

Graduate Legal Academic Program (GLAP)

Dates: Tuesday, September 10 through Tuesday, November 12 (every Tuesday evening)

Time: 6:15 to 9:00 PM

Room: W329

Week 1: ABCs of Civil Litigation

(Tuesday, September 10)

Professor: Professors Byrne, Forgey & Geuss

Topic: A comprehensive overview of the civil litigation process will be conducted. Attendees will leave with examples of motions and other pleadings.

Week 2: Law Clerk Boot Camp – Part I; Putting Together Your “Marketing Materials:” Resume, Cover Letter, Writing Sample & Reference List

(Tuesday, September 17)

Professor: Professors Crockett, Kramer & Yoshioka; CSO Team Members

Topic: The ABCs of being a law clerk will be discussed. There will be brief exercises given to the attendees, and these will be graded by the adjuncts. Exercises will include items like how to bill time, responses to hypothetical situations, etc. The second half of the session will address drafting resumes, cover letters, writing samples, and reference lists. The attendees will draft a resume cover letter and must send them to the CSO for review and comments.

Week 3: Law Clerk Boot Camp – Part II; Researching, Locating & Applying to Employers

(Tuesday, September 24)

Professor: Professors Byrne, Kramer, & Schiffer; CSO Team Members

Topic: The fundamentals of working in a law office will be further discussed, including items like how to approach an assignment, how to work with various entities within an employer, etc. The last part of this session will cover how students can research, locate, and apply to employers.

Week 4: Legal Research Refresher; General Interviewing Skills

(Tuesday, October 1)

Professor: Professor Schiffer; Librarian; CSO Team Members

Topic: This topic will cover a recap of conducting legal research. There will be an emphasis placed on secondary sources, such as the various practice guides that are in existence. Adjuncts will give a practical spin to research within a law firm setting. The CSO Team Members will cover general interview skills for obtaining legal employment.

Week 5: How to Deal with a Client; Networking/Informational Interviews

(Tuesday, October 8)

Professor: Professors Boyce & Kester; CSO Team Members

Topic: The discussion will revolve around how to deal with a client, interview a client, and appropriate communication skills with a client. Further, there will be discussion about drafting client letters and progress reports. The second part of this class will cover the topic of networking and conducting informational interviews, including the importance of being active within bar associations.

Week 6: Deposition Practice; Law and Motion Practice

(Tuesday, October 15)

Professor: Professors Forgey, Kester, & Yoshioka

Topic: This class will cover the importance of depositions within a lawsuit. Further discussion will include how an attorney drafts and serves a Notice of Deposition, prepares for the deposition, conducts a deposition, and what is done after the deposition. The class will also cover what a law clerk can do to assist in the deposition process, including things like how to summarize a deposition transcript. The class will also cover the discovery process. Further, the various motions that occur throughout the life cycle of a lawsuit will be discussed.

Week 7: ADR; Looking Beyond Law Firm Positions

(Tuesday, October 22)

Professor: Professors Boyce, Crockett, & Geuss; CSO Team Members

Topic: This class will cover the process of alternative dispute resolution, such as the role that mediation and arbitration play in the life of a legal dispute. Thereafter, there will be a discussion on looking at other types of employers besides law firms, such as government employers. Also, the topic of positions that don't require a JD degree, but where a JD would be helpful, will be covered.

Week 8: Anatomy of a Transaction; Small Group Meeting with Adjuncts/CSO Team Members

(Tuesday, October 29)

Professor: TBD; CSO Team Members; Half of All Professors

Topic: The first part of this class will give a brief overview of what a transaction entails and what roles that the attorney and clerk play within the transaction. The last part of the class will be used to meet in small groups with the individual Adjuncts and/or CSO Team Members to discuss issues that are arising during the course of the job search process.

Week 9: "What New Lawyers Should Know," Presented by a Judge; Criminal Law

(Tuesday, November 5)

Professor: TBD; CSO Team Members

Topic: This session will start out with a discussion from a Judge about what new lawyers should do to be successful. Thereafter, there will be a discussion talking about general issues within a criminal law practice.

Week 10: Final Week: Looking Back and Moving Forward

(Tuesday, November 12)

Professor: Half of All Professors; CSO Team Members

Topic: The final week will be used as a wrap-up to discuss the topics covered in the previous ten weeks. Further, participants will be reminded of what should be done going forward regarding securing legal employment and career development after obtaining bar exam results. The remaining class time will be used for small group and individual counseling.