



ACADEMIC COURSE SYLLABUS

COURSE TITLE:	LAW OFFICE MANAGEMENT
COURSE NUMBER:	LAW E528
UNITS:	2 Units
COURSE TYPE:	Elective
PROFESSOR(S) NAME:	Laura Rosenthal
PROFESSOR CONTACT INFO:	Professor Rosenthal – lrosenthal@empirecollege.com
SCHEDULE:	Summer 2017, Mondays 6-8:00pm , room # 103
PREREQUISITES:	Successful completion of second-year course work
COREQUISITES:	None
TEXTS AND MATERIALS: (Identification of any texts, materials and references used throughout the course.)	<i>How to Start and Build a Law Practice 5th Edition</i> ; Foonberg, American Bar Association, Law Student Division, The Section of Law Practice Management, ISBN # 1590312473 Supplemental Materials – may be distributed as needed
COURSE DESCRIPTION:	This class discusses the financial and administrative aspects of owning and operating a law practice. Students learn to use computer programs for calendaring, docketing, client billing, litigation support, and document preparation.
COURSE OBJECTIVES / ANTICIPATED LEARNING OUTCOMES: (Description of what students will be expected to know and be able to do at the end of the course. What skills or knowledge will be gained by the end of the course.)	This course is intended to expose the student to the practical aspects of law practice management. It shall include such items as location of office, trust accounting, soliciting clients, ethics, and law office technology. Students will learn survival skills for solo practice, and practice in large firms. There may be guest lecturers imparting expertise in their field of law practice management, and possible site visits to law firms. The reading assignments are short and easy, but intended to stimulate thought about what one can and would do to insure success financially and professionally.
FORMAT OVERVIEW / METHOD OF INSTRUCTION (Description of how the course will be taught, including breakdown of lecture, practicum, etc.)	Course material will be presented in a lecture-discussion and Socratic method format. Guest speakers Students should expect to spend a <u>minimum</u> of two hours/per hour of instruction time on assigned readings and briefing cases. For example, a 3-hour class would require at least 6 hours of outside preparation time per week.
EXAMS:	No exam in this class.
GRADING / ASSESSMENT CRITERIA/CLASS POLICIES:	Empire College School of Law Elective classes are all pass/fail grading. This class is graded as follows: <u>Pass/Fail Classes:</u>

	<p>65 - 100 P Pass/Credit 64 and Below F Fail/No Credit (Only numeric grades are used to calculate grade point average.)</p> <p>The grade will be comprised of a participatory project such as a graded client interview or client case plan.</p>
ATTENDANCE:	<p>Students must attend no less than 12 of the class sessions during the Fall semester. Roll will be taken at each class after the break. Attendance of less than the full three hours of class will not count for attendance. There are no exceptions to the attendance requirement.</p> <p>Regular and punctual attendance is essential for the successful completion of the course. Students should plan to attend every class. Students must attend a minimum of 80% (36 hours — 12 of 15 classes) of the class sessions during each semester. Roll will be taken at each class. Class attendance is of particular importance in learning the language and concepts of the law. Make-up classes will be scheduled on evenings when classes are not usually held or on weekends or made up on another night be staying longer. Class sessions which are delayed or canceled because of holidays or policy of Empire College School of Law, and which are re-scheduled for a different date are considered regularly scheduled class sessions, not make-up classes. A student who has exceeded the absence limits outlined will be automatically dropped from the course. A student who is dropped from a course will be required to repeat the course at its next offering in order to meet graduation requirements.</p>

ASSIGNMENTS:	Subject	Reading Assignment
Week 1: 5/1/17	Class Discussion re Overview of Course Personal Considerations	None Consider what you want your career to be
Week 2: 5/8/17	Class discussion re starting practice	Handouts
Week 3: 5/15/17	Getting started, getting equipped for law practice	Read Text 8-34; 47-53
Week 4: 5/22/17	Employment Issues	Read Text 436-439 Guest Speaker
Week 5: 5/29/17 – holiday, will be made up	Getting clients	Read Text 147-175 Handouts
Week 6: 6/5/17	Effective and Proper Use of Paralegals and Staff	Read ABA Model Guidelines for the Utilization of Paralegal Services Guest Speaker
Week 7: 6/12/17	Getting Clients – Part II; Trust Accounting	Read Text 228-247, 414-424; Handouts: State Bar Ethics Opinions

Week 8: 6/19/17	Getting located	Read Text 61-85
Week 9: 6/26/17	Courtroom Behavior, Decorum and Professionalism, Civility in Practice	Handouts, possible Guest Speaker
Week 10: 7/3/17	Fees; Quality of life.	Read Text 255-332; 641-647 Guest Speaker
Week 11: 7/10/17	Managing a Practice	Read Text 335-363
Week 12: 7/17/17	Managing – Spending; Free resources; Salaries	Read Text 444-458; 489-507 Handouts
Week 13: 7/24/17	Systems of Organization	Read Text 458-488 Handouts
Week 14: 7/31/17	Review and discussion	
Week 15: Finals period runs 8/7/17 thru 8/17/17	No final exam in this class.	Project Due: Business Plan Date will be assigned, check exam schedule when published during the semester

Syllabus subject to change.