

**Milestones: A Roadmap to Leadership and Meaningful Employment in the Law
Professional Development, Law 552-001**

Fall 2023, Tuesdays, 9:00am

Career Development Office: 375 JRCB, 801-422-3685

| Career Development Team | |
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Course Information and Learning Outcomes

Law 552, Professional Development Milestones, equips first-year and transfer students with lifelong leadership and professional development skills to support short- and long-term career planning. Three areas of professional development are emphasized:

- (1) crafting a professional narrative;
- (2) building a professional network; and
- (3) making informed decisions through research and exploration.

Through this course, students will begin to: increase in self-awareness, confidence, and ownership of their professional development; develop a professional narrative; explore the importance of relationships in the legal profession; begin to establish relationships with attorneys, law school faculty and staff, and classmates.

Students will also learn about legal employment types and their associated advantages and disadvantages. They will select areas of interest and begin to forge their chosen paths.

Students will develop a commitment to continued professional growth and should develop a desire to assist others as they themselves are assisted on their professional paths.

Grading Policy

This is a Pass/Fail Course. Requirements for a passing grade include (1) having a signed Professionalism Contract on file with the CDO (see attached); and (2) earning points. A total of 99.5 points are available in this course. Grades will be assigned as follows:

- Tier 1: Pass (P on transcript)
Students who earn at least 89.5 points will receive a “Pass” grade
- Tier 2: Low Pass (2.7 on transcript)
Students who earn 70-89 points will receive a “Low Pass” grade
- Tier 3: Fail (2.1 on transcript)
Students who earn fewer than 70 points will receive a “Fail” grade

Points are earned as follows:

- 1. Attendance: 14 class periods worth up to 2 points each = 28 total points
- 2. Assignments: 13 assignments worth up to 4 points each = 52 total points

3. Quizzes: 5 quizzes worth up to 1.5 points each = 7.5 total points
4. Data Reports: 8 surveys worth up to 1.5 points each = 12 total points

Attendance

Students are expected to attend the entire duration of all Milestones classes. To receive full credit (2 points) for attendance, you must arrive on time and stay for the duration of the class.

If you arrive late or leave class early but are present for at least half of the class, you are eligible for 1 point for that day's attendance.

If you miss a class, you can make up the class period for half credit (1 point) by completing the following three steps before 8:59am on the Tuesday following the missed class period: (1) watch the recording; (2) review the slides posted in Canvas; and (3) certify in your Attendance & Data Report that you have done so.

*If you miss class due to a job or externship interview (**not** an informational interview), you can make up attendance for full credit (2 points) by notifying Danielle Kettles in advance of missing the class, and then completing the three steps outlined above.*

To earn Attendance points, you must certify your attendance at each class in a weekly "Attendance & Data Report" due in Canvas before the subsequent class. The Attendance portion of the Report reads as follows:

Please select the applicable option for class on [DATE]:

- I certify that I was present for the full duration (54+ minutes) of Milestones class on [DATE], and I should receive 2 points for attendance this week.
- I certify that I was present for at least half (28-53 minutes) of Milestones class on [DATE], and I should receive 1 point for attendance this week.
- I certify that, although I was not present for at least half of Milestones on [DATE], I have since reviewed the Milestones slides posted in Canvas and listened to the entire class recording, and therefore I should receive 1 point for attendance this week.
- I certify that I was not present for at least half of Milestones on [DATE], and I have not made up the absence according to class requirements, and I should receive 0 points for attendance this week.

Students report Attendance points in accordance with Honor Code commitments as well as professional ethical expectations of honesty. The discovery of dishonest Attendance reporting by the CDO can result in referral to the Law School Deanery and/or BYU Honor Code Office for determination of good standing.

Assignments

For a complete list of assignments and due dates, see the "Class Topics and Assignments" table below.

Assignments must be submitted via Canvas before the start of class (by 8:59am each Tuesday). Assignments which are complete and are submitted by this deadline will receive full credit (4 points per assignment).

Quizzes

For a complete list of quizzes and due dates, see the "Class Topics and Assignments" table below.

Five quizzes are administered throughout the course of the semester. They are designed to assess student comprehension of the associated reading material. To receive full credit for a quiz, students must answer every question on the quiz. Quizzes are open book but *not* open neighbor; students should complete each quiz individually with reference to the reading material.

Data Reports

The process of data reporting will be explained in the October 10 Milestones class. Thereafter, students will report on engagement in networking and job search activities in a weekly “Attendance & Data Report.” The data reporting surveys are brief and do not require specific minimums to be attained, only that all questions be answered honestly.

To receive full credit (1.5 points) for each survey, a student must (1) submit his/her responses no later than 8:59am on the survey’s due date, and (2) if the student reports a job interview in the survey, the student must add that interview to his/her LINX profile.

Late Submission

Assignments, Quizzes, and Attendance & Data Reports submitted to Canvas after 8:59am on the due date but before 8:59am on the Tuesday *following* the original due date* will be considered late and will be worth up to one-half of the original point value (up to 2 points per Assignment, 1 point per class Attendance, and .75 point per Quiz or Data Report).

**Canvas will not automatically allow late submission. A student must email Danielle Kettles during business hours with a request to re-open for late submission.*

No Assignment, Quiz, or Attendance & Data Report will be accepted as late after 8:59am on the Tuesday following the original due date.

Incomplete Submission

Partial credit for incomplete Assignments, Quizzes, or Attendance & Data Reports is subject to the discretion of the student’s Career Advisor.

Professionalism Contract

All BYU Law students are expected to abide by the BYU Law Professionalism Contract. A copy of the contract is attached to the Syllabus. Each student must deliver a signed copy of the Professionalism Contract to the CDO front desk no later than September 19, 2023 at 5:00pm. We will have hard copies available for students to sign in class on September 12.

If you have concerns about the Professionalism Contract, make an appointment with Dean Grandy Larsen.

Meeting with CDO Staff

Career Development loves to see you! We maintain a candy dish to encourage you to stop by and say hello. We want to get to know you and support you.

Your Career Advisor is the best preliminary resource for substantive questions. Danielle Kettles and our student administrative assistants are the best resource for administrative questions. If you don’t know whom to address your questions to, you may to copy your Career Advisor and Danielle Kettles on the same email.

You are welcome to meet with additional Career Development team members as your interests develop; you are not limited to meeting only with your Career Advisor. To schedule a meeting with someone other than your Advisor, please first check to see if that CDO team member has designated appointment hours in LINX, and schedule there. If the posted hours in LINX do not work for your schedule or do not exist for that staff member, please email the CDO team member directly to schedule.

Additional Classroom Policies

Email: You are expected to check email every day and respond within one to two business days to any communication from the Career Development Office or any Career Advisor. Typical Career Advisors will respond to your emails within two to three business days.

Questions: Direct any *substantive* questions to your assigned Career Advisor. You may reach out to your Career Advisor via email or set up an appointment through LINX. Direct any *administrative* questions to Danielle Kettles (kettlesd@law.byu.edu).

Bookmarks: Please bookmark the following websites in your laptop browser, and add them as shortcuts to your home screen:

- Canvas Assignment Portal: canvas.byu.edu
- LINX Career Management Portal: law-byu.12twenty.com/login

Events: Certain Career Development events require advance registration due to space or budget limitations. These events will be indicated as such in LINX and other Career Development communications. If after registering for the event you determine you are no longer able to attend, you must notify Danielle Kettles (kettlesd@law.byu.edu) at least 24 hours in advance. Attendance will be taken at each event. If food was ordered on your behalf and you fail to attend and do not cancel at least 24 hours in advance, you will not be eligible for CDO-provided food at future events for the remainder of the semester.

Law school policy on Electronic Device Use in the Classroom, in part:

Students may use computers and other electronic devices during a class only for note-taking and other purposes expressly approved by the instructor. Except for the use of cell phones to communicate in health and/or safety-related emergencies, no student, without advance express permission from the instructor in charge of the class, shall use any electronic device (e.g., computer, cell phone, smart phone, MP3 player, iPhone, iPod, pager, PDA, electronic recording device, etc.) during class to:

- a. Access email,
- b. Access instant messaging services,
- c. Access the Internet,
- d. Engage in any electronic communication, or
- e. Make a video or audio recording of class activities.

Required Reading

1. *The 20-Minute Networking Meeting, Graduate Edition* by Nathan A. Perez and Marcia Ballinger, PhD
Career Innovations Press
ISBN: 13:978-0692352588
ISBN: 10:0692352589
Note: Be sure to procure the **Graduate Edition of this text, not the Executive or Professional Edition.
**Note: A new copy of this book is not required. You may purchase (or borrow) a used copy, so long as it is the Graduate Edition.
2. *StrengthsFinder 2.0* by Tom Rath
Gallup Press
ISBN: 978-1-59562-015-6
Note: You must purchase a **new version of this book to receive the access code to take the online assessment, which is a class requirement.
**Note: If you have taken the StrengthsFinder online assessment within the previous five years and can still access your results, you may rely on your previous results for completion of the assignment rather than re-taking the online assessment with a new access code.
3. *The 2-Hour Job Search: Using Technology to Get the Right Job FASTER*, 2nd Edition, by Steve Dalton,
ISBN: 9781607741718
**Note: The second edition of this book is preferable, but a new copy is not required. You may purchase (or borrow) a used copy.

Class Topics and Assignments

| Date of Class | Assignments Due <u>Before</u> Class | Preparation for Class | In-class Topics |
|--------------------------|--|---|---|
| Aug 24 (Intro to Law) | | <ul style="list-style-type: none"> • Come prepared to discuss what it means to be a professional. • Come prepared to get to know your Career Advisor. | <ul style="list-style-type: none"> • Three-Step Process of Professional Development • Time Commitment Expectations |
| Aug 29 | <ul style="list-style-type: none"> • <i>Assignment #1</i>: Professional Competencies Self-Assessment • <i>Quiz #1</i>: Syllabus Quiz (open book but not open neighbor) | <ul style="list-style-type: none"> • Send syllabus questions, if any, to kettlesd@law.byu.edu. | <ul style="list-style-type: none"> • Syllabus • Practice Areas: Resources • Practice Areas: CDO “Ask the Expert” Presentations |
| Sep 5 | <ul style="list-style-type: none"> • <i>Attendance Report #1</i> • <i>Assignment #2</i>: Practice Area, Employment Type, and Lifestyle Self-Assessment | <ul style="list-style-type: none"> • Come to class prepared to give a one-minute snapshot about two practice areas of interest to you. | <ul style="list-style-type: none"> • Practice Areas: Student Snapshots • Resumes |
| Sep 12 | <ul style="list-style-type: none"> • <i>Attendance Report #2</i> • <i>Quiz #2</i>: Resume Quiz (open book but not open neighbor) • <i>Assignment #3A</i>: Submit Resume to Canvas for Peer Review | <ul style="list-style-type: none"> • Think about how you might spend time investing in your professional development during Placement Break. | <ul style="list-style-type: none"> • Resume Exchange • Placement Break Planning • Professionalism 101 • Professionalism Contract • Alumni Allies Program |
| Sep 19 | <ul style="list-style-type: none"> • <i>Attendance Report #3</i> • <i>Quiz #3</i>: Professionalism Contract Quiz (open book but not open neighbor) • <i>Assignment #3B</i>: Review of Two Peers’ Resumes | <ul style="list-style-type: none"> • Come to class with questions about the following employment types: large law firm, government, judicial clerkships. | <ul style="list-style-type: none"> • Employment Types I: Judicial Clerkship, Big Law Firm, Government |
| Sep 26 | <ul style="list-style-type: none"> • <i>Attendance Report #4</i> • <i>Assignment #4</i>: Resume for Career Advisor Approval & Uploading to LINX | <ul style="list-style-type: none"> • Come to class with questions about the following employment types: small law firms, public interest, in-house, JD-advantage. | <ul style="list-style-type: none"> • Employment Types II: Small Law Firm, Public Interest, In-House & JD-Advantage |
| Oct 3 | NO CLASS: PLACEMENT BREAK | | |
| Oct 10 | <ul style="list-style-type: none"> • <i>Attendance Report #5</i> • <i>Assignment #5</i>: Employment Type Networking Events | <ul style="list-style-type: none"> • Come to class having googled a member of the CDO and two classmates of your choice | <ul style="list-style-type: none"> • Data Reporting • Online presence: Social Media and LinkedIn |
| Oct 17 | <ul style="list-style-type: none"> • <i>Attendance & Data Report #6</i> • <i>Assignment #6</i>: LinkedIn Profile • <i>Quiz #4</i>: The 20-Minute Networking Meeting (open book but not open neighbor) | <ul style="list-style-type: none"> • Read <i>The 20-Minute Networking Meeting</i>. • Come prepared to practice informational interview components with a peer during class. | <ul style="list-style-type: none"> • Networking Basics • Informational Interviews |

| Date of Class | Assignments Due <u>Before</u> Class | Preparation for Class | In-class Topics |
|---------------|---|--|--|
| Oct 24 | <ul style="list-style-type: none"> • <i>Attendance & Data Report #7</i> • <i>Assignment #7: StrengthsFinder Assessment and Reflection</i> | <ul style="list-style-type: none"> • Research your partner per the guidelines of “Step 3: Great Discussion.” • Come prepared with three “observation+related question”-style questions to ask your partner in class. | <ul style="list-style-type: none"> • Informational Interviews, cont. • Introduction to Craft Your Professional Narrative |
| Oct 31 | <ul style="list-style-type: none"> • <i>Attendance & Data Report #8</i> • <i>Assignment #8: Career Advisor Meeting: Feedback & Reflection</i> | <ul style="list-style-type: none"> • In lieu of attending class, obtain your two attendance points by registering for and attending a 10-minute 1:1 Craft Your Narrative feedback session with the CDO | <ul style="list-style-type: none"> • N/A; work with CDO on refining professional narrative |
| Nov 7 | <ul style="list-style-type: none"> • <i>Attendance & Data Report #9</i> • <i>Assignment #9: Networking Event</i> • <i>Quiz #5: The 2-Hour Job Search</i> (open book but not open neighbor) | <ul style="list-style-type: none"> • Read Intro + Steps 1-2 of <i>The 2-Hour Job Search</i> (pp. 1-148 in 1st edition; 1-156 in 2nd edition) | <ul style="list-style-type: none"> • Debrief Craft Your Narrative exercise • Networking & Narratives • Introduction to <i>The 2-Hour Job Search</i> |
| Nov 14 | <ul style="list-style-type: none"> • <i>Attendance & Data Report #10</i> • <i>Assignment #10: Informational Interview</i> | <ul style="list-style-type: none"> • Come to class with digital list of 40+ employers for the “L” step of your LAMP List • Read Step 3 + Conclusion of <i>The 2-Hour Job Search</i> (pp. 150-215 in 1st edition; 158-235 in 2nd edition) | <ul style="list-style-type: none"> • <i>The 2-Hour Job Search: Ranking & Sorting</i> |
| Nov 21 | <ul style="list-style-type: none"> • <i>Attendance & Data Report #11</i> • <i>Assignment #11: Ranked/Sorted LAMP List</i> | <ul style="list-style-type: none"> • Review “1L Summer Internships & Externships” document | <ul style="list-style-type: none"> • 1L Summer Opportunities |
| Nov 28 | <ul style="list-style-type: none"> • <i>Attendance & Data Report #12</i> | <ul style="list-style-type: none"> • Come prepared with questions about 1L summer opportunities | <ul style="list-style-type: none"> • 1L Summer Opportunities, cont. • Cover Letters |
| Dec 5 | <ul style="list-style-type: none"> • <i>Attendance & Data Report #13</i> • <i>Assignment #12: Submit Cover Letter in Canvas; Bring 2 hard copies to Milestones; Provide Feedback on 2 Peers’ Cover Letters in Class</i> | <ul style="list-style-type: none"> • Come to class having reflected on your professional development and growth this semester | <ul style="list-style-type: none"> • In-Class Peer Cover Letter Review • Semester in Review • Forging Your Path |
| | Due MONDAY Dec 11 at 11:59pm: <ul style="list-style-type: none"> • <i>Attendance Report #14</i> • <i>Assignment #13: Cover Letter for Career Advisor Review</i> | | No final exam—good luck on finals! |

University Policies and Procedures

Honor Code

In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

Academic Honesty

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Inappropriate Use of Course Materials

All course materials (e.g., outlines, handouts, syllabi, exams, quizzes, PowerPoint presentations, lectures, audio and video recordings, etc.) are proprietary. Students are prohibited from posting or selling any such course materials without the express written permission of the professor teaching this course. To do so is a violation of the Brigham Young University Honor Code. These policies continue indefinitely (not limited to the duration of the semester or term you take this course).

Mental Health

Mental health concerns and stressful life events can affect students' academic performance and quality of life. BYU Counseling and Psychological Services (CAPS, 1500 WSC, 801-422-3035, caps.byu.edu) provides individual, couples, and group counseling, as well as stress management services. These services are confidential and are provided by the university at no cost for full-time students. For general information please visit <https://caps.byu.edu>; for more immediate concerns please visit <http://help.byu.edu>.

Respectful Environment

"Sadly, from time to time, we do hear reports of those who are at best insensitive and at worst insulting in their comments to and about others... We hear derogatory and sometimes even defamatory comments about those with different political, athletic, or ethnic views or experiences. Such behavior is completely out of place at BYU, and I enlist the aid of all to monitor carefully and, if necessary, correct any such that might occur here, however inadvertent or unintentional. "I worry particularly about demeaning comments made about the career or major choices of women or men either directly or about members of the BYU community generally. We must remember that personal agency is a fundamental principle and that none of us has the right or option to criticize the lawful choices of another." President Cecil O. Samuelson, Annual University Conference, August 24, 2010 "Occasionally, we ... hear reports that our female faculty feel disrespected, especially by students, for choosing to work at BYU, even though each one has been approved by the BYU Board of Trustees. Brothers and sisters, these things ought not to be. Not here. Not at a university that shares a constitution with the School of the Prophets." Vice President John S. Tanner, Annual University Conference, August 24, 2010.

Preventing & Responding to Sexual Misconduct

The health and well-being of students is of paramount importance at Brigham Young University. If you or someone you know has experienced sexual harassment (including sexual violence), there are many resources available for assistance.

In accordance with Title IX of the Education Amendments of 1972, BYU prohibits unlawful sex discrimination, including sexual harassment, against any participant in its education programs or activities. The university also prohibits sexual harassment by its personnel and students. Sexual harassment occurs when

- a person is subjected to unwelcome sexual speech or conduct so severe, pervasive, and offensive that it effectively denies their ability to access any BYU education program or activity;
- any aid, benefit, or service of BYU is conditioned on a person's participation in unwelcome sexual conduct; or
- a person suffers sexual assault, dating violence, domestic violence, or stalking on the basis of sex.

University policy requires all faculty members to promptly report incidents of sexual harassment that come to their attention in any way, including through face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of sexual harassment should be reported to the Title IX Coordinator at t9coordinator@byu.edu or (801) 422-8692 or 1085 WSC. Reports may also be submitted online at <https://titleix.byu.edu/report> or 1-888-238-1062 (24-hours a day).

BYU offers confidential resources for those affected by sexual harassment, including the university's Sexual Assault Survivor Advocate, as well as a number of non-confidential resources and services that may be helpful. Additional information about Title IX, the university's [Sexual Harassment Policy](#), reporting requirements, and resources can be found at <http://titleix.byu.edu> or by contacting the university's Title IX Coordinator.

Student Disability

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. A disability is a physical or mental impairment that substantially limits one or more major life activities. Whether an impairment is substantially limiting depends on its nature and severity, its duration or expected duration, and its permanent or expected permanent or long-term impact. Examples include vision or hearing impairments, physical disabilities, chronic illnesses, emotional disorders (e.g., depression, anxiety), learning disorders, and attention disorders (e.g., ADHD). If you have a disability which impairs your ability to complete this course successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 801-422-2767 to request a reasonable accommodation. The UAC can also assess students for learning, attention, and emotional concerns. If you feel you have been unlawfully discriminated against on the basis of disability, please contact the Equal Opportunity Office at 801-422-5895, eo_manager@byu.edu, or visit <https://hrs.byu.edu/equal-opportunity> for help."

Deliberation Guidelines

To facilitate productive and open discussions about sensitive topics about which there are differing opinions, members of the BYU community should:

- (1) Remember that we are each responsible for enabling a productive, respectful dialogue.
- (2) To enable time for everyone to speak, strive to be concise with your thoughts.
- (3) Respect all speakers by listening actively.
- (4) Treat others with the respect that you would like them to treat you with, regardless of your differences.
- (5) Do not interrupt others.
- (6) Always try to understand what is being said before you respond.
- (7) Ask for clarification instead of making assumptions.
- (8) When countering an idea, or making one initially, demonstrate that you are listening to what is being said by others. Try to validate other positions as you assert your own, which aids in dialogue, versus attack.
- (9) Under no circumstances should an argument continue out of the classroom when someone does not want it to. Extending these conversations beyond class can be productive, but we must agree to do so respectfully, ethically, and with attention to individuals' requests for confidentiality and discretion.
- (10) Remember that exposing yourself to different perspectives helps you to evaluate your own beliefs more clearly and learn new information.

(11) Remember that just because you do not agree with a person's statements, it does not mean that you cannot get along with that person.

(12) Speak with your professor privately if you feel that the classroom environment has become hostile, biased, or intimidating.

Adapted from the Deliberation Guidelines published by The Center for Democratic Deliberation.

(<http://cdd.la.psu.edu/education/The%20CDD%20Deliberation%20Guidelines.pdf/view?searchterm=deliberation%20guidelines>)

Get ready to be a leader. Get ready to get a job.

BYU LAW Student Professionalism Contract

The Career Development Office (CDO) is committed to each student’s ethical and professional growth and development during law school, as well as in future endeavors. Each student is expected to adhere to certain rules and responsibilities that promote ethics and professionalism in the job search process. **Please review the following policies carefully. If you agree to the terms below, initial the box next to each policy and sign at the bottom. If you do not agree, schedule an appointment to meet with Dean Grandy Larsen to discuss.**

You must return a completed form of this document to the CDO to utilize the resources and programs of the CDO.

| Initials | Agreement |
|----------|--|
| | I agree to accept responsibility for my job search and career and professional development, to read and stay informed about new opportunities and events offered by the CDO, to act with ethics and integrity in the job search, and to maintain a copy of this contract in my records for future reference. |
| | I understand that I am responsible for the truthfulness, accuracy, and completeness of all information presented on my resumes, online profiles, cover letters, applications, and all other communication provided for purposes of employment. I agree to uphold high standards of honesty and integrity in the interview process. If I am unsure how to characterize any item in my documents or in an interview, I will consult with the CDO for guidance prior to submitting said documents or participating in said interview. |
| | I understand that when I register for or RSVP to an event offered by the CDO or available through LINX, the CDO or other sponsor of that event expects me to attend. If I fail to attend, it reflects poorly on me and on the Law School. Accordingly, I agree that if I register for or RSVP to an event offered by the CDO or available through LINX, I will attend that event. If an emergency arises or plans change, I agree to email the CDO Front Desk ASAP to explain why I can no longer attend. |
| | I agree to keep my profile in LINX updated and accurate, including my email address so that I receive important information disseminated by the CDO. |
| | I agree to review my email daily to ensure that I receive important information disseminated by the CDO. |
| | I agree that once I have accepted an offer of employment, I will immediately update my LINX profile accordingly. If the offer interferes with upcoming OCI interviews, I will also immediately email Coleen Nelson in the CDO for further instructions for the withdrawal of all my pending applications. |
| | I agree that once I have accepted an offer of employment, I will immediately cease seeking other employment or entertaining other offers with the exception of Judicial Clerkships. |
| | I agree that once I have accepted an offer of employment, I will not renege on the offer. |
| | <i>On-Campus Interview (OCI) Program:</i> |
| | I understand that unless otherwise noted, all OCIs are in person. If I am not available for an interview on the specific OCI date, I will not apply through the OCI LINX posting. Rather, if I want to apply to any firm for which I am not available for an in person interview on their OCI date, I will reach out directly to that firm. |
| | I agree to attend all interviews I obtain through the CDO’s OCI program. I understand that there is no option to withdraw from or cancel any interview once selected by the employer, unless I have accepted an offer of employment from another employer. I understand that this policy will be enforced regardless of any delay in scheduling on the part of the employer. |
| | If an unavoidable, unforeseen, true personal emergency occurs such that it will be impossible for me to attend an interview as scheduled, I agree to immediately email Coleen Nelson in the CDO. I understand that I will be withdrawn from all interviews on that date. |
| | I understand that any violation of the above policies may result in referral to the Professionalism Committee. |

Signature

Date

Printed Name

**Milestones: A Roadmap Toward Leadership and Meaningful Employment in the Law
Professional Development, Law 552-003 & 004**

Winter Semester 2024, Thursdays 9:00am and 10:00am, Room 306
Career Development Office: 375 JRCB, 801-422-3685

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|--|---|
| Career Development Team | |
| Dean, Career Development | Shannon Grandy Larsen, grandys@law.byu.edu |
| Director, Career Development & Data Analytics | Glen Collyer, collyerg@law.byu.edu |
| Career Advisor | Danielle Dallas, dallasd@law.byu.edu |
| Career Advisor | Todd Goodsell, goodsellt@law.byu.edu |
| Career Advisor | Michelle Armitstead, michelle.armitstead@law.byu.edu |
| Senior Manager, Experiential Learning & Clerkships | Karen Andrews, andrewsk@law.byu.edu |
| Manager, Recruiting & Employer Relations | Coleen Nelson, nelsonc@law.byu.edu |
| Administrative Assistant | Danielle Kettles, kettlesd@law.byu.edu |
| Student Assistants | Jenna Anderson & Jason Mata, careerdevelopment@law.byu.edu |

Course Information and Learning Outcomes

Law 552, Professional Development Milestones, equips first-year and transfer law students with lifelong leadership and professional development skills to support their short- and long-term career planning. Three areas of professional development are emphasized:

- (1) crafting a professional narrative;
- (2) building a professional network; and
- (3) making informed decisions through research and exploration.

Through the second semester of this course, students will further develop in the above areas as well as hone career skills and prepare for summer internships. Students will develop a commitment to continued professional growth and should develop a desire to assist others as they have been assisted on their professional paths.

Grading Policy

This is a Pass/Fail completion-based course. A total of 100 points are available in this course. Grading will follow the following four-tiered grading system:

- Tier 1: Pass (P on transcript)
Students who earn at least 90 points will receive a “Pass” grade
- Tier 2: Low Pass (2.7 on transcript)
Students who earn 70-89 points will receive a “Low Pass” grade
- Tier 3: Fail (2.1 on transcript)
Students who earn 60-69 points will receive a “High Fail” grade

Points are earned as follows (see additional detail below):

- 1. Assignments: 14 assignments worth up to 4 points each = 56 total points
- 2. Attendance: 13 class periods worth up to 2 points each = 26 total points
- 3. Data Reports: 12 questionnaires worth up to 1.5 points each = 18 total points

Assignments

For a complete list of assignments and due dates, see the “Class Topics and Assignments” table below.

Assignments must be submitted via Canvas before the start of class (by 8:59am each Thursday for Section 3; and by 9:59am for Section 4). Assignments which are complete and are submitted by this deadline will receive full credit (4 points per assignment).

Attendance

Students are expected to attend the entire duration of all Milestones classes. To receive full credit (2 points) for attendance, you must arrive on time and stay for the duration of the class.

If you arrive late or leave class early but are present for at least half of the class, you can receive 1 point for that day's attendance.

If you miss a class, you can make up the class period for half credit (1 point) by completing the following three steps by 8:59am (9:59am for Section 4) on the Thursday following the missed class period:

- (1) watch the recording (email a request to Danielle Kettles to gain access to the recording; responses from Ms. Kettles should not be expected outside business hours);
- (2) review the slides posted in Canvas; and
- (3) certify in your Attendance & Data Report that you have done so.

*If you miss class due to a job or externship interview (**not** an informational interview), you can make up attendance for full credit (2 points) by notifying Danielle Kettles in advance of missing the class, and then completing the three steps outlined above.*

To earn Attendance points, you must certify your attendance for each class in a weekly "Attendance & Data Report" due in Canvas before the subsequent class. The Attendance portion of the Report reads as follows:

Please select the applicable option for class on [DATE]:

- I certify that I was present for the full duration (54+ minutes) of Milestones class on [DATE], and I should receive 2 points for attendance this week.
- I certify that I was present for at least half (28-53 minutes) of Milestones class on [DATE], and I should receive 1 point for attendance this week.
- I certify that, although I was not present for at least half of Milestones on [DATE], I have since reviewed the Milestones slides posted in Canvas and listened to the entire class recording, and therefore I should receive 1 point for attendance this week.
- I certify that, although I was not present in class, my absence was due to a job interview scheduled at the same time as Milestones, of which I notified Danielle Kettles via email in advance of missing class. I have since reviewed the Milestones slides posted in Canvas and listened to the entire class recording, and therefore should receive 2 points for attendance this week.
- I certify that I was not present for at least half of Milestones on [DATE], and I have not made up the absence according to class requirements, and I should receive 0 points for attendance this week.

Students report Attendance points in accordance with Honor Code commitments as well as professional ethical expectations of honesty. The discovery of dishonest Attendance reporting by the CDO can result in referral to the Law School Deanery and/or BYU Honor Code Office for determination of good standing.

Data Reports

The process of data reporting was explained in Milestones last semester (Oct 10 class) and will continue this semester. Students answer several questions to report engagement in networking and job search activities. No specific minimums are required. Students must answer all questions honestly, in accordance with Honor Code commitments and professional ethical expectations of honesty.

To receive full credit (1.5 points) for each Data Report, a student must:

- (1) submit the responses no later than 8:59am (9:59am for Section 4) on the survey's due date, and
- (2) if the student reports a job interview in the survey, the student must add that interview to his/her LINX profile.

Late Submission of Assignments or Attendance & Data Reports

Assignments and Attendance & Data Reports submitted to Canvas after 8:59am (9:59am for Section 4) on the due date but before 8:59am (9:59am for Section 4) on the Thursday *following* the original due date* will be considered late and will be worth up to one-half of the original points (up to 2 points per Assignment, up to 1 point per class Attendance, and up to .75 point per Data Report).

**Note: Canvas will not automatically allow late submission of an Assignment or Attendance & Data Report. A student must email Danielle Kettles with a request to re-open for late submission. Responses from Ms. Kettles should not be expected outside business hours.*

No Assignment or Attendance & Data Report will be accepted as late after 8:59am (9:59am for Section 4) on the Thursday following the original due date.

Incomplete Assignments or Attendance & Data Reports

Partial credit for incomplete Assignments or Attendance & Data Reports is subject to the discretion of the student's Career Advisor.

Professionalism Contract

As a reminder, all BYU Law students are expected to abide by the BYU Law Professionalism Contract submitted to the CDO fall semester of 1L year.

Meeting with CDO Staff

Career Development loves to see you! We maintain a candy dish to encourage you to stop by and say hello. We want to get to know you and support you.

Your Career Advisor is the best preliminary resource for substantive questions, and our Administrative Assistants are the best resource for administrative questions. You are welcome, however, to meet with any Career Development team member as your interests and needs develop. Please first check to see if the CDO team member has designated appointment hours in LINX, and schedule there. If the posted hours in LINX do not work for your schedule or do not exist for that staff member, please reach out to the CDO team member directly via email to schedule.

Additional Classroom Policies

Email: You are expected to check email every day and respond within one to two business days to any communication from the Career Development Office or any Career Advisor. Typical Career Advisor response time will be two to three business days.

Questions: Direct any *substantive* questions to your assigned Career Advisor. You may reach out to your Career Counselor via email or set up an appointment through LINX. Direct any *administrative* questions to Danielle Kettles (kettlesd@law.byu.edu).

Bookmarks: Please bookmark the following websites in your laptop browser, and add them as shortcuts to your home screen:

- Canvas Assignment Portal: canvas.byu.edu
- LINX Career Management Portal: law-byu.12twenty.com/login

Events: Certain Career Development events require advance registration due to space or budget limitations. These events will be indicated as such in LINX and other Career Development communications. If after registering for the event you determine you are no longer able to attend, you must notify Danielle Kettles (kettlesd@law.byu.edu) at least 24 hours in advance. Attendance will be taken at each event. If food was ordered on your behalf and you fail to attend and do not cancel at least 24 hours in advance, you will not be eligible for CDO-provided food at future events for the remainder of the semester.

Law school policy on Electronic Device Use in the Classroom, in part:

Students may use computers and other electronic devices during a class only for note-taking and other purposes expressly approved by the instructor. Except for the use of cell phones to communicate in health and/or safety-related emergencies, no student, without advance express permission from the instructor in charge of the class, shall use any electronic device (e.g., computer, cell phone, smart phone, MP3 player, iPhone, iPod, pager, PDA, electronic recording device, etc.) during class to:

- a. Access email,
- b. Access instant messaging services,
- c. Access the Internet,
- d. Engage in any electronic communication, or
- e. Make a video or audio recording of class activities.

Required Reading

A Letter to Students on the Meaning of Work and Professional Formation, by Benjamin C. Carpenter, available (free of charge) [here](#).

Optional Supplemental Reading

The Fine Art of Small Talk: How to Start a Conversation, Keep it Going, Build Networking Skills—and Leave a Positive Impression! by Debra Fine, Hachette Books, ISBN: 9781401302269

The Informational Interview Handbook: Essential Strategies to Find the Right Career and a Great New Job, by Jeff Neil, ISBN: 9781499343649

Roadmap: The Law Student’s Guide to Meaningful Employment, by Neil Hamilton, American Bar Association; Edition 2, ISBN: 9781641050227. The e-book version of this book is available for purchase at www.americanbar.org/products/inv/book/309147013/

Class Topics and Assignments

| Date | Assignments Due Before Class | Preparation for Class | Topics |
|--------|---|---|---|
| Jan 11 | <ul style="list-style-type: none"> • Assignment #1: Preparing for Legal Job Interviews | <ul style="list-style-type: none"> • Be excited for our new semester together! | <ul style="list-style-type: none"> • Syllabus Reminders • OCI Reminders • Legal Job Interviewing Skills, Part I • Taking the Long View: Grades + Community Building |
| Jan 18 | <ul style="list-style-type: none"> • Attendance & Data Report #1 • Assignment #2: Informational Interview A | <ul style="list-style-type: none"> • Come prepared to tell one of your stories from Assignment #1 to a peer during class | <ul style="list-style-type: none"> • Legal Job Interviewing Skills, Part II |

| Date | Assignments Due Before Class | Preparation for Class | Topics |
|--------|--|---|---|
| Jan 25 | <ul style="list-style-type: none"> • Attendance & Data Report #2 • Assignment #3: Interviewing.com Mock Interview | <ul style="list-style-type: none"> • Come prepared to practice “Interview Question Types” (see handout) in class | <ul style="list-style-type: none"> • Legal Job Interviewing Skills conclusion • Networking Minute • Placement Break Planning |
| Feb 1 | <ul style="list-style-type: none"> • Attendance & Data Report Report #3 • Assignment #4: Peer Review: Interviewing.com Mock Interview | <ul style="list-style-type: none"> • Come to class prepared to share a best or worst feedback experience. | <ul style="list-style-type: none"> • Feedback |
| Feb 8 | <ul style="list-style-type: none"> • Attendance & Data Report #4 • Assignment #5: Professional Development Skills | <ul style="list-style-type: none"> • Self-assess: How do I handle rejection, mistakes, or change? How have I overcome challenges or setbacks? | <ul style="list-style-type: none"> • Resilience: Handling Stress and Rejection in Your Career |
| Feb 15 | <ul style="list-style-type: none"> • Attendance & Data Report #5 • Assignment #6: Informational Interview B | <ul style="list-style-type: none"> • Come to class prepared to complete an anonymous poll: How many hours per week do I spend: (a) studying, (b) investing in my professional development, (c) sleeping, (d) with family/friends, (e) in hobbies + rejuvenation? | <ul style="list-style-type: none"> • Time Management • Email Management |
| Feb 22 | NO CLASS: PLACEMENT BREAK | | |
| Feb 29 | <ul style="list-style-type: none"> • Attendance & Data Report #6 • Assignment #7: <i>The Meaning of Work and Professional Formation</i> Reflection | <ul style="list-style-type: none"> • How have you made law school a meaningful experience? • Has law school <i>built</i> you? How? | <ul style="list-style-type: none"> • Time Management conclusion • Making Work Meaningful |
| Mar 7 | <ul style="list-style-type: none"> • Attendance & Data Report #7 • Assignment #8: Networking Event #1 | <ul style="list-style-type: none"> • Why is emotional intelligence important for lawyers? | <ul style="list-style-type: none"> • Emotional Intelligence |
| Mar 14 | <ul style="list-style-type: none"> • Attendance & Data Report #8 • Assignment #9: Career Advisor Meeting & Reflection | <ul style="list-style-type: none"> • What is implicit bias? How is it different from animus? • How can I reduce barriers while working with others? | <ul style="list-style-type: none"> • Teamwork; Gender & Cross-Cultural Competency |
| Mar 21 | <ul style="list-style-type: none"> • Attendance & Data Report #9 • Assignment #10: Informational Interview C | <ul style="list-style-type: none"> • What role do manners and presentation play in professional development? | <ul style="list-style-type: none"> • Principles of Professionalism—Personal Presentation, Meal Etiquette, and Networking, <i>by Candilyn Newell, BYU Career Services</i> |
| Mar 28 | <ul style="list-style-type: none"> • Attendance & Data Report #10 • Assignment #11: Informational Interview D | <ul style="list-style-type: none"> • How have you grown as a professional this year? • Evaluate your progress in each of these areas: (1) Professional Narrative; (2) Professional Network; (3) Informed Interests + Decision-Making | <ul style="list-style-type: none"> • 1L Year in Review: Craft Your Professional Narrative • Alumni Relations & JRCLS |

| Date | Assignments Due Before Class | Preparation for Class | Topics |
|--------|---|---|---|
| Apr 4 | <ul style="list-style-type: none"> • Attendance & Data Report #11 • Assignment #12: Spreadsheet of Networking Contacts | <ul style="list-style-type: none"> • How can I build my community in law school and throughout my career? • How are lawyers uniquely situated to be community builders? • Is giving back an important part of my professional identity? Why/how? | <ul style="list-style-type: none"> • Community Building • Giving Back as a Professional • The Proximus Fund & Philanthropy |
| Apr 11 | <ul style="list-style-type: none"> • Attendance & Data Report #12 • Assignment #13: Three-Step Process Reflection and Planning | <ul style="list-style-type: none"> • Identify what you hope to gain and learn in your summer internships. | <ul style="list-style-type: none"> • Success in Summer Internships • 2L/3L Roadmap |
| | <p>Due TOMORROW, FRIDAY, APRIL 12</p> <ul style="list-style-type: none"> • Attendance Report #13 • Assignment #14: Networking Event #2 | <p>Good luck on final exams! We are here to support you now and into the future.</p> | |

Honor Code

In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

Academic Honesty

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Inappropriate Use of Course Materials

All course materials (e.g., outlines, handouts, syllabi, exams, quizzes, PowerPoint presentations, lectures, audio and video recordings, etc.) are proprietary. Students are prohibited from posting or selling any such course materials without the express written permission of the professor teaching this course. To do so is a violation of the Brigham Young University Honor Code. These policies continue indefinitely (not limited to the duration of the semester or term you take this course).

Mental Health

Mental health concerns and stressful life events can affect students' academic performance and quality of life. BYU Counseling and Psychological Services (CAPS, 1500 WSC, 801-422-3035, caps.byu.edu) provides individual, couples, and group counseling, as well as stress management services. These services are

confidential and are provided by the university at no cost for full-time students. For general information please visit <https://caps.byu.edu>; for more immediate concerns please visit <http://help.byu.edu>.

Respectful Environment

"Sadly, from time to time, we do hear reports of those who are at best insensitive and at worst insulting in their comments to and about others... We hear derogatory and sometimes even defamatory comments about those with different political, athletic, or ethnic views or experiences. Such behavior is completely out of place at BYU, and I enlist the aid of all to monitor carefully and, if necessary, correct any such that might occur here, however inadvertent or unintentional. "I worry particularly about demeaning comments made about the career or major choices of women or men either directly or about members of the BYU community generally. We must remember that personal agency is a fundamental principle and that none of us has the right or option to criticize the lawful choices of another." President Cecil O. Samuelson, Annual University Conference, August 24, 2010 "Occasionally, we ... hear reports that our female faculty feel disrespected, especially by students, for choosing to work at BYU, even though each one has been approved by the BYU Board of Trustees. Brothers and sisters, these things ought not to be. Not here. Not at a university that shares a constitution with the School of the Prophets." Vice President John S. Tanner, Annual University Conference, August 24, 2010.

Preventing & Responding to Sexual Misconduct

The health and well-being of students is of paramount importance at Brigham Young University. If you or someone you know has experienced sexual harassment (including sexual violence), there are many resources available for assistance.

In accordance with Title IX of the Education Amendments of 1972, BYU prohibits unlawful sex discrimination, including sexual harassment, against any participant in its education programs or activities. The university also prohibits sexual harassment by its personnel and students. Sexual harassment occurs when

- a person is subjected to unwelcome sexual speech or conduct so severe, pervasive, and offensive that it effectively denies their ability to access any BYU education program or activity;
- any aid, benefit, or service of BYU is conditioned on a person's participation in unwelcome sexual conduct; or
- a person suffers sexual assault, dating violence, domestic violence, or stalking on the basis of sex.

University policy requires all faculty members to promptly report incidents of sexual harassment that come to their attention in any way, including through face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of sexual harassment should be reported to the Title IX Coordinator at t9coordinator@byu.edu or (801) 422-8692 or 1085 WSC. Reports may also be submitted online at <https://titleix.byu.edu/report> or 1-888-238-1062 (24-hours a day).

BYU offers confidential resources for those affected by sexual harassment, including the university's Sexual Assault Survivor Advocate, as well as a number of non-confidential resources and services that may be helpful. Additional information about Title IX, the university's [Sexual Harassment Policy](#), reporting requirements, and resources can be found at <http://titleix.byu.edu> or by contacting the university's Title IX Coordinator.

Student Disability

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. A disability is a physical or mental impairment that substantially limits one or more major life activities. Whether an impairment is substantially limiting depends on its nature and

severity, its duration or expected duration, and its permanent or expected permanent or long-term impact. Examples include vision or hearing impairments, physical disabilities, chronic illnesses, emotional disorders (e.g., depression, anxiety), learning disorders, and attention disorders (e.g., ADHD). If you have a disability which impairs your ability to complete this course successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 801-422-2767 to request a reasonable accommodation. The UAC can also assess students for learning, attention, and emotional concerns. If you feel you have been unlawfully discriminated against on the basis of disability, please contact the Equal Opportunity Office at 801-422-5895, eo_manager@byu.edu, or visit <https://hrs.byu.edu/equal-opportunity> for help.”

Deliberation Guidelines

To facilitate productive and open discussions about sensitive topics about which there are differing opinions, members of the BYU community should:

- (1) Remember that we are each responsible for enabling a productive, respectful dialogue.
- (2) To enable time for everyone to speak, strive to be concise with your thoughts.
- (3) Respect all speakers by listening actively.
- (4) Treat others with the respect that you would like them to treat you with, regardless of your differences.
- (5) Do not interrupt others.
- (6) Always try to understand what is being said before you respond.
- (7) Ask for clarification instead of making assumptions.
- (8) When countering an idea, or making one initially, demonstrate that you are listening to what is being said by others. Try to validate other positions as you assert your own, which aids in dialogue, versus attack.
- (9) Under no circumstances should an argument continue out of the classroom when someone does not want it to. Extending these conversations beyond class can be productive, but we must agree to do so respectfully, ethically, and with attention to individuals' requests for confidentiality and discretion.
- (10) Remember that exposing yourself to different perspectives helps you to evaluate your own beliefs more clearly and learn new information.
- (11) Remember that just because you do not agree with a person's statements, it does not mean that you cannot get along with that person.
- (12) Speak with your professor privately if you feel that the classroom environment has become hostile, biased, or intimidating.

Adapted from the Deliberation Guidelines published by The Center for Democratic Deliberation. (<http://cdd.la.psu.edu/education/The%20CDD%20Deliberation%20Guidelines.pdf/view?searchterm=deliberation%20guidelines>)

Get ready to be a leader. Get ready to get a job.