

NALP Solo & Small CSO Section Quarterly Report

TO: Jennie Zwagerman, NALP Board Section Liaison

FROM: Alisa Benedict O'Brien, Section Chair

CC: Meaghan Hagner, Member Services Manager

DATE: June 18, 2018

Our section held its first call on Thursday, May 10th. Jennie was present on the call and did an overview of our section. We then brainstormed RFP ideas and discussed our section goals for the year. Our immediate goals were to generate RFPs and bulletin articles. I also note that Arturo Thompson of our Section was on the call and is a member of the new NALP/ABA task force and invited anyone with concerns regarding the ABA audit protocol/procedures to share directly with him for his work on the ABA/NALP task force. I have been doing outreach to new members of our section and inviting non-members who are in CSOs of 3 or fewer people to join.

Angela Cruseturner is serving as Vice-Chair for Articles and RFPs.

Maria Comas is serving as Vice-Chair of Environmental Scanning and Resources.

We held our quarterly conference call on Thursday, June 14th. We discussed the following:

- 1- Update on RFPs submitted
- 2- Proposed Articles for the year
- 3- Update on resource library/environmental scanning

2019 Annual Education RFPs

Our section submitted 6 RFPs for the 2019 Annual Conference:

Code Switch: Counseling Students Navigating Parallel Universes

Non-traditional students come to law school carrying more than just their Contracts book. Many identify as members of marginalized identity groups who struggle with familial responsibilities, gender identity issues, first generation status, and other concerns that can cause imposter syndrome and feelings of isolation. To tackle obstacles including external demands for limited time and resources and micro-aggressions from faculty, colleagues, and employers, many engage in code switching: presenting different versions of themselves to fit the environment. This program will provide career development professionals with tools to help their students navigate these unique challenges and position themselves for success. Presenters: Kamilah Clark, Ashley Scott, Jennifer Mencarini, Neil Dennis

Don't Shoot the Messenger: Managing Expectations with Efficiency and Grace

In 2018 we heard about "The Lean CSO," which explored strategies for doing more with the same, and often with less. As CSOs experience increasing demands from students, faculty, deans, employers, and alumni, we are seeing shifts in expectations and outcomes. Managing those expectations, while continuing to build relationships and encourage growth, can be tricky. Through discussion and hands-on activities, we will explore, design, and implement messaging and communications to students, faculty and other stakeholders about what the CSO does, can do and cannot do. We will share examples of collaboration and strategies to educate stakeholders as to our value for not only jobs, but professional development, and how we can best provide services. Presenters: Leah Adams, Dana Minissale, Fairuz Abdullah, Tasha Everman

Keep the Plates Spinning: CSO Best Practices for Busy Offices

In a busy Career Services Office, it's often easy to lose sight of the essential services that must be offered to aid student employment success, particularly in small CSOs and for newer professionals. What are the core functions of a CSO and how can you do them well? How do you efficiently balance student counseling, resume review, student programming, employer outreach, and ABA data collection? What are the crucial programming and administrative tasks that must be accomplished each academic year? This best practices session will ensure that your students have the tools necessary for success in the job hunt. Presenters: Tammy King, Daniel Hare

Making The Leap: Do's and Don'ts When Transitioning to 12Twenty

Thinking about jumping into 12Twenty? Nervous about the process, transfer, and steps? The Career Services Directors from the University of Missouri-Kansas City School of Law and University of Wyoming College of Law will showcase their platforms and share their experiences and insights after transitioning to 12Twenty. They will discuss the challenges, including data transfer, customization, smooth implementation, daily use, and future development. When done well, it can be rewarding and beneficial to students, employers, and career office staff alike. You will walk away with a checklist to help lead you through a successful transition process. Presenters: Molly Wilensky, Ashli Tomisich

No Math Required: Supporting Grads to Build and Maintain a Solo or Small Firm

With more recent graduates going solo or into small firms during their first years of practice, career services professionals are often called upon for advice on how to start or build a small firm. Many schools have limited resources to help launch graduates' practices and many law schools do not teach students how to effectively run a business. We will discuss resources and programs to help these graduates become successful, including incubator programs, solo practice institutes, school- or bar association-sponsored mentoring programs, business related courses offered at universities, and the necessary development of students' professional identities through social media, networking, and work experience. Presenters: Paul Johnson, Heather Spielmaker, Samantha Rutsky, Adam Gratch

Off the Beaten Path: The Outreach Road Less Traveled

It can be easy to stick with what you know when it comes to outreach to unfamiliar employers or schools, particularly with a small office or if the payoff is minimal. But increasing the scope of your outreach can bring your brand to new people and places, which results in more employed students or a better and diverse pool of applicants. This panel will provide time and cost efficient strategies and ideas for increasing the scope of outreach your office or firm does to include new types of employers/markets, different schools/candidates, and other methods beyond the traditional, direct one-to-one model. Presenters: Sandra Minea, Jennifer Zwagerman, Jennifer Gallinson, TBD

2018-2019 Proposed Bulletin Articles

Our section proposed the following Bulletin articles:

Periodic Columns:

Re-introducing the Small/Solo CSO Section

Type of Article: Periodic Column

Pub. Date: August 2018

Author(s): Alisa Benedict - ab139@uakron.edu

Mentoring Programs

Type of Article: Periodic Column

Pub. Date: September 2018

Author(s): Jennie Zwagerman - jennifer.zwagerman@drake.edu

Running a CSO on a small budget

Type of Article: Periodic Column

Pub. Date: October 2018

Author(s): Devra Sigle Hermosilla - Devra.Hermosilla@usd.edu

Updates to Department of Labor Policies Regarding Volunteer Internships

Type of Article: Periodic Column

Pub. Date: January 2019

Author(s): Joe Christian - christian@utk.edu

Out-of-State Job Search Tools

Type of Article: Periodic Column

Pub. Date: March 2019

Author(s): Alisa Benedict - ab139@uakron.edu

Leslie Wilson - leslie.becker.wilson@umassd.edu

Maria Comas - comas@duq.edu

Feature Articles:

Judicial Clerkship Advising

Type of Article: Feature Article

Pub. Date: November 2018

Author(s): Jennie Zwagerman - jennifer.zwagerman@drake.edu

Angela Cruseturner - Angela_Cruseturner@baylor.edu

Mary Beth Moore - msm157@case.edu

Benefits of Career Podcasts for Law Students

Type of Article: Feature Article

Pub. Date: February 2019

Author(s): Aisha Joseph - aisha.joseph@nyls.edu

CSO Staff Onboarding

Type of Article: Feature Article

Pub. Date: May or June 2019

Author(s): Angela Cruseturner - Angela_Cruseturner@baylor.edu

Other News/New Business:

Maria Comas is working on revamping and rebuilding our Resource Library. She has started by going back through prior Annual Conference Handouts and Presentations and adding any relevant materials to the library so that they are in a central location and easy to access. She has also asked members of our section to suggest resources to be added. Next, she will begin identifying materials already in the Resource Library that need updating. This will be an on-going project throughout the year. We hope to have a comprehensive Resource Library at the end of this year. Alisa will continue outreach to new section members and to promote section membership. She will write an article in August in the bulletin to reintroduce the section as one way to accomplish this.