



**HAMLIN**  
**UNIVERSITY**

School of Law

**Career Services Office**

**Topic:** **Continuing 1L Orientation to Legal Career and Professional Development**

**Session Leader:** **Nancy Lochner, Director**  
Hamline University School of Law Career Services Office  
Room 201  
651.523.2470  
cso@hamline.edu

**Fall 2009 Weekday 1L Meeting Dates, Times and Rooms:**

<b>Section</b>	<b>September</b>	<b>October</b>	<b>November</b> <i>* note these are extended LRW class times</i>
<b>A</b>	Mon. Sept. 14. 10:00 (Rm. 06)	Mon. Oct. 5, 12:00 (MTCT Rm. w/ B)	Mon. Nov. 2, 11:00- 12:30 (Rm. 103 w/ B)
<b>B</b>	Tues. Sept. 15, 11:00 (Rm. 101)	Mon. Oct. 5. 12:00 (MTCT Rm. w/ A)	Mon. Nov. 2. 11:00 - 12:30 (Rm. 103 w/ A)
<b>C</b>	Wed. Sept. 16, 10:00 (Rm. 04)	Wed. Oct. 7. 12:00 (MTCT Rm. w/ D)	Wed. Nov. 4. 11:00 - 12:30 (Rm. 240A)
<b>D</b>	Wed. Sept. 16, 3:00 (MTCT Rm.)	Wed. Oct. 7, 12:00 (MTCT Rm. w/ C)	Mon. Nov. 2, 3:30 – 5:00 (MTCT Rm. w/ E)
<b>E</b>	Mon. Sept. 14, 3:00 (MTCT Rm.)	Fri. Oct. 9, 3:00 (MTCT Rm. w/ F)	Mon. Nov. 2, 3:30 – 5:00 (MTCT Rm. w/ D)
<b>F</b>	Fri. Sept. 18, 3:00 (Rm. 101)	Fri. Oct. 9, 3:00 (MTCT Rm. w/ E)	Wed. Nov. 4, 3:30 – 5:00 (Rm. 06)
<b>G</b>	Fri. Sept. 18, 2:00 (MTCT Rm.)	Fri. Oct. 9, 2:00 (MTCT Rm. w/ H)	Mon. Nov. 2, 1:00 - 2:30 (MTCT Rm. w/ H)
<b>H</b>	Wed. Sept. 16, 2:00 (Rm. 101)	Fri. Oct. 9, 2:00 (MTCT Rm/ w/ G)	Mon. Nov. 2, 1:00 - 2:30 (MTCT Rm. w/ G)
<b>I</b>	Mon. Sept. 14, 2:00 (Rm. 101)	Tues. Oct. 6., 11:00 (Rm. 04)	Wed. Nov. 4, 1:00 - 2:30 (Rm. 04)

## Spring 2010 Meeting Dates

All Weekday 1Ls:     Friday, February 5, 2010,  
                           Mock Interview (time to be assigned)  
                           Klas Center, Kay Fredericks Ballroom

## Attendance

These sessions are mandatory per Section IV of the Hamline University School of Law Policy Manual: [http://law.hamline.edu/registrar/student-policy-manual.html#\\_Toc202527011](http://law.hamline.edu/registrar/student-policy-manual.html#_Toc202527011) .

Each Section's meeting times have been planned as well as possible to precede or follow another of the students' courses. Therefore, it should be convenient to attend. We have planned around legal writing Sections to keep each group as small as possible. Any student not able to attend his or her specific designated meeting, however, should contact Barb Gritzmacher, Administrative Assistant, at [cs@hamline.edu](mailto:cs@hamline.edu) to request a transfer to another one of the corresponding meetings scheduled for another Section. To preserve class size, a limited number of transfers are considered into or out of each meeting.

Because each of the three sessions includes several separate meeting times, it is not anticipated that anyone will not be able to attend any meeting. Should exigent circumstances exist or arise, however, contact Nancy Lochner, Director of Career Services, at 651.523.2470 or [cs@hamline.edu](mailto:cs@hamline.edu) immediately with the reason for inability to attend and to explore options.

## Suggested Texts/Supplemental Materials:

It is strongly 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. prior to the first session, and you are encouraged to read the pages noted below before each meeting. You may purchase a copy of this text at any time from the Career Services Office (room 201) for \$10 (cash or check). (This book retails for \$30, but the CSO helps subsidize the purchase by covering the additional cost.)

## Session Objectives/Description/Class Format:

Pursuant to National Association for Law Placement (NALP) guidelines, prior to November 1st, Career Services Offices may offer programs and information for first-year law students on the organization and responsibilities of the legal profession, the variety of settings in which lawyers work, the general process of career planning and self-assessment, the provisions of the NALP Principles and Standards, and school policies. Prior to [the week of] November 1st, Career Services Offices will not offer programs for students covering the job search process or its specific components such as resume writing, interviewing skills, or targeting employers for applications.

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

At the **September 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:*

Guerrilla Tactics (see above)

- How to Use This Book pp. xv-xvi;
- Table of Contents pp. xix-xxvii;
- Chapter 1;
- pp. 91-113;
- Chapter 18 pp. 964-971 only;
- Chapter 19 pp. 1018-1020 only;
- Chapter 23 pp. 1093-1114 only;
- Chapter 25 pp. 1178-1182 only;
- Chapter 26 pp. 1228-1237 only;
- Chapter 31 pp. 1301-1302 only;
- pp. 1333-1345;
- Chapter 3;
- Chapter 11 pp. 846-859 only

In **October 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; and
- Identifying transferable skills and experiences pertinent to the legal profession;

*Recommended Reading:*

Guerrilla Tactics (see above)

- Chapter 2;
- pp. 85-90;
- Chapter 4;

The **November Meetings** will include:

- How, when, and where to search for legal jobs or information (starting *now*);
- Tailoring legal resumes, cover letters, and other application documents;
- Access to upload resumes and cover letters into Hamline's Symplicity system, which, when approved, will lead to access to our job bank and interviewing opportunities

*Recommended Reading:*

Guerrilla Tactics (see above)

- Chapter 10;
- Chapter 27;
- Chapter 11 pp. 860-883 only;
- Chapter 6
- Chapter 7; (con't on next page)

- Chapter 8;
- Chapter 5;
- Chapter 28;
- *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 February :**

- Each 1L will be automatically assigned a time slot during the CSO's February 5th Mock Interview Marathon, at which the student will engage in a practice interview with an attorney (on campus)
- Each student will **select a Mock job posting** for which to "apply" and **upload in Symplicity a responsive cover letter and resume by Friday, January 22nd**

#### *Recommended Reading:*

Guerrilla Tactics (see above)

- Chapter 9

#### **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.

#### **Office Hours**

The Career Services Office is open from 8:00-5:00 Monday-Friday and from 11:00-1:30 the first and second Saturdays of the month (except Saturdays during finals period, breaks, and summer). Questions are welcome by email to [cs@hamline.edu](mailto:cs@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 November 1st.