

Law Office Management – How to Make Money as a Lawyer

Office Phone: 713-428-2595 (Brown Work) 281-705-0762 (Grabowski cell); 713-254-4551 (Hancock Cell)

Course Schedule: T, TH 4:00 pm to 5:30 PM

Office Hours: Please email Profs. Brown, Grabowski or Hancock to arrange a mutually convenient time to meet.

Grading:

Attendance and Participation (See below) (50%)

Quizzes - 25%

Participation - 25%

Exam (50%)

Short Answer / Multiple Choice based on two questions from each week of class.

ABOUT THE FINAL EXAM: The final exam is a multiple choice exam that is taken by computer. The exam can be taken from anywhere. The exam will be available to students following the final class period. Once started, the exam must be completed within 3 hours. The final exam must be completed by the end of the exam period assigned by the school. Students who receive additional time can simply let me know and additional time will be given.

PREFERRED NAME/PRONOUN:

We will gladly honor your request to address you by an alternate name or gender pronoun. Please advise us of this preference early in the semester so that we may make appropriate changes to our records.

ATTENDANCE: The primary means of learning in this course is through class speakers and class discussions. As a consequence, attendance is heavily weighted. Attendance will be taken through a class quiz. The quiz will be two to three questions based on the information in the prior class. If you attended class, the answer to the quiz should be simple. You will not be quizzed on outside reading assignments. Falsifying a quiz, taking a quiz for another student, or accessing the quiz from outside of the classroom violates the law school's Code of Academic Conduct.

PREPARATION AND PARTICIPATION: A significant portion of your grade is based on participation. That means coming to class having considered the course materials and prepared thoughtful questions and discussion topics which you volunteer to discuss. If you raise your hand and contribute something useful or ask an insightful question you will receive full credit. If you stay quiet, you'll receive zero credit. It's pretty straightforward.

GRADES: The Law Center requires that the final grades conform to a specific curve and we comply with that requirement. Because of the nature of this class and the discussion format, the gap between the high and low grades is relatively small. Consequently, class attendance, participation, and quiz grades can, and often do, separate the top performers from the middle

of the pack. If you need to achieve a very high grade and do not intend on attending and participating in class, please select another course. While we appreciate the need for high grades, we are powerless to change the school's grading curve.

Recording of Class

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Center for Students with DisABILITIES](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor(s). Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Syllabus Changes

Due to the changing nature of the COVID-19 pandemic, please note that the instructor(s) may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through email notification to all students.

Because of problems in the past, the quiz must contain a network id indicating that the quiz was taken in class. It is your responsibility to verify that your computer or phone is connected to the in-class wifi at the time that the quiz is taken. Additionally, two quiz grades will be dropped. There will be no quiz retakes.

Better Late Than Never: Try to be on time to class. But if you arrive late, come to class anyway.

Course Topics and Assignments*

*Assignments are still being developed. Each class will have corresponding assignments, information interviews and/or reading.

I. Introduction

Date	Topic	Assignment
	Course Introduction <ul style="list-style-type: none">• Our backgrounds/why are we teaching this class?• Class Structure/Goals and Objectives	

II. Introduction to the Business of Being a Lawyer in Texas

Date	Topic	Assignment
	<ul style="list-style-type: none"> What are the Types of Law Practices? Requirements, Goals, Revenue and Expenses 	
	<ul style="list-style-type: none"> Why Most Lawyers Suck at Business: Professional vs. Professional Business, Ego Driven and You Can't Work in and on Your Firm 	
	<ul style="list-style-type: none"> Different Methods of Making Money and the Types of Practices 	
	<ul style="list-style-type: none"> How Practice Types, Billing Structure, and Clients Shape Practices and Staffing 	
	<ul style="list-style-type: none"> Running a Practice – Small Business Accounting, Projections and Reporting, Evaluating Feasibility 	
	<ul style="list-style-type: none"> Running a Practice - Law Firms – What an Associate Should Know 	

III. Business Development

Date	Topic	Assignment
	<ul style="list-style-type: none"> Marketing, Business Development and Communications – What's the Difference? 	The Rainmaking Mindset For Attorneys: Attracting Clients, Winning Business and Increasing Profits
	<ul style="list-style-type: none"> Communications and Effective Communications – Guest Speaker from Valenti School of Communication 	
	<ul style="list-style-type: none"> Networking Basics – Using the Age Old Tools to Establish Your Practice 	The ABCs of Legal Marketing
	<ul style="list-style-type: none"> Your Digital Presence in the Legal Profession: Websites, Social Media and Advertising – The Process and Return on Investment The Rules of Advertising According to the State Bar of Texas and the American Bar Association 	Texas Rules of Professional Conduct American Bar Association Standing Committee on Ethics and Responsibility Rules 7.1 through 7.5 and Comments
	<ul style="list-style-type: none"> Introduction to Developing and Individual Marketing Action Plan (IMAP) 	Creating an Advantage – The Rainmaking Workbook Sections 1-3
	<ul style="list-style-type: none"> IMAP Development Continued 	Creating an Advantage – The Rainmaking Workbook

		Sections 4-6
	<ul style="list-style-type: none"> What do Clients Want to See? Panel Discussion with a firm client, a big firm client and law firm partner 	

IV. Professional Development

Date	Topic	Assignment
	<ul style="list-style-type: none"> General background on what it's like to work at a law firm or any other legal organization Your role as an "associate" Relationships and how to interact and work with senior attorneys, partners and supervising attorneys Next Assignment 	List of career goals, expectations you have of your firm, judge, agency, company, legal organization and what is expected of you in your first legal positions, post law school graduation
	<ul style="list-style-type: none"> How to be a valuable associate Providing value to clients Discuss next assignment 	List of associates' tasks and how a firm/organization should best service its clients
	<ul style="list-style-type: none"> Feedback on settlement recommendations Providing value to a client, continued How to receive assignments Discuss next assignment 	Settlement recommendation to client
	<ul style="list-style-type: none"> Feedback on responses submitted How to complete an assignment (when to ask questions, where to look for help, sources for reference) Discuss next assignment 	JAMS arbitration response
	<ul style="list-style-type: none"> How to identify facts needed Working with forms Issue spotting Feedback on draft requests and draft responses Importance of wording 	Draft discovery requests & responses
	<ul style="list-style-type: none"> Feedback on emails submitted Being resourceful Finding answers when there is no clear guidance Discuss next assignment 	Email to client with expert recommendations
	<ul style="list-style-type: none"> Feedback on memos and mediation statements 	Internal memorandum to client pre-mediation and

	<ul style="list-style-type: none"> • Research tips • Analyzing risk and setting expectations for clients • Persuasive writing skills • Discuss next assignment 	mediation statement
	<ul style="list-style-type: none"> • Feedback on draft settlement agreements • General advice on settlement agreements • Discuss next assignment 	Redline a settlement agreement
	<ul style="list-style-type: none"> • Feedback on worksheet responses • General Q&A 	Complete worksheet (responses to various scenarios)

V. Course Summary

Date	Topic	Assignment
	Closing and Signing Clients – Client Interviews, Setting Expectations and Client Contracts Re-cap and presentation of IMAPs	