



**HAMLINE
UNIVERSITY**

School of Law
Career Services Office

Topic: 1L Orientation to Legal Career and Professional Development

Session Leader: Nancy Lochner, Director
Hamline University School of Law
Career Services Office (CSO)
Room 201
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Fall 2009 Weekend 1L Meeting Dates:

Saturday, September 19*, 11:30-1:00, Room 04
Light lunch provided

*anyone not attending class due to Rosh Hashanah should
contact the CSO to make alternate arrangements

Saturday, November 7, 11:30-1:00, Room 101
Light lunch provided

Spring 2010 Meeting Dates:

Saturday, February 6th
Mock Interview (time to be assigned over lunch break)

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 .

Because these sessions are designed around class time and on a weekend during which class is in session, it is not anticipated that anyone will not be able to attend a meeting. Should exigent circumstances exist or arise, however, contact Nancy Lochner, Director of Career Services, at 651.523.2470 or cso@hamline.edu immediately 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., and you are encouraged to read the pages noted below before the meeting. You may purchase a copy of this text 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.)

We are open various Saturdays, although we may be behind closed doors in appointments at any given time. Therefore, if we are not available you can also purchase the book from Deb Lange or Shelley Harker on Saturdays in the Dean's Office Room 106A.

Alternatively, you may send in a check made payable to the Career Services Office (see address below), and we'd be happy to leave a book for you to pick up at another office open on any weekend (Registrar, Library). You may also purchase the book at the November orientation, if you wish.

We recommend you pick up the text early and break up the suggested readings (below) over time in September and October so as to not overwhelm yourself with readings and information in November!

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.

In the **September Meeting**, 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;

Recommended Reading:

Guerrilla Tactics (see above)

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

At the **November Meeting**, we will address 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)

- 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
-
- 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;
- Chapter 8;
- Chapter 5;
- Chapter 28;
- Chapter 21

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 6th 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 22**¹

Recommended Reading:

Guerrilla Tactics (see above)

Chapter 9

¹ If you do not intend to engage in a job search during or after school (for example, you are employed and are pursuing the JD to enhance your current job or promotional path), please let us know and you may be excused from the mock interview.

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 typically open from 8:00-5:00 Monday-Friday and from 11:00-1:30 the first (for programs) and second (for advising) Saturday of the month (except Saturdays during finals period, breaks, and summer). Questions are welcome by email to 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.

Address:

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