

ICC PROFESSIONAL DEVELOPMENT HOURS – IDEAS DUE TO COVID-19 DISRUPTION

All 1L students are required to complete eight (8) hours of career and professional development activities of their own choice. Given the cancellation of activities, events, and trainings due to COVID-19, the following activities will allow students to earn the required hours.

The deadline to complete the hours has been extended to May 17, 2020.

You will need to complete the online form for each activity - <https://forms.gle/jA5XVgg9Ge7WuJ3b7>

COUNSELING SESSION

Schedule a counseling session with the Assistant Dean for Professional Development to discuss

- Performing self-assessment and setting goals
- Researching and understanding career paths, practice areas/settings, etc.
- Creating a resume or drafting a cover letter
- Creating a job search strategy
- Preparing for an interview

Appointments may be scheduled for 30-minutes and will be conducted via Zoom. Please email Assistant Dean Beem (sbeem@law.capital.edu) to schedule an appointment.

WEBINARS

Register and watch a webinar hosted by the following professional associations:

ABA Career Center (<https://www.americanbar.org/careercenter/>)

The following one-hour webinars are live on the date listed. You will need to log in to your membership in order to register and to watch for free.

- A Cultural Competency Primer for the Young Lawyer (1PM ET – March 18)
- Practicing Law While Living Openly with a Disability (1PM ET – March 25)
- LinkedIn, Social Media, and Personal Branding (1PM ET – April 17)

Equal Justice Works (<https://www.equaljusticeworks.org/law-students/>)

The following two webinars are available any time. Need to register to watch.

- Crash Course: What is Public Interest Law?
- 1L Crash Course: Roadmap to Success in Public Interest Law

MAX by AccessLex (<https://www.accesslex.org/maxonline>)

MAX by AccessLex offers a “Comprehensive, Innovative and Effective Financial Education Program Created Expressly for Law Students.” There are several financial planning and career-related online programs you can watch. Simply register online using your Capital email address and then proceed to the library to select a program. Here is a list of programs for 1L students (but you can also watch 2L and 3L webinars):

- Lesson 1: Understanding Your Financial Personality
- Lesson 2: Setting Your Financial Goals
- Lesson 3: Developing a Personal Spending Plan
- Lesson 4: The Power of Interest
- Lesson 5: Keeping Your Budget On Track
- Lesson 6: Monitoring Your Credit
- Lesson 7: Using Credit
- Lesson 8: Summer Financial Planning

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Khan Academy - Economics and Finance

(<https://www.khanacademy.org/economics-finance-domain/core-finance>)

“Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside of the classroom.”

As a future lawyer, you will need to have an understanding of economics and finance and Khan Academy offers a number of key topics to help you become a more informed legal professional. You are encouraged to sign-up for free as a “Learner” and to use the courses under “Finance and capital markets” including:

- Interest and debt
- Housing
- Inflation
- Taxes
- Accounting and financial statements
- Stocks and bonds
- Investment vehicles, insurance, and retirement
- Money, banking and central banks
- Options, swaps, futures, MBSs, CDOs, and other derivatives
- Current economics

Lynda.com (<https://www.lynda.com/portal/sip?org=columbuslibrary.org&triedlogout=true> or <https://www.columbuslibrary.org/>)

“Lynda.com is a leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals.”

This service is available through the Columbus Metropolitan Library (Membership Required). Registering your account through your CML membership allows you to access numerous webinars including

- “Communicating with Transparency”
- “Creating a Career Plan”
- “Engage the Likeability Effect in the Job Search”
- “Learning LinkedIn”
- “Asserting Yourself, an Empowered Choice”

BOOK REVIEW

Read and prepare a summary of a book that is focused on a professional development topic. This may include:

- What’s the author’s purpose for writing the book?
- What’s the author’s point of view on the issue?
- What assumptions are the author making?
- What are the implications of her reasoning?
- What information does she use to reason through the issue?
- What are the inferences and conclusions?
- What are the most basic concepts?
- What’s the question the author trying to answer in the book?

The Columbus Metropolitan Library offers numerous eBooks through the Digital Collection Collaboration. You must have a current library [membership](#). To check out an eBook, visit <https://www.columbuslibrary.org/> and

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then choose “eBooks & Audiobooks” under the Explore menu. Once in the digital collection, explore titles under Non-Fiction >> Careers. You will find numerous titles on topics such as

- Career exploration
- Leadership
- Networking
- Resumes and cover letters
- Interviewing
- LinkedIn

CONDUCT AN INFORMATIONAL INTERVIEW (IN-PERSON OR VIRTUALLY)

Informational interviewing is a specialized form of networking in which you take 30 minutes or more to speak with a professional in a practice or career in which you are interested. Informational Interviews give you an opportunity to learn more about specific jobs and career paths, current developments in the industry, and other useful contacts. The purpose of an informational interview is to gather information and make contacts, not to interview for a specific position.

You can find attorneys via online directories such as,

- [Columbus Bar Association Directory](#)
- [Ohio State Bar Association Directory](#)
- [Martindale-Hubbell](#)

Many attorneys will be open to scheduling an informational interviewing and may be willing to do so via Zoom, Skype, or FaceTime.

See the Resources menu option in [Symblicity](#) for a handout on “The How To’s of Informational Interviewing.” It explains how to request an informational interview as well as to how to prepare for the meeting.

ONLINE CLE PROGRAMS

The Columbus Bar Association offers a number of online Continuing Legal Education courses for attorneys to meet their continuing education requirements. These on-demand CLE are available for students to watch.

In order to watch one of the CLE programs, visit

http://www.cbalaw.org/CBA_PROD/Main/CLE/Online_CLE_programs.aspx

Once you have a program of choice in mind, send Assistant Dean Beem an email (sbeem@law.capital.edu) with the title of the program. You will receive an email with instructions on how to access once the CBA confirms with the Office of Professional Development.