

Professional and Academic Foundations I

FALL 2023—TUESDAY CLASSES

Professor Melissa Ramirez Kilmer

Office: Room 167 in The Think Tank on the first floor of the Library

Office Hours: Thursdays 2:00 p.m.–4:00 p.m. by appointment (Email me to schedule an appointment.)

Email: kilmer@gonzaga.edu

I. COURSE OVERVIEW

Welcome to the Professional and Academic Foundations (ProFound) course. This course emphasizes teaching students how to study, read, and think in the ways necessary for success in law school, on the bar exam, and in legal practice. Different options for time management, taking notes, preparing outlines, and studying for exams will be presented. The course will coordinate with doctrinal courses and help to reinforce concepts taught in doctrinal courses by assisting students as they learn to evaluate their own performance on midterms and other assignments in preparation for final exams in those classes. The course will also provide students with the expectations for and tools to adhere to professionalism in their written and oral communications, networking and public presentations, and in the development of their values and identity as a lawyer.

Student Learning Outcomes

In this semester's course, students will learn to:

- Read and brief cases.
- Study more effectively.
- Write organized, timed essays using IRAC to address hypothetical fact patterns.
- Identify strategies applicable to multiple-choice test-taking.
- Create a legal resume and an initial cover letter and learn how to modify these throughout their careers.
- Develop their personal narrative in order to interview and network with high impact.
- Learn how to craft effective emails, letters, voice messages, and presentations that reflect a high level of authenticity and professionalism.

II. ABA CREDIT LOAD REQUIREMENTS:

The American Bar Association (ABA) standards for accrediting law schools contain a formula for calculating the amount of work that constitutes one credit hour. According to the ABA Standard 310(b)(1) a “credit hour” is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction AND (2) two hours of out-of-class student work per week for fifteen weeks (counting our finals week), or the equivalent amount of work over a different amount of time.

This is a one credit course so plan to spend a total of 3 hours per week on course related work.

III. TEXT

IL of a Ride: A Well-Traveled Professor's Roadmap to Success in the First Year of Law School, 4th edition by Professor Andrew J. McClurg. (digital package)

Law School Exams: A Guide to Better Grades, 3rd edition, by Professor Alex Schimel. (copies are available for free on the Lexis Digital Library at: [Open book | LexisNexis Digital Library \(lexisd.com\)](#))

I might also assign additional cases and readings or provide handouts or other supplemental materials throughout the semester. All supplemental materials will be posted in Canvas. I also reserve the right to modify our schedule of readings to suit the needs of the class. Please read all emails from me so that you are informed of such changes or additional readings.

IV. COMMUNICATIONS

Any course announcements, materials, etc. will occur through the course Canvas page. Please be sure you are checking your student email regularly so that you do not miss important information.

V. EVALUATION

This course is graded as Pass/Fail. To earn credit for this course, students must:

1. Be prepared for all classes by completing all assigned readings and be ready to discuss the assigned readings in class;
2. Comply with the attendance policy;
3. Participate diligently and in good faith in class discussions; and
4. Satisfactorily complete ALL ASSIGNMENTS by the deadlines given—**LATE WORK WILL NOT BE ACCEPTED.**

Satisfactory completion of an assignment is at the discretion of the professor. If assignments are completed but the professor finds that the quality of the work is lacking, a student will be required to re-do and re-submit the assignment.

VI. ATTENDANCE POLICY

The ABA requires regular attendance in all courses. Further, Academic Rule 5-1 provides that students must attend a minimum of eighty percent (80%) of scheduled classes. Excessive absences must be referred to the Dean of Students and Associate Dean for Academic Affairs and Program Innovation and may result in the law school withdrawing you from this course.

A student may not miss more than two class sessions and pass this class. If you are ill for an extended period of time (defined as more than a week), you will need to provide adequate documentation to the Associate Dean of Academic Affairs in order to seek permission for an accommodation.

Students must sign in on the attendance sheet just before or just after each class. **Failure to sign the attendance sheet will result in an absence for the day,** regardless of whether or not you were actually present. There will be no corrections to the attendance sheet.

VII. PROFESSIONAL AND ETHICAL RESPONSIBILITIES

The law school has a student Code of Professional Responsibility found in the law school handbook which is published online. Please read it carefully. Every year, ethical and honor code issues arise as a result of student conduct. You will be held to all aspects of the student code.

VIII. TECHNOLOGY USE POLICY

You are encouraged to find the best note-taking technique that facilitates your success in law school and beyond. For some of you this may include using electronic note-taking tools during class. You are welcome to bring laptops or tablets to class, but you must be diligent to avoid online or other tech distractions. Thus, laptops or tablets may only be used to access course materials that pertain to the specific class discussion and to take class notes. Using your laptop or tablet to access any other materials, engage in chats or emails, play apps or games, or check news or social media sites is not permitted. Not only are you robbing yourself of valuable in-class learning, you are distracting those around you as well. Disable your Wi-Fi or switch to handwritten notes if you cannot resist online or tech distractions. **Smartphones should not be accessed during class and texting is strictly prohibited.** Students who violate the Technology Use Policy may be marked absent and/or be banned from using laptops or tablets in class.

Recording Policy: Students are not allowed to video and/or audio record class sessions unless permitted pursuant to a university accommodation.

Consent to Recording: In the event face-to-face class sessions are recorded pursuant to a university accommodation, students consent to being recorded for this purpose only. Recordings will only be made available to students who have an accommodation. If you are granted access to a course recording, you are prohibited from sharing, reposting, or distributing the recording. Use is limited to your own work in this course only.

Prohibition on Use of Generative AI: Generative AI (applications like chatbots that generate or compose text) may not be used for assignments in this course. AI applications are going to be powerful and useful tools in your legal practice at some point in your career, but it is imperative that you learn to draft assignments on your own in this course as you build your legal foundation. While AI tools like spelling and grammar checking are permitted, use of generative AI is prohibited.

ProFound Schedule of Topics and Assignments – Fall 2023
TUESDAY CLASSES

Week	Topic	<u>Readings to be completed this week (BEFORE CLASS)</u>	<u>Assignments Due at the Start of Class</u>
1 8/22	How to read and brief cases What to expect in a Law School classroom	<i>IL of a Ride:</i> Chapters 10 & 11 Read <i>Socratic Classroom</i> handout.	Assignment 1: Watch all videos and complete all quizzes through West Academic Publishing for <i>IL of a Ride</i> book. (approx. 2 hours, 10 minutes to complete)
2 8/29	Creating a study schedule, Note-taking, and Outlining	<i>IL of a Ride:</i> Chapters 12 & 13 Read <i>Fisher v. Carrousel Motor Hotel, Inc.</i>	Assignment 2: Attended or watched the <i>Road Map of the Law School Experience</i> presentation and verify it in Canvas. Assignment 3: Submit a print copy of the following: 1. <i>Fisher</i> case brief 2. Optional Background Questionnaire
3 9/5	Resumes and Professional Identity - Guest Lecture by Center for Professional Development and Externships (CPDEx)	1L Vocabulary sheet	Assignment 4: 1L Vocabulary crossword puzzle
4 9/12	Cover letters Guest Lecture by Center for Professional Development and Externships (CPDEx)	<i>Law School Exams</i> pages 1-46	Assignment 5: Submit your resume through ZAGLAW.
5 9/19	Answering multiple choice questions	<i>IL of a Ride:</i> Chapter 17	Assignment 6: Submit your cover letter through ZAGLAW.
6 9/26	Issue spotting exercises	<i>IL of a Ride:</i> Chapter 16	Assignment 7: Submit your multiple-choice questions exercise on Canvas
7 10/3	Answering essay questions • Intro to IRA[HHN]C method	<i>Law School Exams</i> Pages 47-68	Assignment 8: Submit your issue spotting exercise on Canvas.

Week	Topic	<u>Readings to be completed this week (BEFORE CLASS)</u>	<u>Assignments Due at the Start of Class</u>
8 10/10	Putting the “A” in IRAC	Readings on Canvas	Assignment 9: Submit your essay answer on Canvas.
9 10/17	Secondary Sources - Guest Lecture by Professor Patrick Charles	<i>Law School Exams</i> pages 69-80	Assignment 10: Submit a course outline on Canvas.
10 10/24 – (fake Monday)	ALL CLASSES ATTEND TOGETHER IN THE COURTROOM FROM 12-12:50P.M. What I Did Last Summer: Exploring Legal Internships - Guest Lecture by Center for Professional Development and Externships (CPDEx)	<i>Law School Exams</i> pages 81-99	
11 10/31	The Job Search Process - Guest Lecture by Center for Professional Development and Externships (CPDEx)	<i>Law School Exams</i> pages 101-118	
12 11/7	Reasoning by analogy (and distinction)	<i>IL of a Ride:</i> Chapter 14 and Analogical reasoning article in Canvas	Assignment 11: Submit a <u>print copy</u> of your essay answer. Assignment 12: Submit a Mock OCI Application.
13 11/14	Authenticity and Professionalism - Guest Lecture by Center for Professional Development and Externships (CPDEx)		Assignment 13: Interview an attorney and complete Qualtrics survey.
14 11/21	THANKSGIVING WEEK NO CLASS THIS WEEK		
15 11/28	Preparing for final exams	<i>IL of a Ride:</i> Chapter 15	

IX. UNIVERSITY POLICIES

Religious Accommodations for Students

In compliance with Washington State law, Gonzaga University will reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program. Gonzaga University prohibits discrimination, harassment, and retaliation on the basis of religion. The Religious Accommodations for Students policy as well as the process by which students can request accommodations can be found on the Academic Policies and Procedures Webpage.

Accommodations:

The Americans with Disabilities Act is a federal anti-discrimination statute that provides civil rights protection for persons with disabilities and requires that students with disabilities be guaranteed a learning environment that provides reasonable accommodations. As COVID-related challenges persist, students with qualifying disabilities and/or medical conditions, as per [CDC recommendations for higher education](#), are eligible for and may request reasonable accommodations through established procedures. Students should contact the law school’s Dean of Students who will work with the [Disability Access Office](#) to begin the process. In addition, Gonzaga University seeks to provide equal access to electronic content consistent with applicable federal and state laws, such that when possible “Accessible Documents” will be created with the proper formatting tools to maximize communication of content regardless of what device or adaptive equipment they are using; see [Electronic Information Technology Accessibility \(EITA\)](#).

If you require an accommodation for examinations, please confer with the law school’s Dean of Students who will work with the Disability Access Office and the Law Registrar’s Office to make those arrangements.

University and Academic Policy Statements	Associated Links
<u>Diversity, Equity and Inclusion</u>	Visit Equity, Diversity & Inclusion at Gonzaga Page Bias Incident Assessment and Support (BIAS) Team
<u>Harassment and Discrimination Policy</u>	Harassment & Discrimination Policy Title IX I myGU (my.gonzaga.edu)
<u>Academic Integrity Policy</u>	Visit Academic Integrity Policy Resources Page
<u>Students With Disabilities/Medical Conditions and Accessible Documents (EITA)</u>	Disability Access Office EITA Office
<u>Religious Accommodations for Students</u>	Visit Academic Policies and Procedures Page
<u>FERPA and Privacy</u>	FERPA
<u>Class Attendance Policy</u>	Visit Academic Policies and Procedures Page
<u>* Class Recording Policy (audio, video, and photos)</u>	Visit Academic Policies and Procedures Page GU Student Code of Conduct
<u>Course Evaluations</u>	Accessing and Timing of Course Evaluations

Professional and Academic Foundations II **Spring 2024**

Professor Melissa Ramirez Kilmer

Assistant Director of Academic Success and Bar Programs

Office: Room 167 in the “Think Tank” on the first floor of the Library

Office Hours: Thursdays 2:00 p.m.– 4:00 p.m. or by appointment

Email: kilmer@gonzaga.edu

Final exam: Thursday, May 9 at 9 a.m.

I. COURSE OVERVIEW AND OBJECTIVES

Welcome to the Professional and Academic Foundations II (“ProFound”) course. This semester we will explore the different ways to practice in the legal profession. We will also continue to refine study and exam preparation skills. The course will also provide students with the expectations for and tools to adhere to professionalism in their written and oral communications, networking and public presentations, and in the development of their values and identity as a lawyer.

Course Objectives

In this semester’s course, students will:

- Structure and present a persuasive oral argument in response to a closed universe appellate argument exercise.
- Understand the role of professional reputation and networking in the development of their career as a lawyer.
- Learn basic skills related to interviewing for legal employment.
- Begin working on foundational lawyering skills for the NextGen bar exam.
- Continue to develop legal research and other academic skills.
- Begin to explore how to explore career opportunities through course selection and part-time employment opportunities during law school.

II. ABA CREDIT LOAD REQUIREMENTS:

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Any course announcements, materials, zoom links, etc. will occur through the course Canvas page. Please be sure you are regularly checking the email that you have linked with Canvas so that you do not miss important items.

V. EVALUATION

This course is graded as Pass/Fail. To earn credit for this course, students must:

1. Be prepared for all classes by completing all assigned readings and be ready to discuss the assigned readings in class;
2. Comply with the attendance policy;
3. Participate diligently and in good faith in class discussions; and
4. Satisfactorily complete all assignments by the deadlines given—**LATE WORK WILL NOT BE ACCEPTED.**
5. Completion of final exam, the 1L Diagnostic Assessment, on Thursday, May 9 at 9 a.m.

Satisfactory completion of an assignment is at the discretion of the professor. If assignments are completed but the professor finds that the quality of the work is lacking, a student will be required to re-do and re-submit the assignment. Students should anticipate spending at least two hours outside of class each week completing reading assignments and other tasks.

VI. ATTENDANCE

The law school's attendance policy allows professors to set an attendance policy for each course as long as it does not fall below 80% attendance. See Academic Rule 5.1. **A student may not miss more than two class sessions.** If you are sick, please email me and let me know. I am happy to work with you to make-up any work you missed. If you are ill for an extended period of time (defined as more than a week), you will need to provide adequate documentation to the Associate Dean of Academic Affairs in order to seek permission for an accommodation.

Students must sign in on the attendance sheet either right before or right after class. **Failure to sign the attendance sheet will result in an absence for the day,** regardless of whether or not you were actually present. There will be no corrections to the attendance sheet.

VII. PROFESSIONAL AND ETHICAL RESPONSIBILITIES

The law school has a student Code of Professional Responsibility found in the law school handbook which is published online. Please read it carefully. Every year, ethical and honor code issues arise as a result of student conduct. You will be held to all aspects of the student code.

VIII. LAPTOP AND OTHER TECHNOLOGY USE POLICY

Laptops or tablets may only be used to access course materials that pertain to the specific class discussion. Using your laptop or tablet to access any other materials, engage in chats or emails, play apps or games, or check news or social media sites is not permitted. Not only are you robbing yourself of valuable in-class learning, you are distracting those around you as well. Smartphones should not be accessed during class and texting is strictly prohibited.

IX. USE OF GENERATIVE A.I. PROHIBITED

Generative AI (applications like chatbots that generate or compose text) may not be used for assignments in this course. AI applications are going to be powerful and useful tools in your legal practice at some point in your career, but it is imperative that you learn to draft assignments on your own in this course as you prepare for the bar exam. While AI tools like spelling and grammar checking are permitted, use of generative AI is prohibited.

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<u>Course Evaluations</u>	Accessing and Timing of Course Evaluations

ProFound Schedule of Topics and Assignments – TUESDAYS, Spring 2024

Week	Topic	Readings to be completed BEFORE class	Assignments due at the start of class
1 1/9	Introduction to the Bar Exam, MPRE, and the next two years of Law School	<i>1L of a Ride, Chapter 21: Welcome back to the jungle: The Perilous Second Semester, pgs. 371-388</i> <i>Law School Exams, Section V, Working Throughout the Semester , pgs. 81-99</i>	Assignment 1: Complete Quiz 1 in Week 1 module.
2 1/16	Appellate Advocacy & Persuasive Arguments A list of Partners and Clients will be posted to Canvas after class in the Week 2 module.	Readings on Canvas Week 2 module	Assignment 2: Complete Quiz 2 in Week 2 module Select an Oral Arguments Partner by the start of class or one will be assigned to you.
3 1/23	Crafting your Argument	Readings on Canvas Week 3 module	Work with your partner to decide who is arguing each Issue. Assignment 3: Bring a print copy of your outline of the possible legal arguments that can be made for your Client on your selected Issue to turn in at the end of class.
4 1/30	Elevator Pitches and Interviewing Skills (Guest Lecture by the Center for Professional Development)	All students must participate in the First Round of the ProFound Oral Arguments Competition on either Monday night (1/29) or Wednesday night (1/31). The teams that advance will compete in the Elite 8, Final 4, and Championship Round on Thursday night (2/1).	
5 2/6	Skills practice: Interviewing clients	Readings on Canvas Week 5 module	Assignment 4: Bring a print copy of your list of interview questions to turn in at the end of class.
6 2/13	Advanced Legal Research (Guest Lecture by Professor Charles)	NONE	NONE
7: 2/19, --No ProFound classes this week (Monday schedule on Tuesday, 2/20)			

8 2/27	Skills practice: Communicating with a Supervising Attorney	Readings on Canvas Week 8 module	Assignment 5: Complete Quiz 3 in Week 8 module
9 3/5	Networking and Developing a Professional Reputation (Guest Lecture by the Center for Professional Development)		Assignment 6: Upload your memo to your Supervising Attorney in the Week 9 module on Canvas.
10: 3/11-3/15—No classes, Spring Break			
11 3/19	Course Selection & Registration (with special guest, Assistant Registrar Stephanie Conlin) Skills practice: Writing an Advice letter to a client	Readings on Canvas Week 11 module	Assignment 7: Complete Quiz 4 in Week 11 module
12 3/26	Class Canceled * Students must visit a local courthouse to observe court proceedings and complete the Courtroom Observation Form and Reflection paper.	NONE.	Assignment 8: Upload your advice letter to your client in the Week 12 module on Canvas.
13 4/2	The Next Hiring Season is Sooner Than You Think: Road mapping Your Career (Guest Lecture by the Center for Professional Development)		Assignment 9: Complete your Courtroom Observation Form and upload your Reflection paper in Week 13 module on Canvas.
14 4/9	Writing better essay responses	Readings on Canvas Week 14 module <i>Law School Exams, Section IV, The Finishing Touches, pgs. 69-80</i>	Assignment 10: Bring a print copy of your essay response to turn in at the end of class.
15 4/16	Last day of ProFound classes: Final Exam Preparation	Readings on Canvas Week 15 module	Assignment 11: Bring a print copy of your rewritten essay response to turn in after class.