

## **THE CAMPBELL LAW CAREER READINESS SERIES**

**FALL 2021 AND SPRING 2022**

**(THIS IS A NON-ACADEMIC COURSE OFFERED BY THE CAREER & PROFESSIONAL DEVELOPMENT CENTER)**

### **INSTRUCTOR INFORMATION:**

Grace Roede  
Director of the Career Center  
Career Center, Room 101C  
[groede@campbell.edu](mailto:groede@campbell.edu)  
919-865-4689

### **COURSE DESCRIPTION:**

The Campbell Law Career Readiness Series is a course designed to equip students with the skills and knowledge necessary to manage a successful career. While you may not have officially entered legal practice yet, the formation of your professional identity begins as soon as you walk through the front doors of Campbell Law School. This course allows you to reflect and build upon your professional identity while developing the tools and strategies needed to pursue employment on your chosen path. Through this course and beyond, the Career Center seeks to serve as a liaison between you and the tools needed to attract potential employers as we work together to coach and assist you in identifying a good fit for you in the legal field.

This is a unique course in that it is one that compels self-reflection rather than a focus on clients or others. Engaging thoughtfully and fully in this course will be the first step in the process of building your professional identity. By the end of this course, you will have engaged in self-reflection, learned about what the practice of law looks like, what career paths are advantageous to JD degree holders and will have begun to build a solid foundation upon which you can feel more confident about a transition into employment in the legal arena and beyond.

### **LEARNING OBJECTIVES:**

By the end of the year, students who engage in this course should:

- Develop skills in a range of areas relating to day-to-day practice of law, including professionalism, professional reflection, interpersonal communications, and finding and succeeding in legal and JD- advantage jobs
- Understand the role lawyers play in society and the challenges, responsibilities, and privileges of being a member of the legal profession
- Become familiar with the range of careers in which a law degree is required or desirable, reflect on a career path that will be truly satisfying, and understand best practices in job search activities

- Take responsibility for and ownership of your professional identity formation and career planning

### **COURSE POLICIES:**

Campbell University School of Law is a member of NALP: The Association of Legal Career Professionals (formerly known as The National Association of Law Placement). The National Association for Law Placement (NALP) was organized in 1971 to promote the exchange of information and cooperation between law schools and employers. As a member, the school follows NALP Principles and Standards of Law Placement and Recruitment Activities which are posted on the NALP website ([www.nalp.org/](http://www.nalp.org/)).

The Career Center, Campbell Law School and Campbell University are committed to a policy of equal opportunity in employment and education. It is the intention of the University to cooperate as fully as possible with the applicable requirements and provisions of the various state and federal employment and labor laws. Accordingly, the University is committed to administering all educational and employment activities without discrimination as to race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, or protected veteran status and any other characteristic protected by law except where exemption is appropriate and authorized by law. The facilities and services of the Career & Professional Development Center at Campbell Law School are available only to those employers who are in agreement with the above policy.

NALP encourages law schools and legal employers to educate all participants in the law placement and recruitment process about the spirit and the letter of these Principles and Standards. Should a Campbell student or employer fail to adhere to the Principles and Standards of Law Placement Activities and Recruitment, he or she may be barred from participating in programs and activities sponsored by the Career Center.

### **STUDENT RESPONSIBILITIES:**

All students are encouraged to use the services and resources provided by the Career Center. However, please adhere to the following:

- Check your e-mail regularly. The Career Center regularly uses e-mail to notify students of time-sensitive matters including employment opportunities, interview dates and times, and programming.
- Read and review online materials provided by the Career Center in the Law School Career Services Blackboard page, Symplicity, the Career Center's website and weekly newsletter, called "The Career Advisor".
- Schedule appointment(s) with the Career Center to discuss cover letters, resumes, job search strategies and interviewing, including mock interviews.
- Maintain a current resume on Symplicity.
- Set up e-mail alerts in your personal Symplicity profile.

- Make sure resumes contain accurate information. If a resume contains false information, the privilege of using the services provided by the Career Center, including on-campus interviews, may be suspended or terminated by the Director.
- Attend as many workshops/programs as possible.
- Review employer's stated hiring requirements in job posting and honor them.
- Be aware of OCI (on-campus interviews) and resume collection deadlines. Don't miss out on significant, planned opportunities to meet with potential employers!
- Be on time for interviews! Once you accept an offer to interview, be prepared to honor your commitment without excuses or tardiness. Being late or missing an interview not only casts a negative light on the person missing the interview, it also could damage the relationship between employers and the Campbell Law. **Interviews should not be cancelled less than two business days prior to the interview date.** The Career Center Director must approve cancellations. Any student who fails to honor a scheduled interview must forward a letter of apology to the firm/agency and the Career Center before being allowed the opportunity to participate in future on-campus interviews.
- Act as promptly as possible both in accepting and declining employment offers. Every employer is different. A student may have 7 to 10 days to accept or decline an offer. It depends. A student may ask for more time to make a decision, but we strongly encourage students to speak with the Career Center about one's approach in this situation. After accepting a position, immediately notify other prospective employers.
- Report offers and final employment plans to the Career Center promptly. By notifying the Career Center, you assist your fellow classmates by narrowing the applicant pool from which employers must choose.
- **Professional Responsibility with Career Decisions.** Commit to decisions and protect your professional reputation. Once an offer has been accepted, you should not continue to search for other "better" positions, interview with employers or consider other offers.

#### RESOURCES:

- **Online Resources – Law School Career Services Blackboard Organization – Please self-enroll. There, you will find all of the Career Center resources to help you achieve your goals in your job search – everything including sample employment documents, guides, information about externship requirements, recorded programs and more!**
- **Symplicity - Student and Employer Online Recruitment Database**
  - The Career Center utilizes Symplicity to manage employer job postings and the OCI program. Comprehensive and easy to use, Symplicity connects law schools, students, alumni, and employers through an innovative web-based interface that is customized to the needs of Campbell Law School. There are instructional videos

for Symplicity located on the Law School Career Services organization page in Blackboard.

### **COURSE ASSIGNMENTS:**

**BELOW IS A CHECKLIST OF ASSIGNMENTS TO COMPLETE TO RECEIVE THE CAREER READY BADGE. SUBMIT YOUR COMPLETED CHECKLIST TO [lawcareercenter@campbell.edu](mailto:lawcareercenter@campbell.edu) with subject line: Career Readiness Checklist**

1. \_\_\_\_\_ *(date completed)* **Complete the Online Course:** The Campbell Law Career Readiness Series Online Course, offered through Thinkific, is designed for participants to work through various aspects of career and professional development. Quizzes and small assignments will be required as you progress through the online course, which can be accessed through the link below:

<https://careercenter.thinkific.com/courses/career-center>

**This is a marathon, not a sprint.** There are no extra points for finishing early. The content is more important than completion of the course. It is imperative that you take the time to read every word, listen to every video and complete each assignment. Each step is important. If you skip a step, you will definitely miss something so take your time. You have a full year (and more time if needed) to complete this Career Readiness Series. There is no deadline.

1. Introduction
  - Welcome to the Campbell Law Career Readiness Series
  - Recruiting Process
  - Externships
  - Reciprocity
  - Introduction Quiz
2. Essential Employment Documents
  - Introduction
  - Resumes
  - Cover Letters
  - Writing Samples
  - References/Recommendations
  - Transcripts/Grade Reports
  - Thank You Letters
  - Letters Accepting/Declining Offers
  - Essential Employment Documents Quiz
3. Career Planning – What to do with a law degree
  - Self-Reflection & Self-Awareness
  - Legal Market Video
  - Career Planning Quiz
4. The Job Search
  - Symplicity, The Job Search & a 1L Timeline

- Research Employers and Career Opportunities
  - Private Law Practice
  - Businesses/Corporations
  - Public Interest
  - Government
  - Alternative Careers
- Networking & Informational Interviews
- Social Media and the Job Search
- Tips and Employer Disclaimer
- The Job Search Quiz
- Interviewing Tips
- Interview Attire Does Matter-Dress Standards
- Call Back Interview – What do I do now?
- Salary Negotiations and Offers

     **2.**                      *(date completed) Resume Review:* Submit your resume for review. This should be done after Labor Day (1Ls) **and** after you have completed the Career Readiness session on Resumes. There are several ways you can do this: Upload your updated legal resume into Symplicity and notify a Career Center team member that you have done so; drop-in during Career Center drop-in hours with a hard copy to review; or email a Career Center team member an updated resume for review.

If you are a 2L or 3L and have already participated in a resume workshop with Campbell Law or met with a Career Center team member previously, please note that above, so we know this assignment is completed.

     **3.**                      *(date completed) Create or Update LinkedIn Profile:* After listening to the video in the online course re: LinkedIn, update yours! Connect with us on LinkedIn also. If, for some reason (professional or personal) you are unable to create this online presence, please do reach out to Director Grace Roede.

     **4.**                      *(date completed) Interview Practice:* After going through the interview session in the online course, you may complete this in a number of ways:

- Participate in a mock interview program (Note: space is always limited so sign up quickly if this is your choice)
- Participate in an actual real interview while in law school
- Conduct a peer-to-peer mock interview. (Note: if you choose this option, please reach out to Director Roede for an interview rubric. It is important that you approach each interview with a job/employer in mind so that you can role play. Note your peer here                                      for our records)
- Record yourself in Zoom or any other video platform of choice, answering a few interview questions. Reminder about interviews: the background, the video quality,

and the sound are all a part of the virtual interview. When choosing this option, be mindful because you may be asked to redo it.

- Question 1: Tell me about yourself.
- Question 2: What skills and experience do you bring to our legal team? (Think about a specific employer of interest and tailor your answer accordingly)
- Question 3: Why did you go to law school?
- Question 4 (Behavioral Interview Question): Tell me about a time when you were under pressure to meet a deadline.

\_\_\_ 5. \_\_\_\_\_ (*date completed*) \_\_\_\_\_ (*name of employer*)

***Externship/Internship/Pro Bono Work:*** Externships, internships, and pro bono work all present to students a wonderful opportunity to gain exposure to the practice of law in an area of interest.

Externship and internship opportunities can typically be found on our Symplicity website, as well as through participation in our Resume Collect and On-Campus Interview Program. Finding an opportunity outside of these platforms and programs is also very common as well.

Campbell Law also offers a wide variety of pro bono work through our numerous clinics and student organizations. If you go to your “Organizations” tab on Blackboard, you will be able to add organizations of interest to your Blackboard page. This will put you on their email list. The organizations will reach out to students on their email list whenever there are opportunities for pro bono work within their organization.

For 2Ls and 3Ls, if you have already participated in either of these arenas, please note the dates and this assignment will be completed accordingly.

\_\_\_ 6. ***The Professionalism Agreement***

**By signing and dating below you agree to the following statements:**

I accept my responsibility for my own professional development and job search.

I will check my email regularly and stay informed of opportunities and events offered by the Career Center.

I take responsibility to seek out opportunities through the Career Center and beyond.

I will carry myself with the utmost respect and integrity in my interactions with each person throughout the recruiting process. This includes but is not limited to: the career center team, employers' administrative assistants, recruiting coordinators, junior associates and senior partners, professors and other staff members of any organization. I will be courteous and respectful in my communications with all.

I will keep the Career Center informed of my employment status each year and will provide the Career Center with employment information when requested in surveys or otherwise so that Campbell Law can comply with its reporting requirements to the university, the American Bar Association (ABA), the National Association for Law Placement (NALP), and other agencies and organizations, as well as provide useful information for the students at Campbell Law. (Note: Information is compiled in aggregate form and kept confidential).

Once I have accepted an offer of employment from an employer(s) for either a full summer or both summer terms, I agree that I will not renege on my commitment. Once I have accepted an offer, I will withdraw all pending applications and cease seeking employment or entertaining other offers.

I understand that all formal one-on-one coaching sessions are by appointment only and if I need to cancel or reschedule an appointment, I will notify my career coach in advance by email.

I commit to planning in advance and upholding my RSVP for events and programs (barring illness or other emergency situation). If I must withdraw my registration, I will do so in Symplicity no later than 5pm before the day of the event.

I agree to attend all interviews I obtain through the efforts of Campbell Law Career Center's recruiting programs (Note: This includes all on- and off-campus interview programs, resume collects, & job fairs). Once I have placed a bid on/applied for an employer and have been selected to interview with that employer, I understand that I am committed to the interview and cannot cancel unless I accept or am planning to accept another job offer prior to the interview. In that case, I will notify the Career Center to remove me from all future interview schedules. Once I have accepted a job offer for the full summer or both summer terms, I am not eligible to interview in any Campbell Law recruiting programs. Cancelled Interviews - I understand that if I cancel an interview for which I am selected, the Career Center has the right to prohibit my participation in any current and future recruiting programs sponsored by Campbell Law for the period of one academic semester.

If, for any reason, I miss an interview and I have not notified the Career Center in advance, I agree to email an apology to the interviewer(s) and copy the Director of the Career Center, Grace Roede ([groede@campbell.edu](mailto:groede@campbell.edu)) on my email. Following a second no-show, I understand that I may lose all privileges to participate in all Campbell Law recruiting programs for the remainder of the academic year.

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

**Completion** of the online course, *as well as* the resume review, creation of LinkedIn profile, interview practice, externship/internship/pro bono work and a signed the professionalism agreement will result in a Career Ready Badge. The Career Ready Badge can be uploaded to your LinkedIn and will showcase to future employers that you have participated in and successfully completed a course highlighting learning in career readiness skills for the legal arena. The badge will showcase a list of skills acquired from completing the course, as well as an explanation to employers about the activities and education required to earn the badge. Therefore, it is so vitally important that you take your time throughout the course. Appreciate the process. Qualitatively invest in your own professional development!

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