

Foundations for Professionalism

First Year Day Division 2023-2024

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In the fall, as part of Foundations for the Study of Law, we held two professional development sessions: one helped you identify the right professional path by conducting some industry exploration through an alumni panel (during orientation); and the other presented a strategy for identifying and engaging your network and conducting informational interviews as part of developing your professional identity. You were granted access to Symplicity, our online tool for job searches and cloud-based storage for your application materials. Additional resources posted to the portal (videos, instructional guide, and samples) provided you with the roadmap for preparing your resume and a persuasive cover letter.

This spring, in **Foundations for Professionalism**, we will discuss additional topics that will assist with your short-term job search & overall professional development, such as interview preparation and execution; academic planning strategies to ensure that your course selections fit your career path interests; and strategies for navigating your summer legal internship.

Course Goals:

- Enable each of you to explore and begin developing your professional identity as lawyers.
- Craft an effective resume which highlights your experience and abilities.
- Craft a cover letter you can further customize for each job to which you apply.
- Begin to understand the various roles, capacities, identities, opportunities within the legal profession.
- Begin organizing an upper-level course schedule that moves you toward your academic and professional goals.

Attendance: You are required to attend class. This semester, we will meet in person in the Auditorium. The NYLS Student Attendance Policy applies to this class. (Full policy is available in the NYLS Student Handbook) I commit to you that you will find this course useful. Please do sign in via Qwickly (accessed through the Blackboard Course) only if you are physically present in the Auditorium. I can check the zoom log against Qwickly, so please be honest.

If you are ill, we appreciate your cooperation to help maintain a healthy campus by staying home; please do not come to class. You will remain responsible for all assignments. You are

welcome to watch the recording of the class meeting but watching the recording will not count as being “present.” Please understand that the use of Qwickly is there to help us track you and enables the administration to best support your catching up. It’s not a gotcha game. So long as you are communicative about illness and personal challenges, the administration is here to work with you.

Blackboard: I will use the Blackboard course for many purposes. This syllabus will be posted. I will often share details on the next class. Please check the Discussion Board for conversations started by me and your colleagues. Periodically, I will post relevant articles and help promote events on campus and external events. I understand that you all are busy and don’t want to assign superfluous readings. The only true “work product” for this course are 1) a resume that accurately describes your experience and qualifications and 2) a cover letter that you can further customize for each job opportunity that provides context to the employer about how your skills and experience make you qualified for the position. You are also required to complete the simple surveys linked below as you complete the events and networking assignments below.

Office Hours: I do not have “traditional office hours” but I am always happy to set up time to meet with you in person, via zoom, or over the phone. Please email me to set up time and most weeks, we can find time within the week.

Assessment: This course is about your personal and professional growth. Each of you is on your own journey to develop your professional identity as an attorney. I’m here to help facilitate. You will be assessed on your participation (25%) and your successful completion of the assignments listed below (collectively, the remaining 75%). Remember that lack of attention and thoughtful engagement in the class leaves you with a more challenging job search. Your participation in last semester’s Foundations for the Study of Law plus your participation in this semester’s Foundations of Professionalism are combined to give you the 1 credit, pass/fail at the successful conclusion of the spring term.

Class Meetings and Expected Conduct: Let’s make these class meetings lively and enjoyable. Each of you is invited and encouraged to participate. Most importantly, please remember that everyone comes to class with their own ideas, perceptions, questions, and pursuits. Let’s honor each other’s growth and support each other’s learning. Arguing for the sake of arguing, mockery of any sort, and other rude and disruptive behavior will not be tolerated.

SPRING 2024

Symplicity – An Introduction to a Powerful Tool and its Resources to Help Begin Your Exploration into Your Professional Identity

Tuesday, February 13 | 2:00pm-3:40pm | Auditorium

In this first class together, we will go over in detail, the online career management tool which will serve as a primary resource during your time at NYLS and beyond. Please be sure to have your login details (sent to you via email in September 2023) for Symplicity accessible. We will be walking through features on the tool including where to store your application files, how to set up job alerts, and resources to aid in your job search. Director Seth Mills will join us to provide

an overview of LinkedIn and how to find NYLS Alumni to engage. We have a new tool this semester – Leopard Solutions – which will help you with your employer research and generating a target list of employers that meet your search criteria. We will also go over a few self-assessment tools to help you being thinking about your own professional identity.

Telling Your Story: Cover Letters, Resumes & Job Interviews

Tuesday, February 27 | 2:00pm-3:40pm | Auditorium

The goal of your cover letter is to put your application for a job in context for the employer – highlight the skills and experience that address the employer’s stated needs from the posting. It should also demonstrate that you have begun your research into the employer and how they are distinct within the industry. The goal of your resume is to effectively outline your skills and experience, especially as they related to the targeted job posting. At a job interview your goal is to convince the interviewer to hire you. The job interview is an opportunity to showcase your advocacy and interpersonal skills and demonstrate your specific interest in the firm/entity/Judge. In this session, we will explore how to best present yourself based on targeted research, effective outreach, and persuasive language. We will also explore questions and scenarios to prepare for your interviews. As part of the conversation, we will address email etiquette and the concept of an “elevator speech.”

Academic Planning for Professional Success (Part 1 – Plumeri Center Experiential Learning Course Offerings)

Tuesday, March 5 | 2:00pm-3:40pm | Auditorium

Thoughtful course selection and involvement in experiential learning opportunities, both on campus and off campus, are key components for career success. In this workshop we’ll discuss how to approach your academic planning for your 2L and 3L years. The OCEL Open House is scheduled for the lunch hour each weekday from March 18-22. Our session will help prepare you for how to approach the Open House. Dean and Professor Kim Hawkins as well as a few upper-level students will join us to discuss how experiential learning helps you develop skills that are important in every practice area. As listed below, attendance *at least one* Open House session during the week of March 18th is required.

Academic Planning for Professional Success (Part 2 – Upper-Level Electives, Degree Requirements, and Center Affiliations and the Bar Exam)

Tuesday, April 16 | 2:00pm-3:40pm | Auditorium

Thoughtful course selection and involvement in experiential learning opportunities, both on campus and off campus, are key components for career success. In this workshop we’ll discuss how to approach your academic planning for your 2L and 3L years. We will cover the degree requirements, the advantages of affiliating with an academic center, and have time for questions. We will also hear from the Office of Academic and Bar Success on planning for the bar exam, including successful completion of the MPRE, addressing concerns about Character & Fitness, the NY Law Exam, and the pro bono requirement. Admission to the bar is a multi-step process and you are working toward it as you continue your studies.

Putting Professional Skills Into Practice For This Summer

Tuesday, April 30 | 2:00pm-3:40pm | Auditorium

Summer jobs and internships give you the opportunity to apply the research, writing, interviewing and negotiating skills that you've learned during your 1L year. In this workshop we will arm you with tips for being successful in your summer legal internship. A member of the Mendik Library teaching team will join us to review research resources that will help you perform well. With the left over time, we will cover topics such as how to address a mistake; how to accept and carry out an assignment; social media do's and don't's; and the end of summer "closing memo."

ASSIGNMENTS

Individual Academic & Career Planning Meeting (IACP Meeting) (10%) – You are required to meet with your Academic & Career Counselor at least once between October 2023 and March 31, 2024 to discuss professional goals, determine a 1L summer job search strategy and begin the discussion about 2L class registration.

Resume & Cover Letter (25%) – Review the Resume & Cover Letter videos and on-line guides; prepare and submit for review your resume and a cover letter; have your resume approved by your Academic & Career Counselor; and upload it to Symplicity. The second class meeting of spring 2024 will focus on resumes and cover letters. Even if you meet with your counselor before our session, please review your materials again in light of our discussion and upload them to Symplicity. Deadline for Completion: You must post your approved resume and cover letter by May 3, 2023 at 11pm.

Networking Assignment (15%) – Attend one networking event/informational meeting. Once you attend, please complete this online form to document the experience: <https://nyls.wufoo.com/forms/networking-event-informational-interview-2024/> While there are MANY events which satisfy this requirement, remember that the purpose is that you have an individual conversation with a lawyer, not passively sit and listen to an alumnus share their story with a large group of people. Deadline for Completion: May 3, 2023 at 11pm.

Attendance at 2 On-Campus Events (15%) - To explore current legal issues and various practice areas, you are required to attend at least 2 events hosted by an on-campus Academic Center, Institute, or Organization. Any event included in the OAPCD Newsletter – The Inside Track, posted on an electronic board around campus or otherwise promoted can be attended to satisfy this requirement. Please note that the event or informational meeting assignment listed above is separate; you may not use your attendance at the 2 events required in this assignment to satisfy the networking assignment. Deadline for Completion: May 17, 2024 at 6pm.

As you attend each event, please complete this simple form:

<https://nyls.wufoo.com/forms/on-campus-event-attendance-tracking/>

Plumeri Center for Clinical and Experiential Learning - Open House (10%)

Choose at least one session to attend and learn more. Location: Via Zoom (register online) Date: March 18-22, 2024 (every day from 12:50-1:50pm). More details will be shared via email from the Plumeri Center and I will relay the message through Blackboard.