

LAW-566



# Academic and Professional Skills For U.S. Law Studies II

Spring 2021 — Wednesday 9:00 am - 9:50

**Instructor: Marissa Roy**

**Office Hours: By Appointment**

**Contact Info: [marissar@usc.edu](mailto:marissar@usc.edu)**

## **Course Description**

Academic and Professional Skills for U.S. Law Studies II (LAW-566) is a one unit course taken during spring semester. This course is graded on a credit/no credit basis.

Academic and Professional Skills for U.S. Law Studies II focuses on understanding the profession of law. During the spring semester, the course will focus on different legal career paths, building professional skills in these environment, and acting as an agent to build one's legal career.

## **Required Books**

Required Text: R. Gezerseh, The Law Career Playbook (LawCareerLab Publications 2019) (hereinafter "The Playbook")

## **Class Format**

Class generally will include a lecture and interactive activities related to the assigned topic. It will not be possible to discuss in class all the material assigned in the readings, but students will be responsible for all assigned reading material.

Class lectures will be recorded. Please do not hesitate to ask questions or contribute to a discussion!

Class will start and end on time. Please do not arrive late to class.

## Class Grade

The course will be graded on a credit/no credit basis. However, students will receive individualized feedback on their written and oral submissions. Participation in class is also required and will be considered in determining whether a student meets the requirements for passing.

The course will be graded as follows:

Participation and attendance – 20%

Simulations and Written Submissions – 80%

## Attendance and In-Class Participation

Attendance is mandatory. Class will begin at the designated time.

## Course Learning Objectives

- 1 To prepare students for entering the U.S. legal market professionally.
- 2 To provide students with an understanding of the culture of the U.S. legal system.
- 3 To meaningfully engage students with the legal profession by examining and developing their professional identity.

## Course Schedule:

	Topics	Readings/Assignments
<b>Week 1</b> 1/13/21	Overview of the Legal Field	By 1/12, e-mail <a href="mailto:marissar@usc.edu">marissar@usc.edu</a> answers to the following three questions: <ul style="list-style-type: none"><li>• What are the most important skills you've built in law school so far?</li><li>• What position do you hope to start immediately out of law school?</li><li>• What position do you hope to be in five years after law school?</li></ul>
<b>Week 2</b> 1/20/21	Building Your Career Plan	Read The Playbook, ch. 1
<b>Week 3</b> 1/27/21	Workshopping Resumes	Read The Playbook, ch. 4, pt. 1
<b>Week 4</b> 2/3/21	Preparing Cover Letters	Read The Playbook, ch. 4, pt. 2
<b>Week 5</b> 2/10/21	Application Process	Read The Playbook, ch. 2
<b>Week 6</b> 2/17/21	Interviewing and Recruitment	Read The Playbook, ch. 6 <b>DUE by 5 p.m.: Draft resume</b>
<b>Week 7</b> 2/24/21	Building Transferable Skills: Litigation	Online reading: <ul style="list-style-type: none"><li>• Zip Recruiter, <i>Litigation Attorney Must-Have Resume Skills and Keywords</i></li></ul>

<b>Week 8</b> 3/3/21	Building Transferable Skills: Corporate	Online reading: <ul style="list-style-type: none"> <li>• Zipia, <i>Top Corporate Lawyer Skills</i></li> </ul>
<b>Week 9</b> 3/10/21	Working with Clients	Online reading: <ul style="list-style-type: none"> <li>• ABA Rule 1.4 Communication - Client</li> <li>• Teresa Matitch, <i>Six Best Practices for Effective Client Communication</i>, Law Practice Today</li> </ul>
<b>Week 10</b> 3/17/21	Leadership and Management	Online assessments: <ul style="list-style-type: none"> <li>• Take the Four Colors Assessment</li> <li>• Complete Leadership Assessment</li> </ul>
<b>Week 11</b> 3/24/21	Pro Bono Work	Online reading: <ul style="list-style-type: none"> <li>• Brian J. Murray, <i>The Importance of Pro Bono Work in Professional Development</i>, ABA</li> </ul>
<b>Week 12</b> 3/31/21	Networking & Informational Interviews	Read The Playbook, ch. 3
<b>NO CLASS</b> 4/7/21		
<b>Week 13</b> 4/14/21	Looking Beyond Law	
<b>Week 14</b> 4/21/21	Career Roundtable	

## Statement on Academic Conduct and Support Systems

### Academic Conduct:

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” <https://policy.usc.edu/scampus-part-b/>. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

### Support Systems:

*Student Counseling Services (SCS) - (213) 740-7711 – 24/7 on call*

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. <https://engemannshc.usc.edu/counseling/>

*National Suicide Prevention Lifeline -1-800-273-8255*

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. <http://www.suicidepreventionlifeline.org>

*Relationship & Sexual Violence Prevention Services (RSVP) - (213) 740-4900 -24/7 on call*

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. <https://engemannshc.usc.edu/rsvp/>

*Sexual Assault Resource Center*

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: <http://sarc.usc.edu/>

*Office of Equity and Diversity (OED)/Title IX compliance – (213) 740-5086*

Works with faculty, staff, visitors, applicants, and students around issues of protected class. <https://equity.usc.edu/>

*Bias Assessment Response and Support*

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. <https://studentaffairs.usc.edu/bias-assessment-response-support/>

*Student Support & Advocacy – (213) 821-4710*

Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. <https://studentaffairs.usc.edu/ssa/>

*Diversity at USC*

Information on Events, Programs and Training, Task Force (including representatives for each school), Chronology, Participate, Resources for Students. <https://diversity.usc.edu/>