



School of Law

Career Development Office

UNIVERSITY OF GEORGIA

CAREER GUIDE FOR LLM STUDENTS



**Dean Rusk
International
Law Center**

UNIVERSITY OF GEORGIA SCHOOL OF LAW

2018-2019

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WELCOME TO THE UNIVERSITY OF GEORGIA SCHOOL OF LAW

The mission of the Career Development Office (CDO) is to provide you with tools you need to maximize your marketability and success in today's competitive legal job market.

CDO works individually with each student to design and execute a personalized career development plan. Here are a few things to keep in mind as we begin working together:

- CDO presents Professional Development programs and career training events to help you understand the legal profession and hiring, and to connect you to alumni, special guests, and employers.
- CDO staff is a great resource for charting your career path. The office provides myriad services including strategizing for a job search, refining resumes and cover letters, improving interview skills and expanding and leveraging your personal and professional network. This is only a small sampling of the services the office provides.
- CDO makes resources available to you via E-Learning Commons and Symplicity. The Career Resource Center (in room 127 near the vending area) provides a career resource library and handouts, as well as snacks and a charging station. Students are welcome any time!

LLM students are welcome to participate in most of the general CDO activities. Most of the information will be general, and LLM students typically have individualized career experiences and goals. If you have questions about whether or not an activity will meet your interests, or if you are extrapolating general career information to fit your job search, please email Kenny Tatum at krtatum@uga.edu or Laura Roqueta at lauraroqueta@uga.edu.

Today's "To Do" List:

1. Complete and submit the online Business Card order form:
<http://www.law.uga.edu/business-card-nametag-information>
This form includes information on how you would like your name to appear on nametags.
2. Sign, date and turn in Professionalism Contract.

Take advantage of all of the CDO resources and services early and often to make the most of your University of Georgia School of Law experience. We look forward to working with you.

MEET THE CDO TEAM

CDO Location: 1st Floor, Hirsch Hall
CDO Resource Room and Conference Room: Room 127
General CDO email: cdo@uga.edu
Office phone: 706-542-7541
Web: <http://www.law.uga.edu/career-development>



Kenny R. Tatum, Senior Director
krtatum@uga.edu | 706-542-6893 | Room 104

Kenny R. Tatum joined Georgia Law in 2015 as the senior director of the Career Development Office, where he oversees the law school's legal career services and professional development programs.

He previously served as assistant dean of career services at the Indiana University Maurer School of Law and the Penn State Dickinson School of Law. He was also the director of lateral recruiting & diversity strategy for Womble Carlyle Sandridge & Rice. While at Womble Carlyle he was based in the law firm's Atlanta, Georgia, office and was responsible for directing the lateral recruiting and diversity efforts for the firm's 11 offices. Additionally, Tatum has experience recruiting attorneys for law firms and corporate legal departments as the owner and lead recruiter for Diversity Legal Recruiting from 2002 to 2006. Early in his career he practiced law as a corporate associate for Hunton & Williams in Atlanta and Foley & Lardner in Milwaukee, Wisconsin.

He earned his B.A. cum laude from Morehouse College in Atlanta and his J.D. cum laude from the University of Illinois College of Law in Champaign, Illinois.

"I'm fortunate to work with a team of people who truly care about our students and who often go above and beyond their job descriptions to ensure our students find success. This is my third law school so I know how career services can go wrong. I'm proud to be in a career services office that welcomes feedback from students and is not satisfied with the status quo. As corny as it may sound, I love it here!"



Kristin Strunk Lowry, Associate Director, Small Firm & J.D. Advantage Career Advisor

Counselor for Section Y
klowry@uga.edu | 706-542-5154 | Room 105

Kristin Strunk Lowry joined the law school as an assistant director of career services in July of 2012 and became an associate director in April 2013. She is responsible for providing individualized career counseling to students at all levels of law school, as well as alumni; engaging in employer outreach and the promotion of the school and its graduates in markets in the Southeast and beyond; organizing and promoting the law school's participation in off-campus interview programs; and advising students on J.D. Advantage opportunities and opportunities in small firms.

Additionally, she leads the office's efforts in its Atlanta campus programming, including its regular speed networking events.

Previously, Ms. Lowry practiced as an associate at Hatcher, Stubbs, Land, Hollis, & Rothschild in Columbus, GA, handling litigation matters, principally in the area of medical malpractice defense. She also clerked for Judge H. Patrick Haggard of the Georgia Superior Court for the Western Judicial Circuit.

Ms. Lowry earned her undergraduate degree in international business with highest honors from Auburn University and her law degree from the University of Georgia School of Law.

"I want students to feel comfortable coming to my office to drop by and chat about anything from career aspirations to adjusting to law school life. Law school is tough, and I want my students to know that I'm in their corner."



Tony Waller, Associate Director, Public Interest Career Advisor

Counselor for Section Z

twaller@uga.edu | 706-542-5163 | Room 107

Anthony E. "Tony" Waller joined the University of Georgia School of Law in 2015 as the Career Development Office's public interest and government employment specialist. He is responsible for advising students and alumni on public interest and governmental employment, as well as ensuring employers in those practices have access to Georgia Law students.

Prior to coming to Georgia Law, Waller was the chief executive officer and executive director of Children First, a non-profit organization in Athens, where he successfully developed a year-end campaign that raised over \$10,000, developed and adopted a three-year strategic framework with his board and represented the organization by speaking to civic groups and social service organizations in the community. He also served as the assistant dean for career planning and professional development at the University of Illinois College of Law, where he built and maintained relationships with alumni, employers, local and university community members and other stakeholders to develop employment opportunities for students and alumni. He has also previously served as the associate director of career services at Georgia Law.

Waller is actively involved in the National Association of Law Placement, having served as a member of the Board of Directors, as vice chair of the Nominating Committee and the Conference Planning Committee, as well as a member of the Technology Resource Group and the By-Law Review Committee. He is currently chair of the JD Advisors Section. He is also active in the community, serving on the Colham Ferry Elementary School and Oconee County Middle School PTO boards, as well as the Oconee County Superintendent Parents Council.

Waller earned his bachelor's degree cum laude in agricultural economics and his law degree from UGA.

"Working to help make the dreams of UGA Law students happen is my jam. After 13 years doing this, it remains a huge thrill seeing a student walk up with a smile to tell me they got that position."



Laura E. Woodson, Associate Director, Judicial Clerkship Advisor

Counselor for Section X
lwoodson@uga.edu | 706-542-4832 | Room 106

Laura E. Woodson joined Georgia Law in 2014 as an associate director of career development. She is responsible for promoting, advising and preparing students to apply for post-graduate judicial clerkships; outreach to state and federal judges participating in part-time externship programs and the Atlanta semester in practice; engaging in employer outreach and the promotion of the school and its graduates in markets in the Southeast and beyond; and providing general career counseling and guidance to students. While she has primary responsibility for clerkships, she works closely with and advises all students in taking ownership of their career paths and improving their job searches and networking skills, without regard to their practice area interests or employer types.

Prior to coming to back to her law school alma mater, Ms. Woodson practiced bankruptcy and insolvency law in Atlanta for 24 years. She focused primarily on corporate bankruptcy and financial reorganization, representing business debtors, trustees, official bankruptcy committees and creditors over the course of her career. She worked in both the government and private sectors, including several years with the United States Trustee Program (within the Department of Justice) and at large and small firms in the Atlanta area, including Smith, Gambrell & Russell and most recently Scroggins & Williamson. She also worked for approximately 18 months as a legal recruiter.

Ms. Woodson earned her bachelor’s degree from the University of the South in Sewanee, Tennessee and her law degree from the University of Georgia School of Law, where she was a Notes Editor for the Georgia Law Review.

“I use what might be characterized as a no-nonsense approach to help our students rise to the expectations of the legal community and, most particularly, judges. I think most students will sense quickly that this approach arises from my deep dedication to helping our students achieve their goals and advance in their careers.”



Beth Shackleford, Director, Student Professional Development

elshack@uga.edu | 706-542-5156 | Room 127

Beth Shackleford began serving as the law school’s first director of Student Professional Development in 2010. Prior to this appointment, she worked in legal career services and legal recruiting for 27 years.

Shackleford draws on her extensive contacts throughout the profession as well as her event designing expertise to provide support to students in developing core skills. Her event planning experience in providing multiday educational programming for groups up to 1,300 participants enables her to organize a full range of professional development opportunities for law students. She has published and presented on numerous legal career topics.

Additionally, Shackleford assumes primary responsibility for career resource development for the law school. Currently, Shackleford serves on the national editorial board for PD Quarterly along with law school faculty and law firm professional development directors from across the country. She has served numerous national-level leadership roles in the field of career development for lawyers.

In 2006, Shackleford was honored with the prestigious Association of American Law Schools' Kutulakis Student Services Award. She earned her bachelor's degree in political science from Agnes Scott College and later received a certificate in mediation from The Settlement Institute in Atlanta, Ga. Actively involved in the community, she has served on several boards of nonprofit organizations.

“Working with bright and creative law students is a joy! I especially applaud the variety of career goals our students bring, and love working with you and with our student organizations to provide key information to support your career dreams.”



Ebony Mobley, Employer Relations Manager

EBONY.MOBLEY@uga.edu | 706-542-4361 | Room 108

Ebony Mobley began serving as the University of Georgia School of Law's employer relations manager in 2018. In this Career Development Office position, she cultivates relationships with and between employers, the law school and law students to maximize student employment outcomes. This includes assisting with judicial clerkship and public sector employment strategies, increasing the law school's visibility with these employers and training students to create successful application materials. She also manages off-campus interview programs and employer-related data.

Previously, Mobley worked as a program coordinator at the Emory University School of Law Center for Public Service, where she specialized in judicial clerkships and public interest related employment. She was also a recruitment administrator for The Ohio State University Moritz College of Law managing on- and off-campus interview programs and providing career counseling.

Mobley earned her bachelor's degree in strategic communication from The Ohio State University and her master's degree in management from Ohio Dominican University.

She is a member of professional organizations such as the Georgia Appleseed Young Professionals Council, the National Association for Law Placement, the Atlanta Bar Association and The Ohio State University Alumni Association.

“By creating new opportunities with prospective employers and strengthening existing networks, my goal is to maintain positive professional relationships for the benefit of our law students. Whether you are interested in public sector or private sector work, there are countless ways to imbed public service into your legal career. My passion for public service is built on a foundation rooted in volunteer work and community outreach. I believe that our work reflects who we are!”



Laura M. Roqueta, Student Engagement Coordinator

lauraroqueta@uga.edu | 706-542-9737 | Room 127

Laura M. Roqueta joined the University of Georgia School of Law as its student engagement coordinator in 2018. In this Career Development Office position, she drafts student newsletters, assists with professional development events, and distributes resources and CDO related information.

Previously she worked in advertising and social media in Puerto Rico. At AGS Medical Billing, she was a social media coordinator and billing specialist. She also worked for Hip Hop Fashion Boutique as their social media manager and customer service specialist, where she sought to expand the company's online image by overseeing its digital advertising campaigns and managing its Facebook and Instagram accounts.

Laura earned her Bachelor of Arts in public relations and advertising from the Universidad de Puerto Rico in 2017. While studying, she participated in a student exchange program at the Universidad Complutense de Madrid in Spain.

She is fluent in Spanish and English.

"I am excited to be part of the Law School community. You might find me for information on CDO events, interview travel reimbursements, or just to grab some candy and chat. I look forward to meeting you all."



Robbie Eddins, Interview Coordinator

eddins@uga.edu | 706-542-7568 | Room 110

Robbie Eddins joined Georgia Law in 1993 and currently serves as the Interview Coordinator for the Career Development Office. In her current position, she manages all on-campus interview programs and job postings. She works with employers in many aspects of their recruiting process, and she assists students with scheduling, technology and other issues related to their job searches. She has primary responsibility for managing the Department's use of the Symplicity database.

"Hopefully, I'm the one in the CDO you won't be seeing often. I stay busy behind the scenes, and mostly behind a screen, to make sure all things CDO are running smoothly. When needed, I problem-solve Symplicity, interview scheduling, and other administrative matters when they occur."

CAREER RESOURCES

The Career Development Office maintains an array of resources to assist law students with choosing and following their career interests:

- [E-Learning Commons](#);
- [Symplicity](#).

E-LEARNING COMMONS

Extensive career support information is hosted on the University's E-Learning Commons. Students are already included in the group for their class year. There are a number of groups that law students are invited to join, to help them learn about career options and to receive ongoing updated information. Students are encouraged to join as many groups as they like.

SYMPPLICITY

Symplicity is a software platform used by CDO and by consortium interview programs such as the International Students Interview Program. CDO offers trainings to help students best utilize Symplicity. You will receive an email with Symplicity log in information, and can then access your individual account.

CAREER COUNSELING

In order to develop the best schedule and plan for your individual career goals, and to put together appropriate resume, cover letter and other application materials, you will want to schedule a career counseling session with Mr. Kenny Tatum, Senior Director of Career Development. You can schedule an appointment with Mr. Tatum by emailing Laura Roqueta at lauraroqueta@uga.edu.

**Success is not the key to happiness.
Happiness is the key to success.
If you love what you are doing, you will be successful.
- Albert Schweitzer**

CAREER INFORMATION PROGRAMS

1L CAREER TRAINING PROGRAMS

LLMs are invited to attend the 1L training programs, and are welcome to choose which session to attend at your convenience. These training sessions provide baseline information for best evaluating the legal job market and for preparing to conduct effective job searches.

FALL SEMESTER	Section Z (in Rm. A at 11:00 am)	Section Y (in Rm. B at 11:00 am)	Section X (in Rm. C at 11:00 am)
CDO Communications: Stay in the Know	Tues., 8/21/18	Wed., 8/22/18	Thurs., 8/23/18
Marketing Yourself: The Elevator Speech	Tues., 8/28/18	Wed., 8/29/18	Thurs., 8/30/18
1L Career Advising: Introduction to Methodology	Tues., 9/4/18	Wed., 9/5/18	Thurs., 9/6/18
Outreach and Connections to Enhance Your Career	Tues., 9/11/18	Wed., 9/12/18	Thurs., 9/12/18
Understanding the Market: Who Hires When & How They Do It	Tues., 9/18/18	Wed., 9/19/18	Thurs., 9/20/18
Hiring Decisions: Who Would You Hire?	Tues., 10/2/18	Wed., 10/3/18	Thurs., 10/4/18
How to Make the Most of Symplicity	Tues., 11/6/18	Wed., 11/7/18	Thurs., 11/8/18

SPRING SEMESTER	Times and dates TBD, based on spring class schedule
Employer Types: What They Do and Where They Are	
Essential Professionalism Skills	

Before anything else, preparation is the key to success.
- Alexander Graham Bell

FALL 2018 GENERAL CAREER INFORMATION PROGRAMS

Here is a preliminary schedule of career advice programs for fall semester that may interest LLM students. Watch your email and the CDO newsletters to keep up with additional events.

PROGRAM	DATE	TIME	LOCATION	FOR
Government & Public Interest Strategies & Deadlines	8/16/18	12 noon	F	2Ls, 3Ls & LLMs
Class of 2019 Meeting	8/23/18	12 noon	Walker	3Ls & LLMs
Equal Justice Works: Learn About the Nation's Leading Public Interest Career Fair	9/6/18	12 noon	F	All law students
JD Advantage Careers	9/12/18	12 noon	F	2Ls, 3Ls & LLMs
Public Interest Career Event at Bondurant, Mixson, and Elmore	9/27/18	6-8 pm	*Atlanta	All law students
Advice from Recent Graduates: How I Got My Job (and It Was Not from OCI)	10/5/18	12 noon	B	3Ls & LLMs
Connect with the Georgia Bar Young Lawyers Division	10/5/18	TBD	TBD	All law students
Career Day: Employer Table Talk and Reception	10/5/18	2:30-5:00 pm	1st Floor	All law students
Starting on the Family Law Career Path	10/11/18	12 noon	F	All law students
Bar Exam Character & Fitness: What You Need to Know	10/18/18	12 noon	F	3Ls & LLMs
Lawyers For Equal Justice	10/24/18	12 noon	CDO Conf Rm	3Ls & LLMs
Georgia Law Alumni/Student Business Law Speed Networking and Reception	10/11/18	Early evening	*Atlanta	All law students
Speed Networking & Reception for 3Ls and Recent Graduates	11/7/18	Early evening	*Atlanta	3Ls, LLMs & Recent Graduates

**A passionate belief in your business and personal objectives
can make all the difference between success and failure.**

**If you aren't proud of what you're doing,
why should anybody else be?**

- Richard Branson

INTERNATIONAL STUDENT INTERVIEW PROGRAM

The University of Georgia School of Law is a member school of the International Student Interview Program (ISIP), a job fair for Foreign-Trained LLM students. Over 1600 LLM candidates representing 75+ countries will have an opportunity to be considered for internship and permanent positions in the United States and abroad during this interview program.

ISIP is administered through ISIP Symplicity, an online registration and interview scheduling system. Dr. Laura Kagel (lkagel@uga.edu) will send out ISIP Symplicity login information in October.

When will the program be held?

- Interviews will take place on Friday, January 25, 2019 on NYU's Campus.

Which students are eligible to participate?

- Students currently enrolled in a US graduate (LLM or JSD) program from one of the participating law schools, who received their first law degree from another country, are eligible to interview in this program.
- Participation is limited to one event per degree earned at one of the participating schools.

Which employers participate?

- ISIP attracts more than 160 of the top legal firms worldwide and continues to grow each year.
- Information on 2019 participating employers will be available through the online registration system, ISIP Symplicity, in October.

How are interview schedules created?

- The International Student Interview Program is 100% pre-screened; employers select their candidates after reviewing student resumes.
- Employers will submit position requirements through the online system.
- Students review this information starting October 9, 2018 and submit their resumes for consideration by November 5, 2018.
- Interview invitation results will be released on December 19, 2018.
- Students will accept or decline invitations by January 4, 2019.
- Final schedules will be released on January 18, 2019.

How many interviews can I request?

- There is no limit to the number of interviews students may request from employers provided that the student's background matches the employer's requirements.
- If a student is selected by more employers than can be scheduled due to time conflicts, a student may not get every interview for which s/he has been selected.
- Students selected as pre-select or alternate candidates will have the opportunity to accept or decline those interview invitations prior to the system scheduling interviews.

- One interview schedule can accommodate 18 individual interviews during the course of the day.
- Each interview is twenty minutes long, with five minute breaks in between to allow students to move between rooms.

How many interviews will I receive?

- This depends greatly on the country from which you received your first law degree, the need for your background among the participating firms, and the number of employers to whom you submit your resume.
- There are students who are not selected at all and others who have an abundance of interviews.
- You are encouraged to work with your career counselor on the best job search strategy for you; ISIP should be just one of your options.

How closely should I follow employer specifications when submitting my resume?

- When you access the bidding tab on ISIP Symplicity, you will only be able to see the employers that have requested resumes from your country of law degree.
- You may view the complete list of participating employers through the Resources tab on ISIP Symplicity.
- Please remember that employers have requested students with training in certain countries because of their needs for specific legal skills based on existing business relationships.
- If you believe your home country or background is "related" to the country requested but not specifically listed, or you have another strong reason to believe your credentials qualify you for a particular position, you may submit a request with your cover letter and resume to your school coordinator in order to have it submitted to the employer for review.
- One word of caution: in the past students have taken unreasonable latitude in this regard, i.e. a student with a Mexican law degree should not submit a consideration for hire to an employer requesting students from Spain. If a request for Spain is being made, this is rather specific—if an employer is looking for Spanish-speaking lawyers, it will be indicated in the system.
- Speak with your career counselor if you are unsure of your eligibility to apply to a particular employer/position.

What should I bring to the interview?

- Employers will specify which materials they require, such as transcripts, writing samples, and a list of references, in the additional requests section of their schedule on ISIP Symplicity.
- You are expected to bring extra copies of your resume to each interview.
- You may also want to bring foreign law school transcript(s) (unofficial copies are acceptable), an unofficial transcript of your LLM studies, and an English writing sample.

- Multinational law firms generally prefer US style resumes; however, foreign law firms may prefer CVs or resumes in home country format. Please check each firm's hiring criteria and speak with your school's coordinator for guidance.
- Please do not upload documents listed under additional requests to ISIP Symplicity, as employers will only receive resumes through ISIP Symplicity.
- Resume collection only employers will contact students about providing additional documents in November.

Where will the interviews be held?

- All interviews are scheduled for Friday, January 25 and will take place in NYU’s Kimmel Center for Student Life on the corner of LaGuardia Place and Washington Square South.
- Students are responsible for making travel arrangements and securing overnight accommodations.

What are some “tips” for approaching this process?

- Do not contact employers or NYU directly. If you need additional information or clarification, ask your school’s coordinator.
- Be able to clearly explain your visa status and the procedure for employment in your case, how your educational system works (grades, rank, bar exam, etc.), and the courses you are taking.
- Also, be ready to answer the frequently asked question, “So why did you decide to get an LLM degree?”
- Start gathering law school transcripts, writing samples, and references now. Be sure to ask references whether you may use their names.
- Read employer information thoroughly, and prepare intelligent questions based on this information. Do not ask questions which have been covered in the materials provided. Be ready to discuss the reason for your interest in the employer!

2019 ISIP Timeline:

October 9, 2018	Student bidding period opens 9:00 AM (EST)
November 5, 2018	Student bidding deadline 5:00 PM (EST)
December 19, 2018	Interview invitation results available 12:00 PM (EST)
January 4, 2019	Interview pre-select/alternate accept or decline deadline 5:00 PM (EST)
January 9, 2019	Preliminary interview schedules released
January 18, 2019	Final schedules released
January 24, 2019	Early student registration opens at 3:00 PM (EST)
January 25, 2019	International Student Interview Program 9:00 AM to 6:00 PM (EST)

UGA School of Law ISIP Coordinator:

- Dr. Laura Tate Kagel
- lkagel@uga.edu
- (706) 542-5141
- Room 233, Dean Rusk Hall

PROFESSIONAL OUTREACH SUPPORT

Exploring the legal profession will be an essential part of both your career planning and your job success. CDO offers a number of ways to support you as you connect with attorneys and gain insights on career paths. A few are outlined below.

BUSINESS CARDS

Each year, the Career Development Office organizes the printing of your first set of law school business cards. Business cards are provided through the generous financial support of Jones Day.

The business cards are set in a standard approved format, providing for the authorized usage of the University of Georgia School of Law logo.

By August 17, please complete the information on this form to provide your information for your business card: <http://www.law.uga.edu/business-card-nametag-information>

Watch your email for a proof of your business card for your review. We anticipate that you will receive your cards in September.

ACTIVITIES AND MEMBERSHIPS

A number of opportunities for professional connections and career exploration are available to you.

Student organizations within the law school community include affinity and practice interest groups, and provide you with the opportunity to network with law students and lawyers. A list of law school student organizations is available here: <http://www.law.uga.edu/georgia-law-student-organizations>

Almost all bar associations offer student memberships free of charge. Smaller bars may host students without the requirement of membership. Information on bar associations can be found here: <http://www.law.uga.edu/bar-associations>

Three bar associations popular with University of Georgia School of Law students are:

- The American Bar Association https://www.americanbar.org/membership/join_and_renew.html
- The Georgia Bar Association <https://www.gabar.org/membership/howtojoin/index.cfm>
- The Atlanta Bar Association <http://www.atlantabar.org/?page=443>

LINKEDIN GROUP: GEORGIA LAW CAREER RESOURCE PROJECT

The CDO operates a LinkedIn group that provides a platform for law students and University of Georgia School of Law graduates to interact. Job announcements and career news pieces are shared on the group pages. To join, send a request from your LinkedIn profile to the Georgia Law Career Resource Project (<https://www.linkedin.com/groups/4302213>)

LAW DAWG CAREER CONNECT

The Career Development Office supports law students' career outreach activities in a new way with "Law Dawg Career Connect."

How does it work?

- Any group of 5 or fewer students can participate in a connection.
- The group selects an organizer, and completes the Law Dawg Career Connect application.
- Students will indicate the practice specialty, geographic area and other details, and will list 10 questions or topics they will use to generate conversation.
- Students will indicate blocks of time when they are available to connect.
- Connections can be in-person or via remote video (using the CDO Conference Room).

Review the application to prepare, then submit online at <https://portal.law.uga.edu/law-dawg-career-connect>.

Questions?

Contact Beth Shackleford at elshack@uga.edu or at 706-542-5156, or stop by Room 127.

University of Georgia School of Law
STUDENT CAREER DEVELOPMENT CONTRACT

I understand that my decision to seek a Juris Doctor degree from the University of Georgia School of Law comes with great responsibility and the School of Law’s students are expected to adhere to the highest level of ethical and professional behavior. Accordingly, as a condition to receiving full access to all Career Development Office (“CDO”) services, I understand and agree as follows:

1. I am responsible for managing my career professionally and ethically. This includes, but is not limited to, (a) making and keeping appointments with CDO counselors at least once per semester, (b) maintaining accurate and current career-related information on my Symplicity profile, and (c) uploading an updated default resume each semester as I update it with new grades, employment, and honors or activities.
2. My interactions with potential employers and alumni are a reflection of my character and fitness to practice law. My actions also affect employers’ views about the entire School of Law community. Accordingly, I agree to conduct myself with the highest level of professional behavior during all my interactions with employers and alumni.
3. I agree to maintain a high level of professionalism concerning all CDO resources and employer interactions in accordance with the CDO’s policies and procedures. This includes, but is not limited to, (a) submitting RSVPs by the specified deadline for events and training sessions hosted by the CDO, employers, and others in the legal community, (b) notifying the CDO or other event host in the event I am unable to attend an event I previously committed to attend, and (c) requesting any changes to scheduled interviews at least 24 hours in advance.
4. I agree to report my summer or post-graduation job status to the CDO at the end of each academic year.
5. I shall provide accurate and honest information in all career-related documents and in all communications with the CDO, employers, and alumni.
6. I shall abide by the Association of Legal Career professional (NALP) Principles and Standards for Law Placement and Recruiting Activities in their entirety, including the General Provisions governing affirming, holding open, and accepting employment offers and the Ethical Standards for Candidates.
7. I give CDO permission to release a current resume posted on Symplicity, my GPA, or class rank to potential employers, faculty members, and School of Law alumni for the purposes of being recommended to employers in connection with an application for employment. This information will be provided only when I have initiated or applied for a position, whether or not my application will be sent through Symplicity, or directly by me or the School of Law.
8. I will comply with all CDO policies and procedures as published on the School of Law’s website and in Symplicity.
9. Failure to comply with any of the commitments above may result in loss of certain CDO services including, but not limited to, access to Symplicity and the ability to bid for and participate in on-campus interviews.

Signature

Date

Printed Name

