



**HAMLIN
UNIVERSITY**

School of Law

Career Services Office

Room 201; cso@hamline.edu; 651.523.2470

Topic: 2013-14 Continuing 1L Orientation to Legal Career and Professional Development

Session Leaders: Nancy Lochner, Director
Melissa Gregory, Assistant Director, and/or
Shauna Verheyen, Career Advisor

MARK YOUR CALENDARS NOW!

Fall 2013 MANDATORY Meeting Dates, Times and Rooms

Students in Section One (LRW Mary Trevor):

Friday, September 13, 10:50-11:50, Room 101
Wednesday, October 2, 10:50-11:50, Room 101
Friday, October 25, 10:50-11:50, Room 101

Students in Section Two (LRW Ken Swift):

Friday, September 13, 9:10-10:10, Room 103
Wednesday, October 2, 1:10-2:10, Room 103
Friday, October 25, 9:10-10:10, Room 103

Weekend Students:

Saturday, September 14, 11:40-12:40, Room 101
Saturday, October 5, 11:40-12:40, Room 101
Saturday, October 26, 11:40-12:40, Room 101

LEGAL RESUME (LRW Assignment) Deadlines for all sections (see also LRW syllabus):

Deadline to upload best draft, self-edited resume to Symplicity:	<u>Mon., Oct. 21, 2013</u>
Comments (may include required edits) from Career Services back to students by:	Fri., Nov. 1, 2013
Final resume (incorporating comments and required changes, if applicable) must be re-uploaded and approved by:	<u>Fri. Nov. 15, 2013</u>

(Job bank access will be granted and LRW instructors will be informed upon satisfactory completion of this requirement; further instructions on how to access Symplicity and this assignment will be provided at mandatory September orientation session.)

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MANDATORY MOCK INTERVIEW MARATHON *

All Weekday 1Ls: Friday, January 31, 2014, 30 minutes between 8:00-5:00
(specific time to be assigned around class times by January 24, 2014)
Klas Center, Kay Fredericks Ballroom

All Weekend 1Ls: Saturday, February 1, 2014, 30 minutes between 11:45 – 12:45

Deadline to “mock apply” for this mock interview: Wednesday, January 22, 2014
(*Must have approved resume and job bank access to apply; instructions on how to apply will be provided upon resume approval in November.*)

Deadline to notify Career Services at cso@hamline.edu of any time (other than class time) you could *not* mock interview on January 31, 2014: Wednesday, January 22, 2014

* Students who already have gainful employment they intend to keep after graduation may waive this mock interview requirement by so notifying Nancy Lochner, Director of Career Services, at cso@hamline.edu including the name of the employer and position title, no later than Friday, January 10, 2014. (Earlier notice is *greatly* appreciated in planning this big event!)

Attendance

These sessions are mandatory per Section 16.1 of the Hamline University School of Law Student Policy Manual: <http://law.hamline.edu/registrar/policies.aspx>, and access to services – including our job bank – are dependent upon completion of these continuing orientation requirements.

Each Section’s meeting times have been planned as well as possible (given room availability) to precede or follow another of the students’ courses. Therefore, it should be convenient to attend. Any student not able to attend his or her specific designated meeting, however, should contact Erin Hohenstein, Program Administrator, at cso@hamline.edu as soon as possible to explore options.

Suggested Texts/Supplemental Materials:

It is recommended that you purchase a copy of Guerrilla Tactics for Getting the Legal Job of Your Dreams, (Second Edition – 2008) by Kimm Alayne Walton, J.D. You may purchase a copy of this book during office hours from the Career Services Office (room 201) for \$10 (cash or check – exact change helpful) while supplies last (supplies limited). Limited copies of this book are also available for check-out from the CSO library (Room 201) at no charge.

Session Objectives/Description/Class Format:

Pursuant to the NALP (The Association for Legal Career Professionals), law schools are to abide by the following guidelines when interacting with first-semester first-year students:

To position law students to be as successful as possible, their efforts during the first semester of law school should focus on their studies rather than on job search activities. Nonetheless, opportunities to learn about professionalism, professional development and the legal profession are appropriate early in law school. [] [L]aw schools [] should not begin offering one-on-one career counseling or application document reviews to first-year students before October 15.

Accordingly, we have designed this three-part orientation to provide you with the information you need, and which is appropriate, at the appropriate times this fall and to inform you of the services and opportunities to come.

At the **September 13/14 Meetings**, we will address foundation topics including:

- Introduction to our staff, services (including initial access to our Symplicity system), and goals;
- Introduction to legal culture and legal hiring culture, including timelines;
- Introduction to big-picture legal career options.

Recommended Reading to complement and supplement what will be covered in class:

Guerrilla Tactics (see above)

- pp. xv-xvi (*How to Use this Book*);
- pp. xix-xxvii (*Table of Contents*);
- Chapter 1 p. 1 on (*The Secret to Being Happily Employed*);
- pp. 91-113 (*Common Career Settings for Law School Graduates*);
- Chapter 18 pp. 964-971 only (*Small Firms*);
- Chapter 19 pp. 1018-1020 only (*Going Solo from the Start*);
- Chapter 23 pp. 1093-1114 only (*Large Law Firms*);
- Chapter 25 pp. 1178-1182 only (*Judicial Clerkships*);
- Chapter 26 pp. 1228-1237 only (*Public Interest*);
- Chapter 31 pp. 1301-1302 only (*Alternative Careers*);
- pp. 1333-1345 (*Popular Law-Related Jobs*);
- Chapter 3 p. 114 on (*Getting the Most out of your Career Services Office*);
- Chapter 11 pp. 846-859 only (*What the Internet Can – and Can't – Do for You*)

In **October 2/5 Meetings**, we will focus on:

- Returning, verifying, and applying your MBTI results from August orientation;
- The importance and usefulness of self-assessment as it relates to job search and professional development;
- Identifying transferable skills and experiences pertinent to the legal profession; and
- Resources to use in building your resume

Recommended Reading:

Guerrilla Tactics (see above)

- Chapter 2 (*Figuring Out What the Heck the Job of Your Dreams Is*);
- pp. 85-90 (*On-line Resources*);
- Chapter 4 (*The Most Important Element of Your Image*);
- Chapter 8 (*Resumes...*)

The **October 25/26 Meetings** will include:

- How, when, and where to search for legal jobs or information (starting *now*);
- Tailoring application documents;

Recommended Reading:

Guerrilla Tactics (see above)

- Chapter 10 (*Where do Great Jobs Come From?*);
- Chapter 27 (*Talking to Strangers Freaks Me Out*);

- Chapter 11 pp. 860-883 only (*Web Image*);
- Chapter 6 (*Detective Work: The Prerequisite to Every Employer Contact, From Cover Letters to Interviews*)
- Chapter 7 (*Correspondence: Making Your Letters...Sing!*);
- Chapter 5 (*Overcoming Rejection...and Turning it into Job Opportunities*)
- Chapter 28 (*I'm a 1L. Where Do I Start?*);
- any of the following of particular interest to you:
 - Chapter 17 (if you intended to search outside of Minnesota);
 - Chapter 18 (to learn about targeting small firms);
 - Chapter 19 (to pave the way for solo practice);
 - Chapter 23 (to learn more about large firm hiring);
 - Chapter 24 (if interested in sports, entertainment or international);
 - Chapter 25 (to learn more about judicial clerkships);
 - Chapter 26 (to learn more about public interest);
 - Chapter 31 (to learn about nonpracticing careers);
 - Chapter 22 (if you are a second-or-more-career student)

In January:

- Each 1L will be automatically assigned a time slot during the CSO's January 31/Feb 1 Mock Interview Marathon, at which the student will engage in a practice interview with an attorney (on campus)

Recommended Reading:

Guerrilla Tactics (see above)

- Chapter 9 (*Interviewing: 'The Secrets that turn Interviews into Offers'*)

Professionalism Expectation for Sessions

Out of respect for the presenter and for classmates, no web surfing, emailing, blogging, instant messaging, texting, or other internet or virtual communication methods or devices are to be in use during any session.

We also encourage and expect you to use your interactions with us (in group sessions, in emails, when submitting materials, in one-on-one meetings, etc.) as an example of the professional behavior you will take into your career. You can do so by preparing for meetings, communicating professionally, and taking ownership of the project management that is your job search and professional development. We are here with you every step of the way!

Office Hours

The Career Services Office is open from 8:00-5:00 Monday-Friday and from 8:30-1:00 on Saturdays (except Saturdays during finals period, breaks, and summer). Questions are welcome by email to cso@hamline.edu or by walk-in (Room 201), although one-on-one appointments and specific job-search assistance are not available for 1Ls until after your resume is approved in November.