To: Clara Solomon, Board Liaison
CC: Meaghan Hagner, Member Services Coordinator NALP
From: Sarah Gruzas, Section Chair
Date: June 11, 2019

Please find below a summary of the Section’s activities during the most recent quarter.

Quarterly Section Calls (2019-2020)

- Our Section’s quarterly calls are scheduled as follows:
  - October 8, 2019 at 11 am PT
  - January 21, 2020 at 11 am PT
  - March 10, 2020 at 11 am PT
- We held our first Section call on June 11, 2019 and approximately 15 people attended.
- We will also hold a call to discuss the strategic planning on July 16, 2019 at 11 am PT.

RFP and Bulletin Article Submissions

- Vice Chair Shannon Kahn oversaw the RFP and article submission process this year.
- Our Section submitted 6 RFPs and 3 bulletin articles. Three of the RFPs are resubmissions from last year. The descriptions and panel volunteers are provided below. Several of our submissions included law firm panelists and/or were co-sponsored with another NALP section.
- We informed our Section that NALP will make decisions on the submissions by late July.
- In the 2019 Annual Conference, our Section submitted 8 RFPs, of which 2 were adopted; in past years we have traditionally had 1 or 2 proposals that were adopted.

Bar Exam Update

- Vice Chair Rebecca Moor shared an update regarding the Texas bar exam.
- The Texas bar will adopt the UBE beginning in 2020, but has recently proposed a draft that would prevent LLM UBE takers from importing their UBE score if they took the exam in another jurisdiction. The draft effectively limits UBE score portability to JD graduates. We believe schools and others potentially impacted by the rule are petitioning the Texas Supreme Court to remove this prohibition for LLM graduates.

Legislative Update

- Vice Chair Caroline Springer confirmed that there are no current legislative updates on visa or OPT issues.
Strategic Planning Review

- Board Liaison Clara Solomon shared more context for the strategic planning report. Prior to this year, NALP conducted strategic planning every 5 years; going forward, they will request strategic planning updates every 2-3 years. The purpose of the strategic planning report is to identify the primary issues and concerns that face our section. NALP hopes to use this information to be more responsive to these issues and provide support as available.
- Based on a review of the previous report, our section has not seen much change in terms of the big issues that we face.
- Vice Chair Carline Springer is creating a survey to solicit specific feedback from members. Caroline and Sarah will also contact certain members individually to solicit feedback over the phone. Members were encouraged to contact Caroline and Sarah with specific recommendations.

LLM Career Advisor Manual Update

- Shujun Tian completed her revisions of the existing LLM Career Advisor Manual available on NALP. We have provided the updated version to NALP for formatting and publication.
- Her revised version includes more detailed information on dealing with a diverse student body (including diversity of country, work experience, and career goals), immigration and visa information for LLM students, practical tips for emphasizing networking, and suggestions on how LLMs can find U.S. work experience during the degree and after graduation. The manual also provides a list of resources that may be useful to advisors who are new to working with international students.

Summer Projects and Open Discussion

- We discussed whether any of the LLM career services offices provided professional development workshops, and if so, which topics were of most interest to students.
  - A few schools confirmed that they provide some professional development support, either through workshops hosted by their office, or through another graduate student services office.
  - Most of the programming was not required, but one school recommended providing a certificate of completion to students who attended a certain number of workshops, as they found that this helped attract student participation.
  - The topics covered by the workshops varied, and included the following (some of which were presented by outside speakers):
    - How to build your brand
    - How to become known as an outside expert for a particular field
    - Learning how to manage up and down
- Working with colleagues with different personality and work styles
- Networking
- Email etiquette
- Creating an elevator pitch
- LinkedIn training
- Making the most of an externship
- Learning what hiring managers are looking for
- How to receive feedback in the workplace
- How to manage time commitments.

- We also discussed whether any offices provided specific support to students who may be mid-career or experienced professionals.
  - Most of the participants on the call do not appear to offer any specific programming for this group of students, but at least one school identified this as an area in which they hoped to provide more support.
  - One school shared that they invite students to meet with legal recruiters to get feedback on their resumes and cover letters, and that this might be particularly useful for mid-career professionals.

- One school inquired whether other schools have a specific policy in place for supporting students who are pregnant and give birth during the academic year. Members were invited to share any policies or recommendations via NALP Connect.

- We also discussed the use of guest speakers on upcoming section calls. Members were invited to suggest particular topics of interest or recommend guest speakers.
## 2020 RFP Submissions

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<tr>
<th>Title</th>
<th>Description</th>
<th>Panelists</th>
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<td>One Size Does Not Fit All: Professional Development Programs for LLM &amp; Legal Master’s Students (resubmit)</td>
<td>Law schools have made great strides in adopting professional development programs, yet these efforts have focused almost exclusively on JDs. This session explores the professional development needs of graduate students in LLM and Legal Master’s Programs (such as Master of Science in Law - MLS) and how schools can develop or adapt professional development programs that meet the unique needs of these diverse students on a compressed timeline. Panelists will share professional development topics, including cultural intelligence and design models ranging from mandatory, customized programs to optional, generalized programs. How to manage student and institutional expectations also will be addressed.</td>
<td>Melissa Berry, Sarah Gruzas, Jose Bahamonde-González, Melanie Orhant</td>
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<td>Difficult Questions: Preparing students for interview questions that they (and we!) aren't sure how to answer</td>
<td>Career services professionals are often well-prepared to help their students answer the so-called “typical” interview questions. But what about the hard questions that don’t show up on the sample questions list? These questions are often based on the student’s unique circumstances and can be a cause of great stress and anxiety. Hear from both seasoned career advisors and recruiting professionals on how best to prepare your students for some of the most challenging and sensitive questions they could face from employers. This session will include tips for first generation and international students, as well as advice relevant to all students.</td>
<td>Shannon Kahn, Leah Adams, Eva Wisnik</td>
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<td>It’s a Small World – Counseling International Alumni and Leveraging Your Network (resubmit)</td>
<td>This panel will include representatives with both international law firm and law school perspectives and share experiences and best practices for growing and maximizing international alumni networks, including opportunities for employers and schools to work together to maximize this often untapped resource.</td>
<td>Shannon Kahn, Kito Huggins, Julia Martinez</td>
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<tr>
<td>Title</td>
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<td>Creating Advising Environments that Increase Student Engagement</td>
<td>This presentation will focus on how different elements of a law school career advising environment (physical, human aggregate, organizational, constructed) can affect the experiences of students and staff within them. The goal is to help attendees learn the different elements of law school advising environments, and how to make them more inclusive and welcoming for students. While we will focus on law schools specifically, the ideas can be applied to any environment. We will draw from work by Strange and Banning, Marie Kondo, and others.</td>
<td>Julia Martinez, Laurie Powers, Erin O’Neal Muilenburg, Melissa Norman</td>
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<td>Together in Perfect Harmony: Balancing Law School Admissions and Professional Development</td>
<td>At a time of increasing pressure to raise admissions numbers within graduate law programs, how can law schools find a balance between meeting admissions goals and supporting incoming graduate law students who are on a widening spectrum of experience and abilities? This presentation will discuss career services strategies to deal with changing admissions standards, including how career advisors can help manage student expectations, advocate for more resources, and navigate professional development and academic issues, particularly with regard to international graduate law students.</td>
<td>Rebecca Moor, Sarah Gruzas, Leah Adams</td>
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<td>When No One at the Bar Knows Your Name - Help Diverse, Int'l and First Gen Students Build Networks</td>
<td>There is a seldom mentioned inequality which directly affects many diverse, international and first gen students and lawyers. The way we build and grow social networks amplifies and exacerbates existing inequities in society. It is an inequality not because of who we are, but because of who we are (not) connected with. Chances of finding a job as a recent law graduate can rely on friends of our friends. Network inequality, an often overlooked disadvantage, creates and reinforces</td>
<td>Amy Kimmel, Shujun Tian</td>
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inequality of opportunity. What can and should law schools and law firms do about it?

### 2020 Bulletin Article Submissions

| Making the most out of a job fair -- which types of students tend to do best in fairs? | Caroline Springer, Rebecca Moor |
| Ideas for building connections between LLM and JD students | Melanie Orhant |
| ADR Career Pathways for JD and non-JD students | Andrew Culberson |