

Law Office Management – How to Make Money as a Lawyer

OFFICE PHONE: 713-240-3814 (Brown); 281-705-0762 (Grabowski cell); 713-254-4551 (Hancock Cell)

COURSE SCHEDULE: M, W 4:00 pm to 5:30 PM, rm. TBA

OFFICE HOURS: Please email Profs. Brown, (cbrown@dalyblack.com) Grabowski (paul.grabowski@bracewell.com) or Hancock (ahancock@grayreed.com) 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.

LEARNING OUTCOMES: This course is divided in to three sections: The Business of Being a Lawyer, Business Development, Marketing, Communications and finally, professional development skills that can be utilized throughout one's career. In detail, students will be provided insight into various aspects of billing structures, client expectations, and operating as a business professional. Additionally, students will be provided with an overview of how to develop client relationships, marketing and branding, communication techniques and the rules that govern these aspects of the practice. Finally, students will be afforded real world examples of life as a legal profession, including insight from guest speakers on the different aspects of career growth and development.

COVID-19 INFORMATION: If you are experiencing any COVID-19 symptoms that are not clearly related to a pre-existing medical condition, do not come to class. Please see [Please see Student Protocols](#) for what to do if you experience symptoms and [Potential Exposure to Coronavirus](#) for what to do if you have potentially been exposed to COVID-19.

Students are encouraged to visit the University's [COVID-19](#) website for important information including diagnosis and symptom protocols, on-campus testing, and vaccine information. Please check the website throughout the semester for updates.

VACCINATIONS: Data suggests that vaccination remains the best intervention for reliable protection against COVID-19. Students are asked to familiarize themselves with pertinent [vaccine information](#) and to consult with their health care provider. The University strongly encourages all students, faculty, and staff to be vaccinated.

REASONABLE ACADEMIC ADJUSTMENTS/AUXILLIARY AIDS: The University of Houston complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable academic adjustments/auxiliary aids for disabled students. In accordance with Section 504 and ADA guidelines, UH strives to provide reasonable

academic adjustments/auxiliary aids to students who request and require them. If you believe that you have a disability requiring an academic adjustments/auxiliary aid, please contact [the Justin Dart Jr. Student Accessibility Center](#) (formerly the Justin Dart, Jr. Center for Students with DisABILITIES).

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.

BETTER LATE THAN NEVER: Try to be on time to class. But if you arrive late, come to class anyway.

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.

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.

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.

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 Wi-Fi at the time that the quiz is taken. Additionally, two quiz grades will be dropped. There will be no quiz retakes.

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 [Justin Dart, Jr. Student Accessibility Center](#). 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. 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.

TITLE IX/SEXUAL MISCONDUCT: Per the UHS Sexual Misconduct Policy, your instructor is a "responsible employee" for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

SECURITY ESCORTS AND COUGAR RIDE: UHPD continually works with the University community to make the campus a safe place to learn, work, and live. Our Security escort service is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety, please call [713-743-3333](tel:713-743-3333). Arrangements may be made for special needs.

Parking and Transportation Services also offers a late-night, on-demand shuttle service called Cougar Ride that provides rides to and from all on-campus shuttle stops, as well as the MD Anderson Library, Cougar Village/Moody Towers and the UH Technology Bridge. Rides can be requested through the UH Go app. Days and hours of operation can be found at <https://uh.edu/af-university-services/parking/cougar-ride/>.

HELPFUL INFORMATION:

- Coogs Care: <https://uh.edu/dsa/coogscare/>
- Student Health Center: <https://www.uh.edu/healthcenter/>

Honor Code: The UHLC Honor Code applies to all aspects of this course. You are responsible for knowing all Honor Code provisions and for complying with the Honor Code. Please inquire if you have any questions regarding how the Honor Code's provisions apply to specific activities or situations related to this course. Your continuing enrollment in this course is deemed to be a pledge by you under the Honor Code to comply with the Honor Code in relation to this course and to comply with the instructions in the course syllabus.

Mental Health and Wellness Resources: The University of Houston has a number of resources to support students' mental health and overall wellness, including CoogsCARE and the UH Go App. UH Counseling and Psychological Services (CAPS) offers 24/7 mental health support for all students, addressing various concerns like stress, college adjustment and sadness. CAPS provides individual and couples counseling, group therapy, workshops and connections to other support services on and off-campus. For assistance visit uh.edu/caps, call 713-743-5454, or visit a Let's Talk location in-person or virtually. Let's Talk are daily, informal confidential consultations with CAPS therapists where no appointment or paperwork is needed. The Student Health Center offers a Psychiatry Clinic for enrolled UH students. Call 713-743-5149 during clinic hours, Monday through Friday 8 a.m. - 4:30 p.m. to schedule an appointment. The A.D. Bruce Religion Center offers spiritual support and a variety of programs centered on well-being. Need Support Now? - If you or someone you know is struggling or in crisis, help is available. Call CAPS crisis support 24/7 at 713-743-5454, or the National Suicide and Crisis Lifeline: call or text 988, or chat 988lifeline.org

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"> • Guest Speaker – Bracewell CFO on Law Firm Economics 	
	<ul style="list-style-type: none"> • Mental Health and Wellness in the Legal Profession Topic 	
	<ul style="list-style-type: none"> • Guest Speaker - Running a Practice – Small Business Accounting, Projections and Reporting, Evaluating Feasibility 	
	<ul style="list-style-type: none"> • Guest Speaker – Bracewell Pricing Team • How Practice Types, Billing Structure, and Clients Shape Practices and Staffing 	
	<ul style="list-style-type: none"> • Running a Practice - Law Firms – What an Associate Should Know 	
	<ul style="list-style-type: none"> • Guest Speaker – (or recap first 1/3rd of class) 	

III. Business Development

Date	Topic	Assignment
	<ul style="list-style-type: none"> • Marketing, Business Development and Communications – What’s the Difference? 	
	<ul style="list-style-type: none"> • Guest Speaker – Stephanie Fuller BRG • Networking, How Consultants Work with Law Firms, best practices for business (Q&A format) 	
	<ul style="list-style-type: none"> • Communications and Effective Communications 	
	<ul style="list-style-type: none"> • Networking Basics – Using the Age Old Tools to Establish Your Practice 	
	<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 	
	<ul style="list-style-type: none"> • Introduction to Developing and Individual Marketing Action Plan (IMAP) 	
	<ul style="list-style-type: none"> • IMAP Development Continued • What do Clients Want to See? 	
	<ul style="list-style-type: none"> • Judge Andy Edison or Judge Ho (or PD Topic I/Business Etiquette and Professionalism in the Legal Field) 	

IV. Professional Development

Date	Topic	Assignment
	<ul style="list-style-type: none"> • General business etiquette and professionalism in the legal field – what is required to succeed? • General background on what it’s like to work at a law firm or any other legal organization? • Your role as an “associate” in that organization • Importance of building relationships and how to interact and work with 	

	<ul style="list-style-type: none"> partners, senior attorneys and supervising attorneys • or Judge Andy Edison or Judge Ho 	
	<ul style="list-style-type: none"> • Part I of the Series: All of the Different Types of Law You Can Practice - • FORMER DA/CRIMINAL DEFENSE • SOLO PRACTITIONER/MED MAL • PLAINTIFF'S LAWYER 	
	<ul style="list-style-type: none"> • Part II of the Series: All the Different Types of Law You Can Practice - FAMILY LAW 	
	<ul style="list-style-type: none"> • <i>How You Should Practice</i> (and information about being an in-house attorney) – Client Service Panel of In-house Lawyers/UHLC Alums 	
	<ul style="list-style-type: none"> • What Else Can You Do With a Law Degree? – Panel of Non-traditional JD's (on how they got into their current careers and how having the JD helps them in their professional endeavors?) 	
	<ul style="list-style-type: none"> • Running a Law Firm Like a Business– from a former consultant's/ professional services, business person's perspective 	
	<ul style="list-style-type: none"> • Law Firm Hiring Partner's Perspective – what are legal organizations looking for when making their hiring decisions? • How to be a valuable associate • Providing value to clients 	
	<ul style="list-style-type: none"> • What Keeps a Law Firm Managing Partner Up at Night? – Q&A 	
	<ul style="list-style-type: none"> • How to Have a Successful Summer [or other clerkship/internship/legal volunteer opportunity] 	

V. Course Summary

Date	Topic	Assignment
	Review for the Final Exam	