

# THE CCD BUZZ

Your weekly guide to what is important to your career and professional development

Week of November 2, 2009

## CCD 1L OPEN HOUSE, 11/3

The CCD encourages all 1L's to drop by our "1L Open House" this Tuesday, November 3<sup>rd</sup> between 10 & 2. During the Open House, you will learn about the tools the CCD has to help you build your career. Come to the Open House, enjoy some free food, meet the staff, learn how to search for 1L summer opportunities and sign up for a small group session with a CCD counselor.



## STUDENT LOAN FORGIVENESS!!!

Presented by the Florida Bar Foundation Public Interest Law Fellows, the Association for Public Interest Law, The Center for Career Development and the UF Center for Governmental Responsibility.

Please join us to learn about the new College Cost Reduction and Access Act (CCRAA). The CCRAA is a complicated piece of legislation that can help you get your college and law school student debt **forgiven**. During this presentation we will cover which jobs qualify, which loans are covered, and how to get your loans canceled.

Don't miss this great opportunity to learn how to make the new legislation work for you!

**WHEN: NOVEMBER 4<sup>TH</sup> at 12:00 pm**

**WHERE: HOL 360**

**Free food and drinks will be provided**

## 1L CORNER

**WELCOME 1Ls!** Our doors are now open wide open and all of our resources are available to you.

It is not too soon to start thinking about your first summer. In fact, certain application deadlines for 1L summer opportunities are as soon as December 1<sup>st</sup>. For instance, the Securities & Exchange Commission and the Miami-Dade County Attorney's Office are both seeking 1L interns for the summer of 2010; the application deadline is **Tues., Dec. 1, 2009**. Come and find the tools to get the job you want!

## FOCUS ON SHIPS

Trustees for Alaska is offering environmental law internships to interested law students who have a demonstrated commitment to the public interest and the environment. 2Ls & 3Ls with coursework in administrative and environmental law are preferred. Trustees for Alaska provides a full spectrum of public interest law experience to its interns, including research, writing, client contact, drafting legal documents, and public speaking on administrative law matters, depending on client and case needs. Trustees for Alaska is a non-profit, public interest environmental law firm that has been providing legal services in Alaska for almost 35 years.

For more info visit: [www.trustees.org/about/work.html](http://www.trustees.org/about/work.html)

**ROLLING DEADLINE, Apply Early!**

## FOLEY & LARDNER

### Minority Scholarship for 1Ls

**APPLY NOW!!!** Foley & Lardner created this minority scholarship in 1998 in an effort to raise awareness of diversity-related issues in the legal profession. Through this scholarship program, Foley awards \$5,000 to a first-year minority law student at eight selected law schools (one scholarship per school), including the University of Florida. The scholarship is to be applied to tuition, books, fees and other expenses incidental to law school attendance. Consideration is given to significant involvement in community activities; and minority student organizations; outstanding work or personal achievements; and strong academic records. Financial need is not a consideration.

**For more information and to apply visit:** [apps.foley.com/students/opportunities/minorityscholarships/](http://apps.foley.com/students/opportunities/minorityscholarships/)

**DEADLINE, January 19, 2010**

## 3Ls Wanting to Practice in Gville

3Ls intending to practice in Gainesville after graduation should not miss this opportunity to attend the Eighth Judicial Circuit Bar Association (EJCBA) Luncheon on Friday, **November 13** at The Courtyard at Steve's Café at 11:45am. Florida House Speaker and District 22 Representative, Larry Cretul, will speak on issues to be addressed in the 2010 pre-session. Email Career Development by **3pm on November 6, 2009** at [careers@law.ufl.edu](mailto:careers@law.ufl.edu) if you are interested.



## Highlights From Pass The Baton To Success

### PATHS TO PROFESSIONALISM

- by Susan Gainen

#### 1. Public Behavior

A. Dress Code: Business Casual - Be very conservative on your first business casual day. Note what others wear and make sure that you don't stand out in that crowd. Questions? Ask the Recruiting Staff. Unless you are practicing Beach Law on the Beach, belly shirts, aloha shirts and flip-flops are not office attire.

B. Confidentiality: Never talk about your work or your clients outside of the office, especially when you are in public space. Email is not confidential & is discoverable.

2. **"Public" Includes your internet identity:** employers will find it, read it, and make judgments about you.

3. **Ethics:** Never do anything that makes you feel squeamish, even if your supervisor asks. Consult with one of your professors, someone on the Bar Ethics Committee, the local bar Ethics Hotline or your school's career office.

4. **Professional Development:** FL Lawyers are only required to complete 30 hours of Continuing Legal Education, this is not enough for competency. Take charge.

5. **Billing Time & Record Keeping:** Don't under bill for your projects: honesty is the best policy. Really.

#### 6. You & Your Employer

A. Attend employer social events.

B. Don't expect to be taken to lunch everyday.

C. Keep your door open & pay attention to office culture. Don't hide.

#### 7. Work & Work Product

A. Everyone you work with is a client. Impress them.

B. Always carry a pen & notebook, just in case.

C. Time management - learn how & when to say "no".

#### 8. Your Assistant & the Rest of the Staff

A. Treat your assistant & the staff with respect at all times. No Exceptions.

B. Communicate, so everyone is on the same page with expectations

C. "My assistant messed up." is no excuse.

9. **Your Career and Career Path:** Have a blue print, be a team player, have a positive attitude and be yourself!

## Patent Bar Review Now On YouTube!

Patent Bar Review is now on YouTube! Hundreds of students visit their website every year to listen to free archived briefing on the Patent Bar. They made it a little easier by putting some short videos on the subject up on YouTube. Students are to go to YouTube and search for "PLI Patent Bar". (The "soup to nuts" 45-minute audio briefing is still up on our Website, [www.patentbarreview.com](http://www.patentbarreview.com). The YouTube videos are just short introductions to who can take the Exam, and how it works.)

### PRO BONO WEEK

Kristen Bryant in the CCD wants to thank everyone who helped make pro bono week such a success. In particular, thank you to Dean Jerry and his staff, Dean Inman and Kari Mattox in Student Affairs, Debbie Amirin and the staff in Communications, the faculty and faculty support, and especially the students for your support in raising awareness of the need for Pro Bono Services.

**"Be somebody! Do good."** - Chesterfield Smith

**"Be the change you wish to see in the world"** - Ghandi

**"Everyone can be great, because everyone can serve."**

- Martin Luther King, Jr.

### CCD AVAILABILITY

**Hours of Operation: M-F 8am-5pm.**

**Walk-Ins: Have a quick question? Pop in M-Th 8:30am-3pm.**

**Appointments: Ask at the front desk or email [careers@law.ufl.edu](mailto:careers@law.ufl.edu).**

**IM: Friday, 10am-4pm for Yahoo, Hotmail & AOL  
Screen name: UFLAWCAREERS.**

**Twitter: [twitter.com/uflawcareers](http://twitter.com/uflawcareers)**

**Facebook: do a search for [UF Law Career Services](#)**

**Blog: Check out the CONTINUALLY UPDATED place to find your important career planning info: [uflawccs.blogspot.com](http://uflawccs.blogspot.com)**



Although Career Development reports announcements of opportunities and events that may state a preference for a specified religion, gender, sexual orientation, race, nationality, ethnicity, disability or other category, it is UF Law CCD's policy that any interested UF Law student is eligible to submit credentials for consideration and may participate in the events.

