

Career Services Program Schedule*

First Year Students

Fall 2009 & Spring 2010

OCTOBER

Diversity Week

Monday, October 5 – Thursday, October 8, 2009

Come celebrate the diversity of Southwestern! The CSO, along with the Student Affairs Office and the Diversity Affairs Office, will be holding events this week to celebrate and encourage diversity within the legal profession!

Diversity Panel

Thursday, October 8, 2009

12:30 p.m., Rm. W311

Come listen to a panel of attorneys from diverse backgrounds talk about their experience working in the legal profession. There will also be a question and answer session where you can get all of your questions answered and network with attorneys.

Diversity Week Networking Reception

Thursday, October 8, 2009

5:30 p.m. – 8:00 p.m., Rm. Louis XIV

Co-sponsored by the Institutional Advancement Office, there will be a networking reception where alumni from our various student groups (BLSA, LLSA, APALSA, etc.) will be attending. We are also inviting members of the general legal community to attend. This is a great networking opportunity for you to meet alumni and other attorneys from the general legal community!

Off the Record with... Transactional Lawyers versus Civil Litigators

Tuesday, October 13, 2009

12:30 p.m., TBD

Ever wondered what the difference is between practicing in a transactional area versus a litigation area? Are there different skill sets needed or different personality types? Come participate in the CSO new brownbag lunch series, "Off the Record with..." Bring your lunch (drinks and snacks will be provided), and chat with alums about the above topic. Stay tuned for the location of this event, but we will be choosing locations that are casual and interactive. Here is your chance to network with alumni and get some great advice from attorneys who were once in your position!

Small to Medium Size Employer Week

Monday, October 19 – Thursday, October 22, 2009

The vast majority of law is practiced in the small to medium sized law firm. We are holding this specially designated week to celebrate those attorneys who practice in a small to medium sized law firm!

Small/Medium Firm Practice Panel

Wednesday, October 21, 2009

12:30 p.m., Rm. W311

We will be presenting a panel of alumni who practice in a small to medium sized firm, so come learn and network! Are there advantages to practicing in this type of firm? Are these firms more "life style" friendly? Will you get more experience sooner rather than later at these sized firms? Come ask all of your questions!

OCTOBER (continued)

Public Interest Employer Fair

Thursday, October 29, 2009
12:15 p.m., Promenade

This event, co-sponsored by Southwestern's Public Interest Law Committee and the Career Services Office, coincides with the annual Public Interest Law Week on campus. The Public Interest Fair is designed to educate students about the many volunteer and public service opportunities and provide an opportunity for public interest organizations to inform students about the work they do. There will be lots of employer representatives present.

NOVEMBER

CSO Open House

Tuesday, November 3, 2009
All Day, Career Services Office

Take this opportunity to visit the Career Services Office, meet the team, and become acquainted with the Career library and facilities. Refreshments will be served throughout the day.

Off the Record with...Plaintiffs' Lawyers versus Defense Lawyers

Thursday, November 5, 2009
12:30 p.m., TBD

What's the difference between representing a plaintiff and representing a defendant? Are there different skills sets or qualities needed? Come participate in the CSO new brownbag lunch series, "Off the Record with..." Bring your lunch (drinks and snacks will be provided), and chat with alums about the above topic. Stay tuned for the location of this event, but we will be choosing locations that are casual and interactive. Here is your chance to network with alumni and get some great advice from attorneys who were once in your position!

Resume Writing for 1Ls

Thursday, November 12, 2009
12:30 p.m., Rm. W311 & 5:00 p.m., Rm. W329

Learn how to draft effective resumes and cover letters for legal employment, including presentation of qualifications, prior work experience, overall content, and legal format.

Spring 2010

JANUARY

Summer Options and Opportunities

Tuesday, January 12, 2010

12:30 p.m., Rm. W511

An in depth program with faculty panelists offering advice and answering questions about law school summer choices from a career planning perspective. Topics include summer school, summer abroad programs, externships, public interest and volunteer opportunities, research assistant and law clerk positions.

Public Interest Career Day Orientation

Wednesday, January 13, 2010

12:30 p.m. & 5:00 p.m., Rm. W311

This is a **MANDATORY** review for participation guidelines, funding options, and applicable hiring criteria. Public Interest Career Day will be held at UCLA on February 7, 2009. There will be lots of opportunities to interview with a variety of employers, including law firms, government offices, and public interest organizations.

Resume and Cover Letter Drafting

Thursday, January 14, 2010

12:30 p.m. & 5:00 p.m., Rm. W311

Learn how to draft effective resumes and cover letters for legal employment, including presentation of qualifications, prior work experience, overall content, and legal format.

Off the Record with...District Attorneys & Public Defenders

Tuesday, January 19, 2010

12:30 p.m., TBD

You know you want to work in criminal law, but you don't know where. What is the difference between working for the District Attorney's Office and the Public Defender's Office? Come participate in the CSO new brownbag lunch series, "Off the Record with..." Bring your lunch (drinks and snacks will be provided), and chat with alums about the above topic. Stay tuned for the location of this event, but we will be choosing locations that are casual and interactive. Here is your chance to network with alumni and get some great advice from attorneys who were once in your position!

Resume and Cover Letter Drafting

Friday, January 22, 2010

12:30 p.m., Rm. W311

Learn how to draft effective resumes and cover letters for legal employment, including presentation of qualifications, prior work experience, overall content, and legal format.

How to Start Your Own Law Practice

Tuesday, January 26, 2010

4:45 p.m., Rm. W311

Practice tips on starting, building, and managing a solo practice. Anyone who eventually wants to start their own firm should attend.

JANUARY (continued)

Locating and Applying to Law Firms

Thursday, January 28, 2010
12:30 p.m. & 5:00 p.m., Rm. W311

Don't know where to apply? Don't know how to figure out what employer/firm practices which area of law? Come to this workshop and learn how to research employers and apply to them for jobs.

FEBRUARY

Off the Record with...Attorneys Achieving a Work-Life Balance

Tuesday, February 2, 2010
12:30 p.m., TBD

Is it possible to work as an attorney and still have a life and a family outside of the practice? Are there practice areas or practice types that are more conducive to achieving a balance between your career and your personal life? Come participate in the CSO new brownbag lunch series, "Off the Record with..." Bring your lunch (drinks and snacks will be provided), and chat with alums about the above topic. Stay tuned for the location of this event, but we will be choosing locations that are casual and interactive. Here is your chance to network with alumni and get some great advice from attorneys who were once in your position!

Interviewing for Public Interest Career Day

Thursday, February 4, 2010
12:30 p.m. & 5:00 p.m., Rm. W311

Are you ready for Public Interest Career Day? Aid your preparation with key interviewing techniques.

Public Interest Career Day

Saturday, February 6, 2010
All Day, UCLA Law School

Last year, more than 100 organizations, government agencies and private public interest law firms from around Southern California participated in this event, which included informal table-talk, panel discussions, lunchtime discussions focusing on different substantive areas of practice, and formal interviews for summer and postgraduate positions.

Bison Networking Week

Monday, February 8 – Thursday, February 11, 2010

Come celebrate and be part of the Southwestern community! The SBA and Student Affairs Office will be sponsoring lots of events and activities throughout the week, and the CSO will be holding events as well, as listed below.

Bar Association Fair (In-N-Out Truck)

Wednesday, February 10, 2010
12:00 p.m., Promenade

Come meet and network with practicing attorneys on the Westmoreland Promenade and learn about the benefits of joining a Bar Association. This is a great way to find out more about these organizations and network with lawyers. These associations (or "clubs") offer student scholarships, mentor programs, and networking mixers/events. **The In-N-Out Truck will be on campus, and if you talk to enough attorneys, you can get FREE burgers!**

**All dates and room numbers are subject to change; please confirm with the Career Services Office prior to event.*

FEBRUARY (continued)

Networking Panel

Thursday, February 11, 2010
12:30 p.m., Rm. W311

Before you attend the Alumni Resource Network Reception, attend the Networking Panel and find out how to "network." Can you go up to someone and start a conversation? How can you break into a conversation already in progress? How do you transition out of a conversation that is going nowhere? Come learn from networking experts on "how to work the room!" then test your newly acquired skills at the Alumni Resource Network Reception.

Alumni Resource Network Reception

Thursday, February 11, 2010
5:30 p.m. – 8:00 p.m., Rm. Louis XIV

Sponsored by the Alumni Association and the Institutional Advancement Office, here is your chance to **network, network, network!** You can meet alumni from all different practice areas and types, all in a comfortable and festive setting!

Interviewing for Spring OCIP

Friday, February 12, 2010
12:30 p.m., Rm. W311

Interviewing techniques are discussed in preparation for the Spring On-Campus Interview Program (OCIP), which runs from February 16 through February 26, 2010.

Spring OCIP

Tuesday, February 16 – Friday, February 26, 2010
Daily, Career Services Office

We'll bring the employers to you! First-year day (or equivalent), second-year (or equivalent) and third-year (or equivalent) students are eligible to participate in the 2009 Spring On-Campus Interview Program.

Entertainment Law Career Day

Saturday, February 20, 2010
8:00 a.m. – 1:00 p.m., Rm. W311, W329, W335 & W336

Hosted at Southwestern, entertainment lawyers and representatives from the entertainment industry attend this event each year. Panel discussions focus on Sports Law, Intellectual Property Law, and Entertainment Law in relation to the film, music and television industries. This is a great networking event where you can meet lawyers and learn more about what it means to be an "entertainment" lawyer.

Off the Record with... Attorneys Working in a "Non-Traditional" Setting

Tuesday, February 23, 2010
12:30 p.m., TBD

Ever wondered what you could do with your law degree besides work in a law firm or for the government? What else is out there? Come participate in the CSO new brownbag lunch series, "Off the Record with..." Bring your lunch (drinks and snacks will be provided), and chat with alums about the above topic. Stay tuned for the location of this event, but we will be choosing locations that are casual and interactive. Here is your chance to network with alumni and get some great advice from attorneys who were once in your position!

MARCH

Off the Record with... General Counsel

Tuesday, March 9, 2010
12:30 p.m., TBD

What does it mean to be a “general counsel?” What is like to have only one client? Do you specialize in one area of the law, or are you a “Jack or Jill of all Trades?” Come participate in the CSO new brownbag lunch series, “Off the Record with...” Bring your lunch (drinks and snacks will be provided), and chat with alums about the above topic. Stay tuned for the location of this event, but we will be choosing locations that are casual and interactive. Here is your chance to network with alumni and get some great advice from attorneys who were once in your position!

Government Career Day

Saturday, March 13, 2010
All Day, Chapman Law School

Last year, many government agencies from around Southern California participated in this event, which included informal table-talk, panel discussions, lunchtime discussions focusing on different substantive areas of practice, and formal interviews for summer and postgraduate positions.

ABC's of Being a Law Clerk

Tuesday, March 23, 2010
12:30 p.m. & 5:00 p.m., Rm. W311

A must attend for all students who are planning to work or extern this summer!! The discussion will cover what you need to know and do to get the most out of your summer experience.

Public Interest and Post-Graduate Fellowships

Thursday, March 25, 2010
12:30 p.m. & 5:00 p.m., Rm. W311

If you are interested in pursuing a post-graduate fellowship after law school, this is the workshop for you. These one and two year fellowships are a great way to break into public interest or other areas, such as international law, public policy, and the like. Come learn when and how to explore these exciting opportunities!

APRIL

How to Participate in the OCIP

Tuesday, April 13, 2010
12:30 p.m. & 5:00 p.m., Rm. W311

The Career Services Office will present this workshop on the procedural guidelines for participating in the Fall On-Campus Interview Program. Attendance is **MANDATORY** for those who would like to participate in the program. Interviews will start in August 2010 for Summer 2011 and post graduate positions.

Summer Law Clerk Boot Camp

Wednesday, April 14, 2010
12:30 p.m., Rm. W311 & 5:00 p.m., Rm. W611

A must attend for all students who are planning to work or extern this summer!! The discussion will cover what you need to know and do to get the most out of your summer experience.

APRIL (continued)

How to Participate in the OCIP

Thursday, April 15, 2010
12:30 p.m. & 5:00 p.m., Rm. W311

The Career Services Office will present this workshop on the procedural guidelines for participating in the Fall On-Campus Interview Program. Attendance is **MANDATORY** for those who would like to participate in the program. Interviews will start in August 2010 for Summer 2011 and post graduate positions.

Off the Record with... Sole Practitioners

Tuesday, April 20, 2010
12:30 p.m., TBD

Are there certain areas of the law that easier than others in which to start my own practice? What areas are those? What's it like being my own boss? What are positives and the negatives of having my own practice? Come participate in the CSO new brownbag lunch series, "Off the Record with..." Bring your lunch (drinks and snacks will be provided), and chat with alums about the above topic. Stay tuned for the location of this event, but we will be choosing locations that are casual and interactive. Here is your chance to network with alumni and get some great advice from attorneys who were once in your position!