***INTRODUCTION TO LAWYERING (LAW 5755; 2 credits)***

**Fall 2020**

**SYLLABUS**

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1. **Learning Objectives**

Being an effective lawyer and serving clients well takes more than just knowledge of the law.  It also takes an awareness of what it means to be a member of a profession, the ability to work with people, problem solving skills, and a willingness to think deeply about the meaning of one’s own career. The goal of this course is to help you begin – for ultimately these are lifelong pursuits – learning about these areas.  More specifically, this course aims to improve your knowledge of and skills in four main areas: (1) client-centered lawyering; (2) essential lawyering skills for problem solving, including interviewing, counseling, and negotiation; (3) professional identity formation; and (4) career development.

2. **Required Texts and Other Materials**.

(A) Stefan H. Krieger, Richard K. Neumann Jr., and Renée M. Hutchins, Essential Lawyering Skills: Interviewing, Counseling, Negotiation, and Persuasive Fact Analysis, (Wolters Kluwer 6th Edition 2020).

(B) Sally Soprano I Role Play Materials (can be purchased at UF Law Bookstore at a later date); PowerScreen Problem Role Play Materials (can be purchased at UF Law Bookstore at a later date)

(C) Additional Materials: Other necessary materials are available to you on the Canvas site as posted documents or links to documents, which you will access through the “Modules” tab on the Canvas site.

3. **Course Website (Canvas)**. You may access the course website by going to https://ufl.instructure.com/. Once you log in using your GatorLink information, you will see the course, *Introduction to Lawyering****,*** listed there. You should not have any trouble accessing the site or its materials but let us know if you do.

4. **Reading Assignments**. Students should expect to spend, on average, approximately two hours preparing for every hour of class. Reading assignments are posted on the “Modules” link on the Canvas site (located on the left side of the Canvas site). There are 14 modules corresponding to the 14 weeks of the course. The first class was held on the first day of 1L Orientation, and there was not a reading assignment for that class. There is a reading assignment for each of the other modules, and for some classes there are role play materials to be prepared as well. As described below, there also are written assignments and quizzes due certain weeks. When the assignment says “Text,” it means the Krieger/Neumann/Hutchins *Essential Lawyering Skills*book***.*** Some reading assignments include documents posted on the Canvas site or accessible by the electronic links. Reading assignments for the 14 block classes are:

Week 1: Introduction to the Course; Entering the Legal Profession (class held on the first day of 1L Orientation)

No reading assignment

Week 2: Client-Centered Lawyering

Chapters 2 & 3 in Text; *The Path Between Sebastian’s Hospital* (on Canvas site) (pp. 89–99, 107–113, 125–27).

Week 3: Problem Solving and Critical Thinking

Chapter 4 in Text; *Critical Thinking and Lawyering* (on Canvas site); *Improving Lawyer Judgment* (go to Westlaw and type “67-APR Disp. Resol. J. 56” to pull the document); *Hope Springs* exercise (on Canvas site); *Quiz* is due

Week 4: Effective Communication

Chapter 5 in Text; *Open-Minded Listening* (pp. 139-58, 162-63); *Quiz* is due

Week 5: Interviewing Clients

Chapter 8 in Text; *Quiz* is due

Week 6: Negotiation – Integrative & Distributive Bargaining (I)

Chapter 23 in Text; pp. 391–97 in Text; *Sally Soprano* negotiation exercise materials

Week 7:     Negotiation – Integrative & Distributive Bargaining (II)

*PowerScreen* negotiation exercise materials

Week 8:    Legal Careers: Presenting Yourself in Writing (Resumes and Cover Letters)

*Resume and Cover Letter Guide* (on Canvas); *Negotiation Reflection Paper* is due

Week 9:     Legal Careers: Career Path Exploration

*Law Jobs: The Complete Guide* (on Canvas); *ABA Legal Career Quiz* (on Canvas); *After-Corona Legal Careers: More Choices and Less Practice 2020* (on Canvas); *Resume* is due (please email your resume to your assigned Professional Career and Development Advisor as well)

Week 10: Legal Careers: Gaining Substantive Legal Experience (The 1L Summer Job Search)

*What to Know About Your First Summer Internship* (on Canvas); *The Realities of the 2019 Job Search* (on Canvas); *Cover Letter* is due

Week 11: Legal Careers: Presenting Yourself in Person (Interviewing for a Job)

*Interview Guide* (on Canvas); *UF Law Resources – Tips for Researching Firms* (on Canvas); *14 Tips for Acing Your Online Video Call Job Interview* (on Canvas); *8 Tips for an A+ Interview* (on Canvas); *Statement of Career Development* is due

Week 12: Professionalism – Civility and Multiculturalism

Chapter 6 in Text; *The Florida Bar v. Norkin*, 132 So.3d 77 (2013) (on Canvas site); *The Florida Bar v. Norkin Worksheet* (on Canvas site); *The Five Habits: Building Cross-Cultural Competence in Lawyers* (only Section III, pp. 64-78) (on Canvas site); *Quiz* is due

Week 13:   Professionalism – Implicit Bias and Developing Race Relations Competencies

Take a minimum of 4 implicit association tests (IATs) at Harvard’s Project Implicit – Implicit Association Test, including Race IAT, Skin-tone IAT, Sexuality IAT, Gender-Career IAT (on Canvas site); *Another Step Toward Positive Change Against Racism* (on Canvas site); *UF Law’s Roadmap for Racial Justice; American Bar Association’s (ABA) Model Rules of Professional Conduct: Preamble & Scope* (on Canvas site); *ABA Immediate Pat President Martinez decries violence against George Floyd, Black Community* (on Canvas site)

Week 14: Professionalism – Confidentiality

*People v. Belge* (on Canvas site); The Case of the Buried Bodies (on Canvas site); Fla.RPC 4-1.6 (on Canvas site); Problem: Jesus Saved the Kids (on Canvas site); *Court Observation Reflection Paper* is due

5. **How Class Will Be Conducted**. The materials for the course will be presented in a variety of formats including discussions, participatory exercises, and role plays. Because of the nature of the course, we will not have time to cover in depth every aspect of the assigned materials in class. Unless instructed otherwise, you should assume that anything in the assigned materials may be tested. While we will endeavor to explain aspects of the readings that may be difficult to understand, it is your responsibility to ask questions if you need clarification or explanations. We welcome your questions and will be available to you either by Zoom, phone, or via email. Do not wait until the end of the semester to ask your questions.

6. **Evaluation and Receiving Credit for this Course**. This is a pass/fail course. In order to receive credit for this course, you must do all of the following:

* not miss more than three classes (paragraph 10)
* successfully complete all five written assignments (paragraph 9)
* consistently be prepared when called upon in class (paragraph 8)
* achieve a satisfactory score on the final examination (paragraph 7)
* complete and achieve a satisfactory score on the four quizzes that pertain to the reading assignments (paragraph 11)
* participate in good faith in all classroom activities and exercises

Students who do not satisfy each of the above requirements will either need to complete additional assignments during the spring semester or repeat this course the following year to earn credit for the course.

Although this is a pass/fail course, each professor will award a small percentage of “S+” grades at the end of the semester to students who excel in the above categories.

7. **The Final Examination**. Students must achieve a satisfactory score on the final exam to receive credit for this course. The exam will consist of two sections: a machine-graded section, with multiple-choice and true-false questions, and a section with one or two short essay questions. The exam will be a closed-book exam. Any material assigned or covered in class may be tested. The quizzes will familiarize you with the multiple-choice questions, and the problems we will discuss in class will give you some idea of the short essay questions you will encounter on the exam. Toward the end of the semester we will provide you with more specific information about the exam.

8. **Class Participation.**  We expect you to come to class having read the material, completed any required pre-class assignments (such as assigned pre-class quizzes or worksheets), and prepared to engage in discussions or exercises. Being unprepared when called upon or failing to participate in any assignment or exercise, whether graded or non-graded, may affect whether you receive credit for this course. If you are not prepared to discuss the assigned materials, you may “Pass” for the day by telling us at the beginning of class that you are unprepared, and we will not call on you. You should use the “Pass” option no more than two times during the semester. If you pass after having already exercised that option two times, you will be considered unprepared for that class.

9. **Written Assignments.** To receive credit for this course, you must successfully complete five written assignments. Each assignment is due by the start of class on the day for which it is assigned. These written assignments are: (1) a negotiation reflection paper; (2) a courtroom observation reflection paper; (3) a statement of career development; and (4) a resume; and (5) a cover letter. Except for the cover letter and resume, the length of each written assignment should be approximately two double-spaced pages. You will find the instructions for each of the written assignments on the Canvas site (under the “Assignments” tab on the left hand side.) You are required to submit all of the assignments on Canvas. You also need to email your resume to your assigned Career and Professional Development Advisor.

10. **Attendance Requirements.** Pursuant to law school and ABA regulations, students are required to attend class regularly. Absences for observance of religious holidays are excused. Please let us know, via email, if you plan to miss class for this reason only. Otherwise, you are allowed to miss a total of 3 classes**.** We will not issue warnings—it is your responsibility to keep track of your absences. Upon attaining the fourth absence, you may receive a failing grade for the course. Extraordinary situations (such as your own hospitalization or a death in your family) should be addressed to the staff at Student Affairs, who will handle any exceptional accommodations.

The law school’s policy on delay in taking exams can be found at: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/academic-policies>. Any arrangements regarding delaying exams, or other accommodations regarding exams, should be addressed to the staff in the Student Affairs office. The law school’s grading policy is available at: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/academic-policies>.

11. **Quizzes.** To receive credit for this course, you must achieve a satisfactory score on each of the reading quizzes. You can find the quizzes on the Canvas site under the “Quizzes” tab on the left hand side. Each of the quizzes contains questions on that week’s reading materials and is due by the start of class on the date for which that reading material is assigned.

12. **Learning Outcomes**. Students will be able to define and distinguish between foundational concepts involved in client-centered lawyering, interviewing, counseling, and negotiation (including integrative and distributive bargaining), and legal professionalism, including civility, multiculturalism, and confidentiality. Students will demonstrate knowledge of these concepts through quizzes, written assignments, and the final exam. Students will integrate their knowledge of these concepts through simulation exercises, reflection papers, and a first-hand observation of a trial court. To improve their readiness for the legal job market, students are required to write a self-assessment of their career development, a cover letter, and a resume.

13. **Classroom Behavior**. You are all bound by the University Student Code of Conduct, the College of Law Honor Code, and the rules for this course. Proper conduct in the classroom is necessary to allow everyone to participate in, to derive benefit from, and to enjoy the class. Any unprofessional, disrespectful, harassing, disruptive, or distracting conduct that has a negative effect on the classroom atmosphere is prohibited. ***You are not allowed to use a laptop computer during class or access the internet or any electronically-stored information using any device (including phones) during class without the professor’s permission.*** All electronic devices should be turned off during class. Other inappropriate classroom conduct will be handled on a case-by-case basis. The conduct described in this paragraph may result in administrative removal from the course.

Please arrive to class on time. If you arrive more than 10 minutes late without prior permission, you may be counted as absent.

14. **Statement Related to Accommodations for Students with Disabilities**. Students requesting classroom accommodation must first register with the [Office of Disability Resources](https://disability.ufl.edu/students/get-started/). The UF Office of Disability Resources will provide documentation to the student who must then provide this documentation to the Law School Office of Student Affairs when requesting accommodation.

15. **Office Hours**. Your professor will notify you of her/his office hours during which she/he will be available to meet with students throughout the semester.

16. **Course Evaluations.** We hope that students will provide feedback on the quality of instruction in this course by completing online evaluations at <https://gatorevals.aa.ufl.edu/>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Pursuant to Law School policy, we will provide you with time in class towards the end of the semester to complete course evaluations.

17. **Classroom Safety.** Many students will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions. Professors may take noncompliance into account when grading students or determining if a student may remain in the course.

* You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution. You also will no longer be permitted on the UF Law campus. Finally, Dean Inman will also report your noncompliance to the relevant state board of bar examiners.
* This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
* Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
* Be mindful of how to properly enter and exit the classroom.  Practice physical distancing to the extent possible when entering and exiting the classroom.
* If you are experiencing COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), please do not come to campus or, if you are already on campus, please immediately leave campus. Please use the UF Health screening system and follow the instructions about when you are able to return to campus.  <https://coronavirus.ufhealth.org/screen-test-protect/covid-19-exposure-and-symptoms-who-do-i-call-if/>.
* Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

18. **Recording of Class Discussions**. Students may not take, circulate, or post photos or videos of classroom discussions, whether they are in-person, hybrid, or completely online.  Students failing to follow this rule will be referred to the College of Law Honor Code Council and the University’s Office of Student Conduct and Conflict Resolution.