

# PROFESSIONAL DEVELOPMENT SPRING 2019

## Professors:

Jeanne Ardan Associate Dean for Career Development Room 3-26 <a href="mailto:ardanj@stjohns.edu">ardanj@stjohns.edu</a> 718-990-6767	Susan Landrum Assistant Dean for Academic Achievement Room 1-18C <a href="mailto:landrums@stjohns.edu">landrums@stjohns.edu</a> 718-990-3128	Kimathi Gordon-Somers Assistant Dean for Students 4 <sup>th</sup> Floor Deans' Suite <a href="mailto:gordonsk@stjohns.edu">gordonsk@stjohns.edu</a> 718-990-5489
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## Course Description

Professional Development is a first-year course that teaches students the academic and professional skills required for success in law school and in the job search. Course enrollment is required for all first-year J.D. students. The course includes a range of topics related to academic success, professional and career development, and wellness, including: time management; drafting resumes, cover letters, and writing samples; professionalism and ethics; job search and interviewing techniques; outlining and exam skills; mental health and wellness; legal project management; and academic planning. **Successful completion of both semesters of this course is required for graduation.** Professional Development is graded Pass/Fail.

## Class Dates and Times (\*\*NOTE: SPRING SEMESTER TIME CHANGES)

You should attend the times corresponding to your section, but note occasional changes in the schedule on pp. 4-5):

- Section A: Mondays, 3:00 pm - 4:25 pm
- Section B: Mondays, 9:00 am - 10:25 am
- Section C: Mondays, 1:20 pm - 2:45 pm

## Required Readings

The required readings will be posted on the TWEN site for this course.

## Course Objectives

By successfully completing all Professional Development modules, you will develop skills in the following categories:

- (1) Verbal Communication: You will learn and practice verbal communication techniques applicable to both academic and professional settings.
- (2) Written Communication: You will develop written communication skills appropriate for academic and professional settings, including emails, essays and other graded law school coursework, legal employment applications, and work projects.

- (3) Organization: You will learn to effectively organize ideas and information for both academic and professional purposes.
- (4) Professional and Ethical Conduct: You will understand and apply to your own actions the expectations for professional and ethical conduct in law school, during the job search process, and in legal employment.
- (5) Planning: You will learn to use a variety of tools and techniques to create your own plans for academic and career development, including course scheduling, academic and legal project design management, and career planning.
- (6) Critical Thinking and Analysis: You will develop critical reading, thinking, and analytical skills, as applied to both academic and professional endeavors.
- (7) Responsibility: You will demonstrate an understanding of the value of taking responsibility for achieving your academic and professional goals.

## **Important Course Policies**

### **A. Attendance and Assignments**

You are required to attend all class sessions. If you miss any class, even with a good reason, you **must follow up with the professors to make up missed work** and make sure that new assignments are completed within deadlines. You may not have more than one unexcused absence from the course. Two unexcused late assignments or unsubmitted assignments are equal to one unexcused absence. **If you go over the limit for unexcused absences, you will be required to retake the course.**

You should approach attendance in this class in the same way that you should approach future employment as an attorney. With that standard in mind, here is some guidance:

- You should only miss class in *limited circumstances*, such as a major illness, child care issues, traffic accidents, major work schedule conflict, death in the family, etc.
- In most circumstances, you will know in advance that it is necessary to miss class. When you know in advance that you will miss class, you should inform the professors by email *in advance* of the scheduled class.
- When you must miss class without advanced warning (i.e., a traffic accident on the way to class), you should inform the professors by email *as soon as reasonably possible*.
- The email communication should contain the following components:
  - a brief explanation of the reason for the absence; and
  - a proposed plan to make up missed in-class work.

Late Assignments: You should approach assignment deadlines in this course in the same way that you would approach them as an attorney. Even if you must miss class, your assignment is still due at the announced time. In order to obtain an extension of any deadline, you must file a motion for an extension with the professor responsible for that day's class.

## **B. Class Preparedness and Participation**

- Students are expected to read all assigned readings prior to attending class.
- You have a responsibility to yourself, your fellow students, and your future clients to be prepared for every class and to participate meaningfully in any class discussions.
- You should avoid creating distractions for yourself or other members in the class, as distractions prevent you and your fellow students from fully participating in class activities. Please silence all cell phones and refrain from activities such as surfing the internet, going on Twitter or Facebook, etc. during class sessions.

## **C. TWEN**

There is a TWEN website for this course. All student communications and submission of assignments will be conducted through TWEN. You are required to sign up for the TWEN site prior to the first class meeting and monitor TWEN regularly for announcements and assignments.

## **D. Accommodations**

Students with disabilities may be entitled to reasonable accommodations. If you believe that you are in this category, you should contact the Office of Disability Services:

Marillac, Room 134

Tel: 718-990-6867

Fax: 718-990-2609

Monday to Thursday, 8:30 a.m. to 4:30 p.m.

Friday, 8:30 a.m. to 3 p.m

[www.stjohns.edu/disabilityservices](http://www.stjohns.edu/disabilityservices)

## **E. Academic Integrity**

The Honor Code and Student Handbook are incorporated by reference into this syllabus.

## **A Note About Professionalism**

As a law student, you are developing your professional reputation as an attorney. A good reputation takes hard work to earn, but it is very easy to develop a bad reputation. Your professors, other members of the law school staff, and fellow students will be observing you over the next few years, and how you approach the most enjoyable aspects of law school and the most challenging will become a part of how those people view you. Therefore, I recommend approaching each class like a very important job—one that you want to do your best at and, as a result, put forth strong effort towards. If you are punctual and prepared for each class, people will decide that, as an attorney, you will also be on time and prepared for important meetings and court hearings. If you treat everyone with respect, even when you disagree with them, people will know that you will treat clients, opposing counsel, and the Courts with respect as well. Once you are an attorney, their impressions of you will lead them to recommend you to their friends, families, and colleagues. The converse is also true – if, as a law student, you are habitually late, ill-prepared, or discourteous, people will remember those negative characteristics as well.

## Course Schedule

A tentative schedule is set forth below. **We reserve the right to modify the schedule as necessary throughout the semester.** You should regularly check TWEN for updates and announcements regarding the course schedule and out-of-class assignments.

<p><b>Week 1</b> 1/28</p>	<ul style="list-style-type: none"> <li>• Instructor: Jeanne Ardan</li> <li>• Topic: Interviewing</li> <li>• Related Learning Objectives: 1, 3, 4, 5, 7</li> <li>• Advanced Preparation: Career Development Handbook, pp. 67-77</li> <li>• Assessment: Complete the “IL Interview” on InterviewStream</li> </ul>
<p><b>Week 2</b> 2/4***</p>	<ul style="list-style-type: none"> <li>• Instructor: Michelle Silverthorn, Jeanne Ardan, Susan Landrum, and Kimathi Gordon-Somers</li> <li>• Topic: Leadership skills and addressing issues such as racism, discrimination, and implicit bias in the profession</li> <li>• Related Learning Objectives: 1, 2, 4, 6</li> <li>• Assessment: Complete self-reflection posted on TWEN</li> </ul> <p>***<b>Note:</b> Section A will meet from 11:30 am to 1:30 pm this day. Section C will meet from 2:00 pm to 4:00 pm. Section B will meet at its normal time. Locations TBD.</p>
<p><b>Week 3</b> 2/11</p>	<ul style="list-style-type: none"> <li>• Instructors: Jeanne Ardan, Susan Landrum and Kimathi Gordon-Somers</li> <li>• Topic: Professional Communications</li> <li>• Related Learning Objectives: 1, 2, 4, 7</li> <li>• Advanced Preparation: Review prior assignments for Legal Writing and identify an assignment for revision</li> <li>• Assessment: Revise a past assignment from your Legal Writing Class to use as a writing sample</li> </ul>
<p><b>Week 4</b> 2/19***</p>	<ul style="list-style-type: none"> <li>• Instructor: Susan Landrum</li> <li>• Topic: Legal Project Management: Developing a System that Works for You In the Classroom, during the Job Search, and in the Office</li> <li>• Related Learning Objectives: 1, 2, 3, 4, 5, 6, 7</li> <li>• Assessment: Complete Work Task Handout based upon in-class hypothetical</li> </ul> <p>***<b>Note:</b> Tuesday, Feb. 19 is a Legislative Monday.</p>
<p><b>Week 5</b> 2/25***</p>	<ul style="list-style-type: none"> <li>• Instructors: Jeanne Ardan, Susan Landrum and Kimathi Gordon-Somers</li> <li>• Topic: The Defamation Experience</li> <li>• Related Learning Objectives: 1, 2, 4, 6</li> <li>• Assessment: Complete self-reflection posted on TWEN.</li> </ul> <p>***<b>Note:</b> All sections will meet at 1:15 on this date. Location TBD.</p>
<p><b>No Class</b> 3/4</p>	<ul style="list-style-type: none"> <li>• Spring Break</li> </ul>

<p><b>Week 6</b> 3/11</p>	<ul style="list-style-type: none"> <li>• Instructor: Susan Landrum</li> <li>• Topic: Introduction to the Bar Exam and MPRE</li> <li>• Related Learning Objectives: 4, 5, 6, 7</li> <li>• Advance Preparation: Identify which state's bar exam you plan to take and review that state's Bar Examiners' website (links to website available here: <a href="http://www.ncbex.org/">http://www.ncbex.org/</a>)</li> <li>• Assessment: Create a preliminary Bar Exam Action Plan</li> </ul>
<p><b>Week 7</b> 3/18</p>	<ul style="list-style-type: none"> <li>• Instructor: Kimathi Gordon-Somers</li> <li>• Topic: Registration and Academic Planning</li> <li>• Related Learning Objectives: 3, 5, 6, 7</li> <li>• Advanced Preparation: Review first semester IDP; Review Student Handbook and pathways information available through the Online Student Center.</li> <li>• Assessment: Revise IDP and submit on TWEN; determine which courses you will take during second year &amp; register for classes</li> </ul>
<p><b>Week 8</b> 3/25</p>	<ul style="list-style-type: none"> <li>• Instructor: Jeanne Ardan and Pedram Tabbibi</li> <li>• Topic: Networking and Social Media</li> <li>• Related Learning Objectives: 1, 2, 3, 4, 5, 7</li> <li>• Advanced Preparation: Career Development Handbook, pp. 16-17; Visit LinkedIn, Twitter and some legal blogs to get a sense of how they operate</li> <li>• Assessment: Update your LinkedIn page and make a professional connection</li> </ul>
<p><b>Week 9</b> 4/1</p>	<ul style="list-style-type: none"> <li>• Instructor: Kimathi Gordon-Somers</li> <li>• Topic: Financial Literacy</li> <li>• Related Learning Objectives: 3, 4, 5, 7</li> <li>• Advanced Preparation: Read EJW's, "A Guide to Managing your Debt"</li> <li>• Assessment: Complete budget worksheet.</li> </ul>

# PROFESSIONAL DEVELOPMENT

## FALL 2019 – Updated Version

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You should attend the times corresponding to your section, but note occasional changes in the schedule on pp. 4-5):

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## Course Schedule

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<b>Preview</b> <b>9/6</b>	<ul style="list-style-type: none"> <li>• Students will attend the Student-Alumni Career Conference</li> <li>• Assigned Reading: Career Development Handbook, pp. 29-36</li> </ul>
<b>Week 1</b> <b>9/10</b>	<ul style="list-style-type: none"> <li>• Instructors: Deans Ardan, Landrum, and Gordon-Somers</li> <li>• Topic: Introduction and Overview of Year; Building Blocks for Academic Success</li> <li>• Related Learning Objectives: 2, 3, 5, 6, 7</li> <li>• Advanced Preparation: article on TWEN; Career Development Handbook, pp. 4-11, 19-28, 37-40</li> <li>• Assessment: Based upon what you have learned during this session, you will complete an Individual Development Plan and weekly study schedule</li> </ul>
<b>Week 2</b> <b>9/17</b>	<ul style="list-style-type: none"> <li>• Instructor: Dean Ardan</li> <li>• Topic: Resumes</li> <li>• Related Learning Objectives: 2, 3, 4, 5, 7</li> <li>• Advanced Preparation: Career Development Handbook, pp. 41-59, 78</li> <li>• Assessment: Based upon what you have learned during this session, you will complete a draft legal resume</li> </ul>
<b>Week 3</b> <b>9/24</b>	<ul style="list-style-type: none"> <li>• Instructor: Dean Ardan</li> <li>• Topic: Cover Letters</li> <li>• Related Learning Objectives: 2, 3, 4, 5, 7</li> <li>• Advanced Preparation: Career Development Handbook, pp. 60-66</li> <li>• Assessment: Completion of draft cover letter based on sample summer job descriptions on the assignment page.</li> </ul>
<b>Week 4</b> <b>10/1</b>	<ul style="list-style-type: none"> <li>• Instructor: Dean Landrum</li> <li>• Topic: Synthesis and Academic Success: Creating and Using Outlines and Other Study Tools</li> <li>• Related Learning Objectives: 2, 3, 5, 6, 7</li> <li>• Assessment: Complete outline of one major issue for the chosen 1L course (Subject TBD)</li> </ul>
<b>10/8</b>	<ul style="list-style-type: none"> <li>• NO CLASS – This date is a Legislative Wednesday.</li> </ul>
<b>Week 5</b> <b>10/15</b>	<ul style="list-style-type: none"> <li>• Instructor: Dean Gordon-Somers/Guest speaker</li> <li>• Topic: Professionalism and Character and Fitness Recertification</li> <li>• Related Learning Objectives: 2,4, 7</li> <li>• Advanced Preparation: Review law school application (available through LSAC) &amp; read character &amp; fitness requirements for Jurisdiction.</li> <li>• Assessment: Complete Character and Fitness Recertification</li> </ul>

<p><b>Week 6</b> <b>10/22</b></p>	<ul style="list-style-type: none"> <li>• Instructors: Dean Ardan, Helena Quinn</li> <li>• Topic: The Job Search</li> <li>• Related Learning Objectives: 3, 5, 7</li> <li>• Advanced Preparation: Career Development Handbook, pp. 12-18; Skim the Guide to Online Resources (available on TWEN)</li> <li>• Assessment: Create a complete Profile on Symplicity</li> </ul>
<p><b>Week 7</b> <b>10/29</b></p>	<ul style="list-style-type: none"> <li>• Instructor: Dean Landrum</li> <li>• Topic: Strategies for Success on Law School Exams</li> <li>• Related Learning Objectives: 2, 3, 5, 6, 7</li> <li>• Assessment: You will complete a closed-universe practice exam (in class) and self-analysis (after class)</li> </ul>
<p><b>Week 8</b> <b>11/5</b></p>	<ul style="list-style-type: none"> <li>• Instructor: Dean Gordon-Somers/Guest Speaker</li> <li>• Topic: Wellness</li> <li>• Related Learning Objectives: 3,4,7</li> <li>• Advanced Preparation: Articles to be provided on TWEN</li> <li>• Assessment: Complete Ulifeline assessment and reflection assignment.</li> </ul>
<p><b>Week 9</b> <b>11/12</b></p>	<ul style="list-style-type: none"> <li>• Instructors: Dean Gordon-Somers, Registrar Ann Hurt, and Dean Landrum</li> <li>• Topic: Taking Law School Exams – Policies and Technical Requirements</li> <li>• Related Learning Objectives: 2, 5, 6, 7</li> <li>• Advanced Preparation: Download Exemplify to your computer (You will receive email instructions from the Registrar’s Office for how to do this prior to class.)</li> <li>• There is no required assessment, but students who wish to do so may take an optional practice exam under timed conditions, using Exemplify, during the second part of this class. The subject will be Contracts Law.</li> </ul>