading a clean Word copy to the Documents section of Vincent 	Friday, February 15 th , 2019 by 5:00pm
Two Networking Events	<ul style="list-style-type: none"> • Review Networking Event Guide and Survey (posted in D2L) to prepare • Attend 2 Networking Events • Event with at least 20 minutes to openly mingle with practitioners (i.e. reception, banquet, luncheon, benefit, or dinner) • Panels/guest speakers do not count, without an accompanying reception • Must speak to 2 or more attorneys (law professors, staff and non-practicing attorneys do not qualify). • Complete follow-up survey in Quizzes section in D2L by providing detailed and thoughtful responses 	Friday, April 26 th , 2019 by 5:00pm
Mock Interview	<ul style="list-style-type: none"> • Your mock interviewer will be assigned to you by January 25th and will be posted to D2L on that date. • Contact your assigned attorney to schedule an interview • Review Mock Interview Guide, Job Posting, and Survey (will be distributed in class and posted in D2L) to prepare • Participate in mock interview • Complete follow-up survey in Quizzes section in D2L by providing detailed and thoughtful responses 	Friday, April 26 th , 2019 by 5:00pm

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Handouts with detailed instructions for each assignment will be posted to D2L and distributed in print form in class.

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Office Phone: 312-362-8088

I will respond to all emails and voicemails within one business day.

B. CLASS MEETING TIMES BY SECTION

CLASS 1: Semester Overview and LinkedIn Presentation

Section	Meeting Time	Room #
E	Tuesday, January 15 th , 7:40-8:40	Lewis 803

CLASS 2: Weekend Workshop

Section	Meeting Time	Room #
E	Saturday, February 16 th , 1-4pm OR Sunday, February 24, 1-4pm	TBD

C. COURSE OVERVIEW

Preparing to Practice is designed to enhance your professional development while you transition from student to lawyer. Practicing attorneys tell us that new lawyers are most successful when they join the profession with a broader blend of legal skills, professional competencies, and characteristics that comprise the whole lawyer beyond legal skills and intelligence.¹ Integrity, self-awareness, the ability to relate to clients and colleagues, and a professional development mindset drive outstanding performance in the workplace.

At the completion of this course, you will be able to:

- Examine professional opportunities, practice areas, and practice settings to assess the fit between your own interests, strengths, and aspirations
- Identify and utilize the career planning resources available through LCS
- Prepare for every stage of the job application process, including researching employers and drafting application materials
- Take initiative in your own professional growth and career strategy and make advantageous decisions about your legal education and career
- Understand legal practice in a broader context, including the business of law, how attorneys get business, establish good reputations, and meet employer and client expectations
- Examine and understand your roles and identity as a law student, job seeker, and future legal professional

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II. COURSE OBJECTIVES

Professionalism is an expectation in this course. Accordingly, the expectations for your conduct and work in this course mirror the expectations that supervising attorneys have for junior attorneys. Professionalism standards for attorneys include expectations that they arrive on time, prepared, and ready to engage.

A. ATTENDANCE

Your success in this class depends on attendance in the first week as well as the weekend workshop and active participation. Class attendance is mandatory. You will sign in at the beginning of each class. Failure to sign in before class will result in an absence for that day. Absences will rarely be excused and only for compelling reasons.

If you cannot make your section meeting, please contact me as soon as possible about your ability to make it up. Arrangements may be made in advance at the discretion of the course instructor.

B. ACADEMIC INTEGRITY

You are bound to the Code of Student Responsibility, College of Law Honor Code, DePaul University's Academic Integrity Policy, and the rules for this course. Dishonesty in any form, including plagiarizing, cheating on assignments or quizzes, knowingly furnishing false information, forging, altering, or misusing documents, records, or ID cards are violations of those codes.

C. DEADLINES

Like the practice of law, this course will require attention to deadlines. **Time management and meeting deadlines are critical in the practice of law. Failure to meet deadlines in the practice of law carries the risk of malpractice claims, losing clients, losing your job, and/or discipline by the bar. For this course, you are expected to complete all assignments by the deadlines. Failure to meet deadlines may result in not receiving a passing grade.**

D. CLASS PARTICIPATION

This course will include a variety of presentation formats, including lectures, panels, and interactive small-group exercises. Students are expected to come to class prepared and actively participate in class discussions. The weekend workshop will include panels of attorneys. Students are expected to come to class prepared to ask thoughtful questions of the panelists. Students are also encouraged to take advantage of these panels and introduce themselves to speakers at the completion of the panel.

E. TECHNOLOGY USE

Face-to-face interaction is an important part of this course and critical to the practice of law. Computers, tablets, and other electronic devices should be used for class participation only. Please silence and put away your cell phone before class begins.

F. COURSE ANNOUNCEMENTS/MATERIALS

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G. STUDENT FEEDBACK

At the end of each semester, students will have the opportunity to provide written feedback by completing an anonymous online course evaluation in D2L. Student feedback is critical to improving our course. I also encourage you to bring any concerns about the class to my attention at any time during the semester. I welcome your input, feedback, and constructive criticism.

III. COURSE COMPLETION

Preparing to Practice
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Preparing to Practice is graded on a Pass/Fail basis. In order to receive a passing grade, you must complete all assignments on time and at an acceptable level of performance, as detailed in the assignment handouts, and satisfactorily comply with the attendance policy. Failure to complete all assignments by the deadline and attend all class sessions may result in a failing grade.

IV. ASSIGNMENTS

There will be a selection of short readings and/or videos that you will need to complete before class, and the weekend workshop. These readings and videos will be posted in D2L and organized by class session (Week 1, Weekend Workshop). Class will be based on your understanding of these materials. Therefore, it is essential that you review the assigned materials before each class.

The course also includes the following assignments:

ASSIGNMENT	INSTRUCTIONS FOR COMPLETION	DUE DATE
LinkedIn Page	<ul style="list-style-type: none">• Create and set up a LinkedIn profile• Connect with your advisor on LinkedIn	Friday, February 1st, 2019 by 5:00pm
Weekend Workshop	<ul style="list-style-type: none">• Must attend 1 session• Schedule:<ul style="list-style-type: none">• 1-2pm: Diversity and Inclusion in the Legal Profession• 2-3pm: Evening Student Alumni Panel• 3-4pm: Networking Reception	Saturday, February 16 th , 1:00pm-4:00pm OR Sunday, February 24 th , 1:00-pm-4:00pm
One-on-one advisor meeting	<ul style="list-style-type: none">• Complete your one-on-one meeting with you career advisor	Friday, May 3rd, 2019 by 5:00pm
Law and Technology Video	<ul style="list-style-type: none">• Please watch Law and Technology video, posted on D2L	Friday, May 3rd, 2019 by 5:00pm

Handouts with detailed instructions for each assignment will be posted to D2L and distributed in print form in class.

I. COURSE INFORMATION (FALL 2019)

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Office Phone: 312-362-8088

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B. CLASS MEETING TIMES BY SECTION

CLASS 1

Section	Meeting Time	Room #
A2	Wednesday, August 28, 3:15-4:15 pm	Lewis 341
A1	Wednesday, September 4, 3:15-4:15 pm	Lewis 341
B2	Thursday, August 29, 2:00-3:00 pm	Lewis 341
B1	Thursday, September 5, 2:00-3:00pm	Lewis 341

CLASS 2

Section	Meeting Time	Room #
A2	Wednesday, September 11, 3:15-4:15 pm	Lewis 341
A1	Wednesday, September 18, 3:15-4:15 pm	Lewis 341
B2	Thursday, September 12, 2:00-3:00 pm	Lewis 341
B1	Thursday, September 19, 2:00-3:00 pm	Lewis 341

CLASS 3

Section	Meeting Time	Room #
A2	Wednesday, September 25, 3:15-4:15 pm	Lewis 341
A1	Wednesday, October 2, 3:15-4:15 pm	Lewis 341
B2	Thursday, September 26, 2:00-3:00 pm	Lewis 341
B1	Thursday, October 3, 2:00-3:00pm	Lewis 341

CLASS 4

Section	Meeting Time	Room #
A2	Wednesday, October 9, 3:15-4:15 pm	Lewis 341
A1	Wednesday, October 16, 3:15-4:15 pm	Lewis 341
B2	Thursday, October 10, 2:00-3:00 pm	Lewis 341
B1	Thursday, October 17, 2:00-3:00pm	Lewis 341

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CLASS 5

Section	Meeting Time	Room #
A2	Wednesday, October 23, 3:15-4:15 pm	Lewis 341
A1	Wednesday, October 30, 3:15-4:15 pm	Lewis 341
B2	Thursday, October 24, 2:00-3:00pm	Lewis 341
B1	Thursday, October 31, 2:00-3:00 pm	Lewis 341

*No class during the week of November 4th.

CLASS 6

Section	Meeting Time	Room #
A1 and A2	Thursday, November 14 th 3:15-4:15	905
B1 and B2	Wednesday, November 13 th , 3:15-4:15	905

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- Examine professional opportunities, practice areas, and practice settings to assess the fit between your own interests, strengths, and aspirations
- Identify and utilize the career planning resources available through LCS
- Prepare for every stage of the job application process, including researching employers and drafting application materials
- Take initiative in your own professional growth and career strategy and make advantageous decisions about your legal education and career
- Gain hands-on experience by networking with lawyers in the Chicago-area.
- Examine and understand your roles and identity as a law student, job seeker, and future legal professional

II. COURSE OBJECTIVES

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B. ACADEMIC INTEGRITY

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D. CLASS PARTICIPATION

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E. TECHNOLOGY USE

Face-to-face interaction is an important part of this course and critical to the practice of law. Computers, tablets, and other electronic devices should be used for class participation only. Please silence and put away your cell phone before class begins.

F. COURSE ANNOUNCEMENTS/MATERIALS/EMAIL EXPECTATION

Course announcements and materials will be posted on D2L, <https://d2l.depaul.edu/d2l/home>. When you log in, click on the Preparing to Practice link. You will complete assignment follow-up surveys in the Quizzes section on D2L. Grades will also be posted in D2L. Resumes and cover letters will be submitted by email. I will also regularly use email to communicate with you. **Please check D2L and emails frequently for announcements. You will be expected to respond/take action on emails sent to you by the instructor and career advisor.**

G. STUDENT FEEDBACK

Towards the end of each semester, students will have the opportunity to provide written feedback by completing an anonymous online course evaluation in D2L. Student feedback is critical to improving our course. I also encourage you to bring any concerns about the class to my attention at any time during the semester. I welcome your input, feedback, and constructive criticism.

III. COURSE COMPLETION

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IV. ASSIGNMENTS

There will be a selection of short readings and/or videos that you will need to complete before each class. These readings and videos will be posted in D2L and organized by class session (Class 1, Class 2, etc.). Class will be based on your understanding of these materials. Therefore, it is essential that you review the assigned materials before each class.

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The course also includes the following requirements:

ASSIGNMENT	INSTRUCTIONS FOR COMPLETION	DUE DATE
Resume (First Draft)	Bring print copy to class to workshop.	In class during Class 2
Resume (Second Draft)	Email Word Document draft to advisor.	Friday, September 20 at 5 pm (A2, B2) Friday, September 27 at 5 pm (A1, B1)
Cover Letter (First Draft)	Bring print copy to class to workshop.	In class during Class 3
Two Networking Events	Complete Follow Up Surveys in Quizzes Section of D2L.	Friday, November 8 at 5 pm
Informational Interview	Complete Follow Up Survey in Quizzes Section of D2L.	Friday, November 8 at 5 pm
Cover Letter (Second Draft)	Email Word Document draft to advisor.	Friday, November 15 at 5 pm
Resume (Approved Version)	This is the date by which your advisor should sign off on approval.	Friday, November 22 at 5 pm
Advising Appointment	By 5pm, you must have completed your initial one-on-one meeting with your advisor. Schedule on Vincent, by calling LCS (312-362-8385) or by visiting Lewis 300 to make an appointment.	Friday, November 22 at 5 pm

Handouts with detailed instructions for each assignment will be posted to D2L and distributed in print form in class. If you have questions, please ask your assigned career advisor.

I. COURSE INFORMATION (FALL 2019)

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A. CLASS MEETING TIMES BY SECTION

<u>CLASS 1</u>		
Section	Meeting Time	Room #
E	Monday, August 26, 7:40-8:40	Lewis 904

B. COURSE OVERVIEW

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Throughout this course, you will be treated as professionals. Accordingly, the expectations for your conduct and work in this course mirror the expectations that supervising attorneys have for junior attorneys. Professionalism standards for attorneys include expectations that they arrive on time, prepared, and ready to engage.

A. ACADEMIC INTEGRITY

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Time management and meeting deadlines are critical in the practice of law. Failure to meet deadlines in the practice of law carries the risk of malpractice claims, losing clients, losing your job, and/or discipline by the bar. For this course, you are expected to complete all assignments by the deadlines and late assignments will not be accepted. Failure to meet deadlines may result in not receiving a passing grade.

C. WEEKEND WORKSHOP

In order to better accommodate the schedules of evening students, instead of meeting for class weekly, we will **meet once for the first class session and host a weekend workshop each semester**. Each semester students are required to attend one weekend workshop. We will host a Saturday session and a Sunday session to allow for scheduling flexibility. You may attend either session.

D. TECHNOLOGY USE

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The course also includes the following requirements:

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Fall 2019

ASSIGNMENT	INSTRUCTIONS FOR COMPLETION	DUE DATE
Resume (First Draft)	Bring print copy to weekend workshop to work on with classmates	In class during weekend workshop
Weekend Workshop	You must attend ONE. Workshops will be in Lewis 701.	Saturday, September 28th from 1-4 pm OR Sunday, October 13 from 1-4 pm
Resume (Second Draft)	Email draft to career advisor, Katie Liss	Friday, October 18 at 5 pm
Resume (Approved Version)	Your final draft should be approved by your advisor by this date.	Friday, November 22 at 5 pm

Handouts with detailed instructions for each assignment will be posted to D2L and distributed in print form in class.

Though you are not required to complete your one-on-one appointment with your LCS advisor until Spring semester for this course, you may choose to fulfill this requirement at any time during Fall semester. To make an appointment with your advisor, call LCS (312-362-8385), stop by Lewis 300 or schedule through Vincent.