



James E. Rogers College of Law

LAW 679B—Preparing to Practice
SYLLABUS: FALL 2019/SPRING 2020
Units: 1 Pass/Fail

Mandatory Fall Semester Classes:
Alternating Tuesdays, 9:20–10:10 a.m.
Rm. 164

Spring Semester Classes: TBD

INSTRUCTORS	OFFICE HOURS
Shannon Trebbe, Asst. Dean for Career Development Room: 150H (Career Development Suite) strebbe@email.arizona.edu (520) 626-5011	Please make appointments via email or stop by the Career Development Suite from 8:30-5:00, M-F.
Amanda Bynum , Director of Bar and Academic Success Room: 268 abynum@email.arizona.edu (520) 621-4212	Make appointments with Professor Bynum using this link: https://abynum.youcanbook.me/

Participation in this course will provide you with the competencies critical for a satisfying and successful professional career. First, it will teach you the study skills, both substantive and strategic, for succeeding in law school and successfully passing state bar examinations that are required to practice as an attorney in the United States. Second, it will teach you the self-assessment, communication, and relationship skills needed to find satisfying employment and succeed in the legal profession before and after graduation.

LEARNING OUTCOMES: The curriculum and exercises will further Arizona Law's Institutional Learning Outcomes by enabling the student to:

- Demonstrate competence in a variety of professional skills—including communicating professionally, self-regulated learning skills, self-assessment, critical thinking, problem solving, fact development, managing time, and

solving problems—that are needed for successful admission to and competent and ethical participation as a member of the bar and legal profession.

- Be able to communicate clearly, cogently, and strategically in both written and oral expression, with focus on the legal context.
- Know and understand which areas of substantive and procedural law will be tested in the Uniform Bar Exam and understand the curricular path in area(s), if any, in which the student has elected to focus his or her legal studies.

FORMAT: This is a hybrid course involving mandatory online modules and readings, in-person classes and assessments, an additional 12 hours of self-selected approved professional development study or programming, and an additional 3 hours of approved diversity and wellness training.

SELF-SELECTED PROFESSIONAL DEVELOPMENT PROGRAMMING: Students are required to complete 12 hours of approved professional development programming outside of regularly scheduled class meetings and online components. Because some professional development sessions may not be relevant to you, you may select your 12 hours of professional development programming from a menu of approved offerings.

Up to 6 hours may be “self-study” of approved professional development materials, and 6 hours must consist of career-development-sponsored lunchtime programming or visits with your career counselor. If you would like credit for events or activities that fall outside of official CDO programming, please email Professor Trebbe at strebbe@email.arizona.edu to see if your event or activity qualifies for credit.

Students are responsible for keeping track and providing proof of completing the total number of hours required to receive a passing grade. A sample tracking sheet is available on D2L. If personal or academic commitments prevent you from attending regularly scheduled career development programming, please email Professor Trebbe by **October 15, 2019** so that other arrangements can be made.

WELLNESS AND DIVERSITY PROGRAMMING: Students are required to complete 3 hours of approved wellness or diversity programming outside of regularly scheduled class meetings and online components. Students are responsible for keeping track and providing proof of completing the total number of hours required to receive a passing grade. A sample tracking sheet is available on D2L. Up to 2 hours may be “self-study” of approved professional-development materials. If personal or academic commitments prevent you from attending regularly scheduled career development programming, please email Professor Trebbe by **October 15, 2019** so that other arrangements can be made.

CAREER PROGRAMING OPT-OUT: Some students may be eligible to opt out of the Career Development portion of the course. If you believe you have a situation that qualifies you to opt out, please schedule a meeting with Professor Trebbe via email at strebbe@email.arizona.edu. If your situation qualifies and you choose to opt out, you will be given additional assignments equating to approximately 30 hours of

Commented [BAJ-(1): Is this right? They would still have to do the 15 hours of out of class programming + my stuff, so wouldn't it just be 15? I am working on an alternative plan for those hours.

work to make up for the missed time in the course. Please note that having a career prior to law school will not, standing alone, qualify you to opt out due to the differences in hiring conventions between legal employers and employers in other industries.

ATTENDANCE: Preparing to Practice has a limited number of in-person classes. attendance is therefore critical to ensuring all students obtain the necessary information set forth in the course. **Attendance at all mandatory sessions is required to receive a passing grade** for the course. If an emergency circumstance arises that makes you unable to attend a class, please inform the class instructor as soon as you are able. If the instructor approves your absence, make-up work for the missed class will be assigned. For in-person classes, attendance will be taken via sign-in sheet. For online classes, the instructors will verify via D2L that each course module was watched in its entirety.

GRADING: All grades for Preparing to Practice are Pass/Fail. All students will receive a grade of "I" at the conclusion of the fall semester, which will be converted to a "P" or an "F" at the end of the course in the spring. To receive a passing grade, students must do the following:

- Attend all classes designated as "mandatory" in both the fall and spring (or complete make-up work, as approved under the attendance policy outlined above);
- Complete all assignments by the deadlines in the syllabus unless the course instructors have approved an extension;
- Complete at least 12 hours of professional development programming as outlined in the professional development programming section above;
- Complete at least 3 hours of wellness or diversity programming as outlined in the wellness and diversity programming section above;
- Complete two diagnostic tests: one at the beginning of the course in August and one at the end of the course in April.

D2L: This course includes both in-person and online modules. Students are responsible for checking the D2L portal on a regular basis. The D2L portal is home to online course videos, practice problems, readings, and other information and course-related announcements.

In addition, all assignments should be submitted through the D2L portal unless otherwise noted on the syllabus.

KAPLAN RESOURCES: Weekly practice quizzes will be assigned using the Kaptest Portal and QBank platform during the spring semester. In addition, students will complete a mid-term and a final using the platform in the spring semester.

Students are expected to create an account using the link sent to their University email address. If you cannot find your access email, go to www.kaptest.com/login, use your Arizona email address—your netid+email.arizona.edu—and click "Forgot

password." If you are still having difficulty, contact Professor Bynum by email at abynum@email.arizona.edu.

CAREERCAT: The CareerCAT platform provides online access to job postings, enables you to schedule appointments with your career counselor, and contains professional development resources, including materials for use in the self-study portion of your 12 required professional development hours. You will be able to set up your CareerCAT account on August 26. Once you are ready, go to <https://law-arizona.12twenty.com/login>, click on "Student/Alumni Sign Up," and follow the instructions on the next page to set up your account.

MENTAL HEALTH RESOURCES: Law school is an environment where mental health struggles can arise or be exacerbated. The University of Arizona College of Law is committed to promoting psychological wellness for all students. If you ever find yourself struggling, please do not hesitate to ask for help. If you wish to seek out campus resources, you can find some basic information at: <https://health.arizona.edu/counseling-psych-services>. Campus Psychological Services provides mental health resources and offers support for a range of psychological issues in a confidential and safe environment. It is located within walking distance in the NorthRec Center.

ACCESSIBILITY AND ACCOMODATIONS: It is the University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, please let us know immediately so that we can discuss options. You are also welcomed to contact Disability Resources (520-621-3268) to establish reasonable accommodations.

Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

COURSE SCHEDULE & ASSIGNMENTS

Online Modules:

Completion of these online modules is required during the fall semester:

TOPIC	ASSIGNMENT	DUE DATE
Time Management for Law Students	View online video modules and upload sample study schedule to D2L.	September 10, 2019
<u>Self Regulated Learning Quiz</u>	<u>Complete Quiz on D2L</u>	<u>September 24, 2019</u>
Outlining	View video modules, complete online readings, complete quiz on D2L.	September 27, 2019
Exam Preparation	View video modules, complete online readings, complete quiz on D2L.	November 22, 2019
Fall Registration Basics	<u>View video module, review course catalogue,</u> Complete 3-year plan form available on D2L.	TBD, see D2L for updated due date <u>November 1, 2019</u>
Self-Assessment of Midterms	View online video modules, complete readings, and upload self-assessment to D2L.	TBD, see D2L for updated due date <u>November 8, 2019</u>

In-Person Classes and Assignments:

August 2: Boot Camp

This boot camp is designed as the kickoff for the Preparing to Practice course and takes place on Friday August 2, 2019 from 8:00 a.m.–4:30 p.m. The day starts with a diagnostic exam designed to measure each incoming student's baseline of professional skills and knowledge required for success in law school, on the bar exam, and in the legal profession. Students hear from faculty, students, and administrators about the study skills, both substantive and strategic, for success in law school. The program is offered both in-person and via online streaming.

Students unable to attend the on-campus or online P2P Boot Camp will be given the opportunity to take the diagnostic exam either online or in-person on Friday, August 23, 2019. The afternoon programs must be completed on D2L if you are unable to attend in person. [Completing the Boot camp requires successfully viewing the entire program and associated quizzes embedded in the Playposit video located on D2L.](#)

The required boot camp modules include:

- **Incoming Student Diagnostic Test**
- **Overview of Career Development Office Resources**
- **Understanding the U.S. Legal System**

- **Critical Reading**
- **Learning Science**
- **Case Briefing**
- **1L Mistakes to Avoid**

Preliminary Assignment: Before the first class, review the syllabus and visit the course D2L page.

NOTE: Unless otherwise indicated below, assignments are due by the next class on the syllabus.

Aug. 20: Introduction to Course and Overview of Law School Job Search
(Professor Trebbe)

- Overview of course content
- Course requirements
- Policies
- Timeline of your job search
- Mechanics of a job search
- Overview of CareerCAT
- Types of legal careers
- **Assignments:**
 - Create CareerCAT account.
 - Select a career counselor (email to confirm assignment).
 - Take quiz via link posted to D2L.

August 23: Diagnostic Test Makeup (Rm. 160, 9:00 a.m.–1:00 p.m.)

- For any student who has not yet completed the diagnostic test, failure to complete this assignment will result in the student receiving an F in the course, and the student may have to re-take the course in the second year.

August 27: Surviving Law School as a Non-traditional Student (OPTIONAL)
(Professor Bynum)

- Attending this class counts for 1 professional development hour as outlined above.

Sept. 3: Professional Written Communications I
(Professor Trebbe)

- Resume drafting
- Reference lists
- **Assignments:**
 - Submit draft resume in Word format **via email** to your career counselor by **October 29**. Resumes with suggested revisions in comments and track changes will be returned in the order in

which they were received on a rolling basis by December 20 (please inform counselor if you are in need of expedited review).

- To the extent possible, resumes and cover letters will be reviewed and returned together.
- Note that resumes must make a good-faith effort to adhere to the drafting tips presented in the materials and in class. You may deliberately reject the drafting tips, but, if you are doing so, please state this in the email transmitting your resume to your counselor.
- Incorporate comments and **submit final draft by first class of spring semester.**
- Review legal competency readings posted to D2L.
- Take quiz via link posted to D2L.

Sept. 10: Survival Tips for First-generation Law Students (OPTIONAL)

(Professor Bynum)

- Attending this class counts for 1 professional development hour as outlined above.

Sept. 13: MANDATORY ONLINE ASSIGNMENT DUE

(Professor Bynum; class available online)

- **Complete Time Management module and upload Study Schedule assignment.**

Sept. 17: Professional Written Communications II

(Professor Trebbe)

- Cover letters
- Writing samples
- **Assignments:**
 - Submit draft cover letter in Word format via email to your career counselor by **October 29**. Cover letters with suggested revisions in comments and track changes will be returned on a rolling basis by December 20 (please inform your counselor if you need expedited review).
 - To the extent possible, resumes and cover letters will be reviewed and returned together.
 - Note that cover letters must make a good-faith effort to adhere to the drafting tips presented in the materials and in class. You may deliberately reject the drafting tips, but, if you are doing so, please state this in the email transmitting your resume to your counselor.
 - Incorporate comments and submit final draft by first class of spring semester.

- Take quiz via link posted to D2L.

Sept. 24: MANDATORY ONLINE ASSIGNMENT DUE

(Professor Bynum; class available online)

- **Complete "Self-Regulated Learning Quiz" available online.**

Sept. 27: OUTLINING MANDATORY ONLINE ASSIGNMENT DUE

(Professor Bynum; class available online)

- [Complete Readings and view video on outlining](#)
- **Complete outlining quiz available online.**

Oct. 1: Interviewing

(Professor Trebbe)

- Interview formats (in-person, telephonic, videoconference)
- Interview tips
- Dress
- Professional voicemail and email
- Thank-you notes
- Follow-up correspondence
- **Assignments:**
 - Review sample interview questions posted to D2L, and think about how you would answer each one.
 - Participate in mock interview by **February 28, 2020.**
 - The mock interview may be with your career counselor, through the CDO Mock Interview Program in November, or with a practicing attorney, 2L/3L student, or faculty member.
 - If your mock interview is not through the CDO Mock Interview Program or with a CDO counselor, please submit a brief summary of the feedback you received by March 20.
 - Note that participating in a "real" interview does not exempt you from this assignment unless you received feedback on your performance after your real interview. If you did receive feedback, please submit a brief summary of that feedback to satisfy this course requirement.
 - After the mock interview, draft and send a thank-you note to the interviewer (not necessary if your interview is with a CDO counselor).
 - Take quiz via link posted to D2L.

Oct. 29: Spring Recruiting Overview and Summer Financing Options

(Professor Trebbe)

- **Resume and cover letter first drafts due to counselors**
- Spring recruiting events for 1Ls

- Summer externship classes
- Summer financing options
- **Assignments:**
 - Take quiz via link posted to D2L.

Nov. 2: Fall Registration Basics MANDATORY ONLINE MODULE (Professor Bynum)

- Watch video online
- Explore course catalogue
- **Complete course planning assignment online.**

Nov. 8: Self Assessment of Mid-terms MANDATORY ONLINE MODULE (Professor Bynum)

- Complete online readings
- **Complete self assessment quiz online**

Nov. 12: How to Find a Job (Outside of Interviewing Programs)
(Professor Trebbe)

- Finding job postings (CareerCAT and beyond)
- Networking
- Social media
- **Assignments:**
 - Review job search resources in CareerCAT Resource Library.
 - Draft a 3-year career plan for your time during and after law school (you do not need to submit this draft).
 - Take quiz via link posted to D2L.

Nov. 22: MANDATORY ONLINE ASSIGNMENT DUE
(Professor Bynum; class available online)

- **Complete exam preparation quiz available online.**

NO CLASS UNTIL AFTER WINTER BREAK

Spring Semester Courses and Schedule TBA

It is anticipated that P2P will meet once monthly in the spring semester and will include online modules, a mid-term, and a final. Below is an outline of topics that will be covered during the spring semester.

Mandatory in-person:

- Professional Identity Formation / Grades / Growth Mindset
- Mock Summer Assignment / Mid-term
- Self-assessment
- Planning for Registration
- Final Diagnostic Test

Mandatory online:

- Approaching an MPT
- QBank Exercises
- Accepting Feedback
- Bar Exam Basics