

I. **COURSE INFORMATION (2023-2024 academic year) \*Subject to change. Updated syllabus will be sent prior to Spring semester via email and posted on D2L page\***

**P2P I COURSE INFORMATION (Fall 2023)**

**A. INSTRUCTOR INFORMATION**

Instructor: Tiffany Farber She/Her  
 Office: Law Career Services (LCS), Lewis 307  
 Email: [tfarber@depaul.edu](mailto:tfarber@depaul.edu)  
 Office Hours: By appointment via Vincent  
 Office Phone: # (312) 362-8088

**B. CLASS MEETING TIMES BY SECTION**

**P2P I (Fall 2023):**

**CLASS 1: Beginning to Develop your Professional Identity**

Section	Meeting Time	Room #
A	Thursday, August 17, 10:00-11:00	Room assignments to be posted on D2L
B	Thursday, August 17, 11:15-12:15	Room assignments to be posted on D2L

**CLASS 2: Networking Strategy**

Section	Meeting Time	Room #
A	Tuesday, August 29 <sup>th</sup> , 3:10-4:25	805
B	Wednesday, August 30 <sup>th</sup> , 3:10-4:25	905

**CLASS 3: Technology and the Law**

Section	Meeting Time	Room #
A	Tuesday, September 5 <sup>th</sup> , 3:10-4:25	805
B	Wednesday, September 6 <sup>th</sup> , 3:10-4:25	905

**CLASS 4: Legal Ethics and DEI**

Section	Meeting Time	Room #
A	Tuesday, September 12 <sup>th</sup> , 3:10-4:25	TBD
B	Wednesday, September 13 <sup>th</sup> , 3:10-4:25	TBD

**CLASS 5: Interviewing Techniques**

Section	Meeting Time	Room #
A	Tuesday, September 19 <sup>th</sup> , 3:10-4:25	805
B	Wednesday, September 20 <sup>th</sup> , 3:10-4:25	905

**CLASS 6: Judicial Clerkships (optional)**

<b>Section</b>	<b>Meeting Time</b>	<b>Room #</b>
A	Tuesday, September 26 <sup>th</sup> , 3:10-4:25	805
B	Wednesday, September 27 <sup>th</sup> , 3:10-4:25	905

**P2P II (Spring 2024):**

**CLASS 7: Fidelity to your Client: Values you bring to the relationship  
taught by Dean Rosato Perea**

<b>Section</b>	<b>Meeting Time</b>	<b>Room #</b>
TBD	TBD	TBD
TBD	TBD	TBD

**CLASS 8: Character and Fitness/Wellness/Time Management**

<b>Section</b>	<b>Meeting Time</b>	<b>Room #</b>
TBD	TBD	TBD
TBD	TBD	TBD

**CLASS 9: Implicit Bias and Cultural Competency**

<b>Section</b>	<b>Meeting Time</b>	<b>Room #</b>
TBD	TBD	TBD
TBD	TBD	TBD

**CLASS 10: Professionalism**

<b>Section</b>	<b>Meeting Time</b>	<b>Room #</b>
TBD	TBD	TBD
TBD	TBD	TBD

**CLASS 11: Preparing for your Summer Job**

<b>Section</b>	<b>Meeting Time</b>	<b>Room #</b>
TBD	TBD	TBD
TBD	TBD	TBD

**Class 12: On Campus Interviewing (optional)**

<b>Section</b>	<b>Meeting Time</b>	<b>Room #</b>
TBD	TBD	TBD
TBD	TBD	TBD

**C. COURSE OBJECTIVES**

1. Examine professional opportunities, practice areas, and practice settings to assess the fit between your own interests, strengths, and aspirations
2. Identify and utilize the career planning resources available through LCS
3. Prepare for every stage of the job application process, including researching employers, drafting application materials such as resumes and cover letters, preparing for interviews, and participating in networking events.

4. Engage in self-reflection to identify personal values and integrate with the values of the legal profession for your own professional growth and career strategy.
5. Learn about fields of practice that involve technology and how law students and lawyers become more technically competent
6. Enhance time management skills in a professional context
7. Demonstrate an understanding of the importance of cross-cultural competencies in the legal profession
8. Gain understanding of lawyer's duties to client and integral aspects of client-focused representation

## **II. PROFESSIONALISM**

Professionalism is an expectation in this course. Accordingly, the expectations for your conduct and work in this course mirror the expectations that supervising attorneys have for junior attorneys. Professionalism standards for attorneys include expectations that they arrive on time, prepared, and ready to engage. Other expectations include turning in all assignments by the assigned deadlines and communicating in a professional manner with peers, instructors and guest speakers.

### **A. ATTENDANCE**

Your success in this class depends on regular attendance and active participation. The first 5 classes are mandatory and the 6<sup>th</sup> class is optional. Attendance will be taken during the first 5 sessions. \*\*classes-1-5 and 7-11 and class 6 and 12 are optional. Attendance will be taken at all class sessions.

If you cannot make your section meeting in a given week, please contact [tfarber@depaul.edu](mailto:tfarber@depaul.edu) by email and copy Assistant Dean of Student Affairs, Maria Vertuno ([MVERTUNO@depaul.edu](mailto:MVERTUNO@depaul.edu)) as soon as possible about your ability to make it up. If you miss a class and do not make the class up, you will not pass the class.

### **B. ACADEMIC INTEGRITY**

You are bound to the Code of Student Responsibility, College of Law Honor Code, DePaul University's Academic Integrity Policy, and the rules for this course. Dishonesty in any form, including plagiarizing, cheating on assignments or quizzes, knowingly furnishing false information, forging, altering, or misusing documents, records, or ID cards are violations of those codes.

### **C. DEADLINES**

Like the practice of law, this course will require attention to deadlines. Staying on schedule and completing requirements on time will let you shift your focus to graded courses as exams approach.

**Time management and meeting deadlines are critical in the practice of law. Failure to meet deadlines in the practice of law carries the risk of malpractice claims, losing clients, losing your job, and/or discipline by the bar. For this course, you are expected to complete all assignments by the deadlines. Failure to meet deadlines may result in not receiving a passing grade.**

### **D. CLASS PARTICIPATION**

This course will include a variety of presentation formats, including: guest speakers, panels, and interactive small-group exercises. Students are expected to come to class prepared and actively participate in class discussions. Students are encouraged to take advantage of networking opportunities with guest speakers and panelists by introducing themselves after class and following up with attorneys for informational interviews.

### **E. COURSE ANNOUNCEMENTS/MATERIALS/EMAIL EXPECTATION**

Course announcements and materials will be posted on D2L, <https://d2l.depaul.edu/d2l/home>. When you log in, click on the Preparing to Practice link. You will complete follow-up surveys in the Quizzes

section on D2L. Grades will also be posted in D2L. Resumes and cover letters will be submitted by email. I will also regularly use email to communicate with you. **Please check D2L and emails frequently for announcements. You will be expected to respond/take action on emails sent to you by the instructor and career advisor.**

#### F. STUDENT FEEDBACK

Towards the end of each semester, students will have the opportunity to provide constructive feedback by completing an anonymous online course evaluation in D2L. Student feedback is critical to improving our course. You are encouraged to bring any questions, concerns, or constructive feedback about the class to the attention of the instructor at any time during the semester.

#### III. COURSE COMPLETION

Preparing to Practice is graded on a Pass/Fail basis. In order to receive a passing grade, you must complete all assignments on time and at an acceptable level of performance, as detailed in the assignment handouts, and satisfactorily comply with the attendance policy. Failure to complete all assignments by the deadline and attend all class sessions may result in a failing grade.

#### IV. ASSIGNMENTS

There may be a selection of short readings and/or videos that you will need to complete before each class. These readings and videos will be posted in D2L and organized by class session (Class 1, Class 2, etc.). Class will be based on your understanding of these materials. Therefore, it is essential that you review the assigned materials before each class.

ASSIGNMENT	INSTRUCTIONS FOR COMPLETION	DUE DATE
Complete Surveys and read LCS website links posted on D2L under Class 1 tab; Complete PDF readings “Help Wanted: Legal Employers Seek New Lawyers with Professional Competencies”	<ul style="list-style-type: none"> <li>• <a href="https://www.think2perform.com/our-approach/values">https://www.think2perform.com/our-approach/values</a>;</li> <li>• <a href="#">Personality Test, Personality Assessment: VIA Survey   VIA Institute (viacharacter.org)</a></li> <li>• <a href="#">Contact Us   Career Services   College of Law   DePaul University, Chicago</a></li> <li>• <a href="https://law.depaul.edu/career-services/students/Pages/first-year-law-student.aspx">https://law.depaul.edu/career-services/students/Pages/first-year-law-student.aspx</a></li> <li>• PDF Readings</li> </ul>	Wednesday, August 16 <sup>th</sup> , 5pm
Reflection 1	Complete and submit reflection in the submissions folder on D2L.	Friday, August 18 <sup>th</sup> , 5pm
Syllabus Quiz	Read the course syllabus and complete the P2P I syllabus quiz.	Monday, August 28 <sup>th</sup> , 5pm
Readings	Complete readings posted on D2L under content → class sessions → Class 2 Networking Strategy	Monday, August 28 <sup>th</sup> , 5pm
Video and elevator pitch	Watch elevator pitch video posted on D2L under content → Class sessions → class 2 networking strategy. Prepare an elevator pitch and bring it to class 2.	Monday, August 28 <sup>th</sup> , 5pm
Video	Watch “Harnessing the Power of Generative AI: Legal and Policy Considerations – YouTube” posted on D2L under	Friday, September 1st, 5pm

	content→class sessions→class 3: law and technology, Be prepared to discuss this video during class 3.	
Video	Watch the video on resumes and complete the accompanying quiz. Quiz questions will appear throughout the video.	Wednesday, September 6 <sup>th</sup> , 5pm
Resume (First Draft)	Email Word Document draft to your assigned career advisor. Your resume edits will be sent by your advisor via email on October 13 <sup>th</sup> .	Friday, September 8 <sup>th</sup> , 5pm
Video	Watch the video on interviewing.	Monday, September 18 <sup>th</sup> , 5pm
Video	Watch the video on cover letters and complete the accompanying quiz. Quiz questions will appear throughout the video.	Friday, November 3 <sup>rd</sup> , 5pm
One Informational Interview	Complete Follow Up Surveys in Quizzes Section of D2L.	Friday, November 10, 5pm
Two Networking Events	Complete Follow Up Surveys in Quizzes Section of D2L.	Friday, November 10, 5pm
Cover Letter Draft	Email Word Document draft to your assigned career advisor.	Friday, November 10, 5pm
Resume (Approved Version)	This is the date by which your advisor will sign off on approval. Your resume is not considered approved until your advisor tells you it is approved.	Friday, November 10, 5pm
Advising Appointment	By 5pm, you must have completed your initial one-on-one meeting with your advisor.	Friday, November 10, 5pm
Mock Interview	<p>Your mock interviewer will be assigned to you by November 27 and will be posted to D2L on that date. More information will come during your last P2P class session.</p> <p><b>You will have until December 1 at 5pm to email Tiffany Farber if you wish to change your mock interviewer.</b> You may only change once, and your mock interviewer will be chosen based on your LARC section.</p> <p>You may start this assignment over winter break, if you wish, but the mock interview is not due until second semester.</p>	<b>Due in the Spring Semester</b>
LinkedIn Page	<ul style="list-style-type: none"> <li>• Read articles posted under “assignments→LinkedIn Profile”</li> <li>• Create and set up a LinkedIn profile (www.linkedin.com)</li> <li>• Profile must contain (at the very least) a professional photo, an education section and an experience section with job descriptions included.</li> </ul>	Friday, February 9 <sup>th</sup> by 5:00pm

	<ul style="list-style-type: none"> <li>Required to connect with your advisor on LinkedIn. Connecting means they have accepted your request.</li> </ul>	
Final Cover Letter	<ul style="list-style-type: none"> <li>Advisor reviewed versions of first draft returned to you by January 16th.</li> <li>Revise according to advisor comments and revisions.</li> <li>Submit revised version by emailing Word Doc copy to your assigned career advisor.</li> <li>Your cover letter is not considered approved until your advisor tells you it is approved.</li> </ul>	February 13 <sup>th</sup> by 5pm
Mock Interview	<ul style="list-style-type: none"> <li>Your mock interviewer was assigned to you last semester and posted to D2L.</li> <li>Contact your assigned attorney to schedule an interview at the beginning of the semester. <b>Do not wait.</b></li> <li>Review Mock Interview Guide to prepare</li> <li>Participate in mock interview</li> <li>Complete follow-up survey in “More→Quizzes” section in D2L by providing detailed and thoughtful responses</li> </ul>	Friday, April 19 by 5:00pm
Networking Event	<ul style="list-style-type: none"> <li>Complete Follow Up Survey in Quizzes Section of D2L.</li> </ul>	Friday, April 19 by 5:00pm
Class 7 Reading	<ul style="list-style-type: none"> <li>TBD (will be posted on D2L closer to class 7)</li> </ul>	TBD
Class 8 Reading	<ul style="list-style-type: none"> <li>TBD (will be posted on D2L closer to class 8)</li> </ul>	TBD
Class 9 Reading	<ul style="list-style-type: none"> <li>TBD (will be posted on D2L closer to class 9)</li> </ul>	TBD
Class 10 Reading	<ul style="list-style-type: none"> <li>TBD (will be posted on D2L closer to class 10)</li> </ul>	TBD
Reflection 2	<ul style="list-style-type: none"> <li>Complete reflection 1 after class 11 and submit to the submission folder on D2L. This question will be released after week 11 is completed.</li> </ul>	TBD

Handouts with detailed instructions for each assignment will be posted to D2L. If you have questions, please ask your instructor.