

The Reporter

Spring 2014

The official publication of Phi Alpha Delta Law Fraternity, International

THE PROFESSIONALISM ISSUE:

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From The Editor

When I chose the topic of 'Professionalism' for this issue, I thought about the term's importance to P.A.D. As a core value, I thought this would be an easy topic to cover; how do we become professional in P.A.D. and in our careers? After delving into research and working with *The Reporter's* core contributors, I realized professionalism is more than a combination of attitude and appearance. The utmost professional is so in the minute details of their conduct and image, details that are addressed in the following pages.

This issue is to assist you in becoming professional as students seeking internships, recent grads looking for first post-graduate jobs, and those already in careers looking to better yourselves.

Bound together by tradition and our common interest in the law, we share P.A.D.'s core value of professionalism.

Too often do we become comfortable with ourselves and our own definition of what it means to be professional that we fail to reevaluate our methods, methods that if slightly changed can make us distinct among peers. You may think that suit you've been wearing

for the past five years is interview or office-worthy, however, your peers, boss or interviewee may think it's sloppy, which could hinder your chances at a job, a client, or respect.

In the following pages, I hope you find fresh ideas to transform your professional self. As the world's largest, professional, law fraternity, professionalism is foremost and something Phi Alpha Delta strives to help you achieve.



Use professional social media tools to help you search for a legal career and network with other professionals.

Declaration of Purpose

"The purpose of this Fraternity shall be to form a strong bond uniting students and teachers of the law with members of the Bench and Bar in a fraternal fellowship designed to advance the ideals of liberty and equal justice under law; to stimulate excellence in scholarship; to inspire the virtues of compassion and courage; to foster integrity and professional competence; to promote the welfare of its members; and to encourage their moral, intellectual, and cultural advancement; so that each member may enjoy a lifetime of honorable professional and public service."

Mission, Vision & Core Values

Mission

Phi Alpha Delta Law Fraternity, International is a professional law fraternity advancing integrity, compassion and courage through service to the student, the school, the profession and the community.

Vision

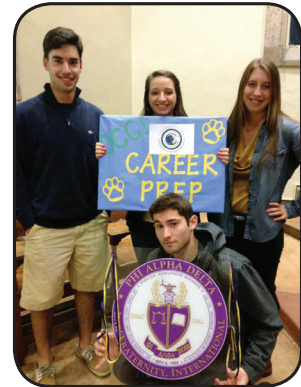
We are the preeminent law fraternity promoting the bonds of fraternalism and we are the leader in the development and advancement of professional ideals.

Core Values

Bound together by tradition and our common interest in the law, we share these core values: Integrity, Compassion, Courage, Professionalism, Service, Diversity, and Innovation.



Twin City Alumni Chapter held its 3rd Call Me Definitely small-group networking dinner on March 4 and enjoyed frozen fun at the St. Paul Winter Carnival.



University of Pittsburgh Pre-Law Chapter hosted a 'Career Prep' event, participated in 'Pitt Make a Difference Day' by cleaning local communities, and hosted their 'Dump Your Ex for Good' fundraiser to collect clothes and stuffed animals for inner city children.



Timberlake Chapter ran together during the 'Color Run 5k' to bond before their spring initiation.



Congratulations to the winners of this year's Mock Trial Competition, McReynolds 1 Team from the University of Tennessee College of Law!

We had a great participation turn out this year with 28 teams from 18 law schools. The competitors were professional in their performances and received great feedback from volunteer judges. A huge "thank you" to all participants, coaches, and volunteer judges for making it another great year!

Other teams and members that placed include:

Second Place: Terrell Team

Third Place: Carmody Team

Fourth Place: Magruder 2 Team

Best Defense: Terrell Team

Best Prosecution: Watson Team

Best Witness: Kasey Erb, Ryan Chapter

Best Advocate: Tricia Halstead, Magruder Chapter

Mock Trial is held annually in March in Arlington, VA. We welcome all alumni interested in volunteering as judges for next year's competition. Any questions about the competition may be sent to Law Operations Assistant Emily Baranoski, emily@pad.org, or Director of Law Operations Marlena Weiss, marlena@pad.org.



Rule no. 1 of Courtroom Etiquette: Stand when the judge enters the room and do not sit until they do.



"The price of success is hard work, dedication to the job at hand, and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand." —Vince Lombardi



Stephen A. Douglas Chapter organized an 'Angel Tree' toy drive benefiting the local women's shelter and hosted a student/alumni 'Golf Scramble' event which benefited the American Heart Association's 'Heartwalk'.



Temple University Pre-Law Chapter participated P.A.D.'s Pre-Law Leadership Conference and Mock Trial, and hosted an alumni dinner.



Grant Chapter leaders prepped for finals.

Message from the International Justice

By Ronald J. Winter (*International Justice, Alden*)

As I write this, there are 100 days left in this biennium, and my term as International Justice. And as I look at the calendar, I realize that this will be my last installment in this space as your IJ. I want to take this opportunity to reflect on the 2012–2014 biennium.

With apologies to Erich Segal, the author of the book *Love Story*, and to Carl Sigman, lyricist of the title song from the hit 1970 movie of the same name: “Where do I begin?”

It has been an interesting two years to be sure. We accomplished some of the things we set out to do (found a new home, enhanced the website, improved the grass-roots alumni network) and came up short on some others (law school initiations, largely because of declining law school enrollment). Still other projects are in the works and will come to fruition in the remaining months of this term; more on those when I present the State of the Fraternity in July.

We hit the ground running in August 2012 and immediately went about the task of appointing new District Justices (and Assistants), members of the four Councils, and IAB members to those councils. We also saw some staff changes early on, particularly with regard to the law school chapter operations following the resignation of Jim Lewis. That combined to create an adjustment period, but we quickly rebounded and the staff—and our team of volunteers—have been nothing short of magnificent in carrying out their respective duties. I owe them all a tremendous debt of gratitude. “Thank you” hardly seems sufficient.



“Many believe effective networking is done face-to-face, building a rapport with someone by looking at them in the eye, leading to a solid connection and foundational trust.”—Raymond Arroyo

Your International Executive Board (IEB) is comprised of diligent, hard-working, intelligent, caring, and thoughtful members whose passion for P.A.D. is without equal. I have been blessed to have their collective wisdom and advice to guide me through this biennium. The additional key volunteers have all played an important role in assisting us in carrying out the mandates of the International Chapter and the vision of the IEB.



The Executive Office staff, led by our incomparable Executive Director, has worked tirelessly to accomplish the daily operation of our great Fraternity. We depend on them to serve as the clearinghouse for collecting and disseminating information about P.A.D., for resolving daily issues, and for nurturing our Chapters and members so they can be successful. You have done the job you were tasked to do—and then some—and for that I am grateful.

There remains, however, much to be done. We come to Convention with a full agenda, some new ideas, and many acknowledgments for those whose efforts are to be recognized. We will engage in more professional development programs than ever before, thus the label “Convention and Leadership Conference,” but we need your attendance to make it all worthwhile.

My goal was to have 150 Law School Chapters, 25 Alumni Chapters and 50 at-large delegates in attendance. Will we get there? That is largely up to you, for we can only set the table—it remains for you to join us. Are you with me? Hope to see you in Scottsdale this summer.

Fraternally,

Ronald J. Winter, International Justice



Marketing Your Professional Self

By Mary Fenske (*Twin City Alumni Chapter Justice*)

Due to the current legal market, many attorneys are hanging a shingle and practicing solo or with a good friend from law school. This means you have all the power...and all the responsibility. You'll need get your name out there with business cards, letter head, mailing envelopes, a website, email address, and other materials for your firm. When starting a firm there are upfront costs, and saving money where you can is always a good idea, but don't cut costs if it's going to have a negative impact on business generation.

Making a memorable and professional impression is key in marketing your firm, but you also don't want to become the answer to the question, 'Can you believe what he sent out?'

You may love polka-dots, but they probably aren't the best background choice for your business cards or firm stationary. You want your business cards and stationary to be professional. Professional doesn't mean expensive however, so instead of purchasing letterhead, purchase high quality paper and create a digital template for your letterhead. Print your envelopes as well; handwritten return addresses don't send the same message as typed address information.

When ordering business cards, consider your target audience. For example, if you are an elder law attorney, you may want to order a second set of cards with a larger font so your clients can better read your information. Whatever choice you make in firm stationary and business cards, if you use Shutterfly or Vistaprint, having their brand name on the back is never a good idea. Spending a little extra money to have those words removed is worth every penny.

Your professional brand goes beyond printed materials. We live in a digital world and if you don't have a digital presence, you may hurt your business.

There are many options for inexpensive websites that are professional and well designed. Your email address is also important. Would you want to be represented by an attorney with the email address of unicornsrock@hotmail.com? Neither the unicorns rocking nor the hotmail.com puts a professional tone to the email. Again, there are inexpensive options to create a professional email address with your firm name—jane@smithlaw.com.

To be successful, you need to portray yourself and your firm as professional, accommodating, and present. Using general branding techniques and tools will aid in business generation and in leaving a professional impression.

Free Firm Marketing Tools

- **Wordpress.org:** Website software that allows you to transform your website.
- **Vistaprint:** Your first 250 business cards are free! Affordable firm branding publishing.
- **LinkedIn:** It's not just for job searching! Firms share original content to network within target client fields to generate business.
- **Google Analytics:** Used to analyze your website's success so firms can tailor initiatives and campaigns to audience site response.



Try moo.com, 4over4.com, and vistaprint.com for free first-order business cards.

Dress Code in the Court

As a student, recent grad or legal professional, you'll soon find yourself at a mock trial, in an interview, networking with P.A.D professionals, with a client, or in a courtroom. Throwing on a suit isn't all there is to presenting yourself professionally, though making sure that suit is pressed, clean, and fits well is extremely important. Here are some basic rules follow to present yourself, and your wardrobe, in a professional manner.

For Women

Colors: Stick to neutrals which include dark blue, gray, black, and brown. Avoid the 'Elle Woods Hot Pink'.

The Suit: If you opt for a skirt, the hemline should be at the knee or just below. For pants, make sure they're the correct length, with heels they should be at the top of the toe box, which is to make sure they do not touch the ground and ruin the hem. Always wear a matching suit jacket.

Tops and Dresses: Pair your tops to your suit with a collared button down shirt or a blouse. Dresses should follow the same rule as skirts, at or just below the knee. You can also opt out of the suit jacket if the dress has sleeves.

Shoes: Think practically. Six-inch platforms, sneakers, and sandals can stay in the closet. Aim for staple shoes that can go with many different outfits. Heels (no more than three inches) or flats are most appropriate.

Accessories: Jewelry should not be distracting. Big, bulky jewelry can make noises and distract from your argument; it's best to avoid it altogether. Your makeup should be light too. Leave the glitter at home!



"Dress how you want to be addressed." —Bianca Frazier, Author



Types of Dress Codes

If there is a dress code for anything, you can automatically skip out on sweatpants, t-shirts, hats, and hoodies. Start at 'smart casual.'

Casual: Jeans or khakis with a nice top. Blouse for women, polo for men.

Smart Casual: Not dressed up, but not sloppy; business on top, party on the bottom.

Business Casual: Wear your work attire.

Business Formal: Wear a suit.

Cocktail Attire: Men should wear dress pants with a collared shirt, bring a jacket just in case. Women should wear a dress or skirt with dress shoes, or dressy pants and a blouse.

Festive Attire: Consider this a corporate theme party, so instead of dressing up as Santa for the holidays, wear a holiday tie instead.

Black Tie Optional: Men should wear a suit or a tuxedo. Women should wear a gown or dress separates.

Black Tie: Men should wear a tuxedo. Women should wear a gown.





Images: © iStock.com/Illustrations

For Men

Colors: Black, white, and gray are best. Khaki colored slacks are also acceptable in some situations with brown dress shoes. If you're going to court, check with the court house regarding the dress code.

The Suit: Find a good tailor. A great suit is nothing if it doesn't fit right. You can get a lot of wear from a couple of suits with plenty of different shirts and ties. In most cases, a white shirt and black tie are sufficient, but if you want color, choose solid ones. Avoid intricate patterned ties as they will distract from what you're saying. Make sure your suit is pressed, clean, and sharp.

Accessories: Dress shoes in black and brown. Keep them in good condition and polished. Boating shoes do not count as dress shoes! Belts are a must, even if the pants fit fine without one. If you choose to wear a tie pin, keep it simple.

How to Find a Tailor & What to Look For



- Ask people for recommendations; ask coworkers, call a high-end department store, or simply search Yelp and read through reviews.
- Look for experience. How long have they been in business?
- Make sure you're on the same fashion page. If someone is into 'old school' fashion only, you'll have trouble getting trendy tailoring.
- Ask the turn-around time frame. Make sure they have time for you and are efficient.
- Ask to see samples. This is the best way to see the kind of work they do!



Wear flats or sneakers on your commute to work and carry heels in your bag.



University of Nevada, Las Vegas Pre-Law Chapter hosted law school speakers and attorneys, and donated time and affection to homeless animals this semester.



Truman Chapter visited Justice Charles Johnson at the Washington State Supreme Court.



Rutgers University Pre-Law Chapter 'Relayed for Life' for 12 hours and raised a total of \$1,245.



Reese Chapter proudly display their Chapter banner.

Professional Preparation

By Katie Borland (*Pre-Law Operations Assistant*) & Cory Freeman (*Editor*)

Being prepared is a key factor in being professional. Preparing documents, information, and the tools you need shows your attention to detail, and concern for your work and those you work with.

Pre-Law, Law, and Alumni Chapters can improve their professionalism by utilizing tools provided by the E. O. including our new Chapter communities on the pad.org website, and by meeting the Fraternity's calendar expectations.

Both are easily accomplished by posting events and meeting minutes to Chapter communities, making all information available in one place. Every member of your Chapter will automatically receive an email of your posting, which eliminates the need to send countless emails to your members and the E.O. It will also make officer transitions smoother, as everything new officers need will be easily accessible. Keeping shared information public assists in time management and preparedness.

It's important to keep deadlines and requirements at the forefront of your work. In P.A.D., deadlines are important! Too often are members and Chapters viewed unprofessional and lackluster for registering late for national P.A.D. events, for turning in required documents late, and updating the E.O. late with important information such as new officer rosters.

It's also important to keep the full picture in mind. Pre-Law Chapter programming goals are 75% professional and academic, less than 20% social, and the remainder community service. In semester preparation, Pre-Law Chapters review guideline requirements and establish calendars to meet these

“A man should learn how to tie a tie properly and have their suits and shirts pressed to appear professional. I also encourage all members to take a public speaking class to reduce the common speech blunders—‘um,’ ‘ahhh,’ and ‘like.’” —Andrew Sagan, *Executive Director*

From the Phi Alpha D

goals. Chapters that do so are perceived as taking our Fraternity, guidelines, and ideals seriously; something we look for when evaluating Chapter success.

We hope in P.A.D. and your career, you come prepared and organized. You will be better received and will leave a lasting professional impression.

“Whenever you receive important messages or instructions, whether they're from the P.A.D. E.O., a professor or employer, make sure to read them thoroughly! Asking questions that are answered in the instructions not only takes up a supervisor's time, it takes up your time while you wait for information that could have been found independently.”

— Marlena Weiss, *Director of Law Operations*

“The number one thing you can do to be professional can be summed up in two words: BE NICE. Over the years I've seen a number of angry and rude emails or social media postings by members. When you are sending an email or posting online, remember, no matter how angry you may be, stay polite: no name calling, no ALL CAPS, and definitely no cursing!” —Leslie Plummer, *Technical Development Director*



If you hear office gossip, don't participate. It is best to avoid it all together.

Image: © iStock.com/akindo

The Importance of Organization

By Rachel Zillig (*Director of Membership*)

Membership and professionalism go hand in hand. In a process as simple as submitting new membership applications, professionalism and organization can make you and your Chapter stand out.

The most basic way to demonstrate professionalism when dealing with the membership side of P.A.D. is to be as organized as possible, and maintain strong communication with new members and the E.O. When you collect applications and payments, keep everything together and mail them to us in a timely fashion. Double check that you have everything before you mail them, and, if you are sending one big check to cover multiple new member initiation fees, specify whose payments are included in the check.

If you notice an application is illegible, contact the new member and ask them to fill out a new one before sending it to us. If you can't read their handwriting, chances are we won't be able to either! The most important thing to remember is to specify the initiation date, and make sure all payments are included with the applications. Let us know where you would like new member materials sent to ensure they arrive by initiation.

In the event you have new members join online, communicate all of the necessary information to me



"Begin each day as if it were on purpose."—Unknown

via email (rachel@pad.org), so I know to look out for their applications.

These are specific details that apply to your professional communications on the whole. It's important to portray yourself as an organized professional, students and alumni alike, to gain respect from those you work with.

"If you don't understand instructions or are unsure about how to go about accomplishing a task—whether that task be completing a project at work or submitting information to us at the Executive Office—don't be afraid ask questions. It's better to have asked and be completely sure than to assume and make an error. It takes much more time to re-do something rather than if you'd done it correctly the first time, and it will show your supervisors that you're taking the task seriously." —Emily Baranoski, Law Operations Assistant

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I chose Barry Law. It's a decision that continues to pay dividends in my life and in my career.

Amy Envall, Esq.

Attorney, Orange County Public Schools (Florida)

Barry University School of Law, 2004



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DON'T BE A JERK

A New Lawyer's Perspective on Civility in the Practice of Law

By Jason Eyberg,
Minnesota Statewide Alumni, Justice



I sat with my client in the gallery of the courtroom waiting to go to the judge's chambers for our pre-trial conference. The case's defense lawyer walked in and took a seat in the row behind us. In the three weeks leading up to the pretrial settlement conference I had called defense counsel multiple times regarding whether or not he was going to dispute liability at trial. In my estimation, liability was fairly clear cut. Here we were less than a week from trial and I had

gone to the expense and trouble to prepare a liability defense, which I suspected wasn't going

to be necessary, just because this guy wouldn't call me back. I had written a letter memorializing the phone messages I had left and sent it to his office earlier that week. As he sat down I turned around, shook his hand and said hello. I then handed him a copy of the letter and I asked him what his position was with regard to liability.

[This was my first trial, and I had been a lawyer all of six months. I wasn't sure what the appropriate response in this situation was, but I felt jerked around and was losing my patience with this lawyer.] After he read the letter he proceeded to yell at me in front of

my client, everyone in the gallery and the judge's clerk. My client was uncomfortable, and everyone was staring at us. I politely asked him into the hallway so we could talk in private. When we left the courtroom and entered the hallway he continued to yell, but this time he was shoving his finger at my chest and invading my personal bubble. I thought this guy was going to hit me in the face, and since he was around 6'6" tall, and I am barely six-feet with shoes on, my instincts were decidedly flight, not fight. At this point, a lot of things were going through my mind. His intense reaction, made me seriously question if my letter was inappropriate in some way. In what world was this kind of behavior okay? Do I walk away? Do I say something? What would I say? Would it even matter? In the

"...the most important lesson is civility and its importance in the practice of law."

end I said something like, “I am sorry if I have offended you, but I don’t think this is necessary,” and I returned to the courtroom. I was madder than hell, but mostly I was stupefied, and had no clue what the appropriate response was.

Many lessons can be taken from this encounter, but the most important lesson is civility and its importance in the practice of law. There are many reasons to be civil in all interactions when practicing law, least of which is that it’s a requirement in many professional codes of conduct. If your state has adopted the ABA’s Model Rules of Conduct, then you have an ethical duty to not engage in uncivil, abrasive, rude, condescending or demeaning conduct. ABA Model Rule of Conduct 1.3.

The rule, while helpful, is generic and there are different interpretations of what is uncivil, abrasive, rude, condescending or demeaning conduct, depending on your field of practice and where you practice. The attorney in the story above clearly crossed the line into uncivil conduct, but as a new lawyer what’s good advocacy and what’s stepping over the line are generally not so clear.

“The difficulty for new lawyers is not only recognizing that they should stand up for themselves but also properly calibrating their response.”—ABA Journal: You’re Out of Order! Dealing with the Costs of Incivility in the Legal Profession (January 1, 2013).

Beyond our ethical duties to be respectful and civil to each other, there are practical reasons to remain civil.

First, acting like a jerk can hurt your client. Depending where you are trying your case, being rude and aggressive in front of a jury can have dire consequences for your client. It certainly did for the attorney in the story above. During the trial he used the same tactics with my

client on the stand. I was given an opportunity to poll the jurors afterward and as much as I wanted to hear that it was my raw legal talent and force of personality that won them over, it wasn’t. They overwhelmingly disliked defense counsel, and therefore it was difficult to see the merits of his case. He lost that trial.

Second, I don’t think I need to cite some fancy article to tell you that if people like you, it is harder for them to say no to you. Whether you are working with insurance adjusters, auditors, judges or other attorneys, if you are rude and obstreperous, people are going to be less likely to give you what you want, and you are less likely to get the best result for your client.

Several months later I worked on another case with my ‘finger pointing’ friend above. From answer to the end of discovery he requested I stipulate to numerous extensions, which I was not inclined to stipulate to because of his previous behavior and his reputation in the community. It is also not uncommon for other

plaintiff’s attorneys to ask the fellow plaintiff’s attorney what a particular defense lawyer is like to work with, and I am sure the same applies on the defense side. If you’re difficult to deal with, you won’t need to burn

“If you’re difficult to deal with, you won’t need to burn bridges; someone else will burn them for you before you have the opportunity to redeem yourself.”

bridges; someone else will burn them for you before you have the opportunity to redeem yourself.

Third, being a jerk is bad for business. As lawyers, we trade on our relationships. If you are in a private civil firm you will be expected to bring in business, and part of that business is going to come from those defense lawyers and plaintiff’s attorneys who work across the aisle. If they know you to be a competent and honest advocate, they just might send that business your way. If you they know you as an attorney who routinely steps across the line, it’s safe to say you’re not going to get a piece of their business.

The ABA Model Rule 1.3 requires that we act as zealous advocates on our client’s behalf. The comments to the rule define zealous as ‘full of energy, effort and enthusiasm—not uncivil, abrasive, rude, condescending or demeaning.’ Acting like jerk won’t make you a better lawyer; it just makes you a jerk. It’s bad for your client, and it’s bad for business.

Five Easy Ways to Quickly Build Your Professional Network

By Hillary Mantis (*National Jurist*, Contributing Editor)

Let's face it—it's hard to stand out when you are a law student. Your resumes are similar, your classes are similar, even your internships can be similar. How do you stand out to employers, when everyone is doing the same thing?

Why not try some easy ways to build your network? You will at the very least make some contacts, and have a more interesting resume.

Here are a few simple things to try this semester:

1. Write or contribute to a blog: Publishing is impressive—it gets your name out in the public, gives you a writing credential, and an area of expertise. Many law schools now have great blogs published by students—see if you can get involved, and start writing for one that interests you. Legal websites and publications are often looking for contributors as well.

2. Join a Bar Association Committee as a student member: Most likely, your local bar association offers free, or very low cost student memberships. Often, these memberships will entitle you to join a practice area committee. Interested in entertainment law? Join their entertainment law committee. Attend

their meetings, and all of the sudden you might find yourself surrounded by the very lawyers you have been hoping to meet.

3. Plan a panel: Student organizations are always planning programs—and always looking for help. If you are interested in a particular practice area—let's

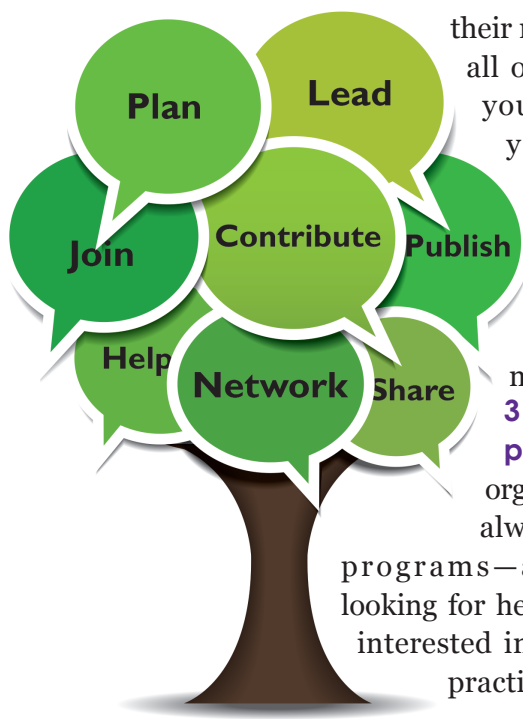
say entertainment law again; offer to help plan a panel at your school through a student group. If there is no student group, talk to Career Services, and offer to plan it with them. As long as you are planning it, you may as well invite speakers you have been wanting to meet. You will get to talk to them, learn about their practice area, ask questions, and hopefully stay in touch with them.

4. Become Active on LinkedIn: I've met a lot of students who are on Facebook, Twitter, and Instagram—but not LinkedIn. It's a widely used professional network. It certainly wouldn't hurt to join it even though you are a student. You can join the LinkedIn groups for your law school and undergraduate, which is a good way to network with alumni. Sometimes alums will also post job listings on LinkedIn. You can post your resume to your LinkedIn profile as well, if you want to.

5. Be a Leader of a student organization: Law students are extremely busy—and yet, many of them are involved on campus. Go for a leadership position in a student organization, if you can. It's a great way to help your fellow students, and learn more about something of interest to you. It gives you leadership skills, interaction with faculty and administrators, and a new entry for your resume—plus, it might be a lot of fun.

I hope these tips help you to get your network working for you—let me know if you have tried other methods that have worked.

*Hillary Mantis is a Legal Career Consultant and Pre-Law Advisor. She is the author of *Alternative Careers for Lawyers*, and a Director of the Pre-Law Program at Fordham University. You can write to Hillary at altcareer@aol.com.*



When you make a new contact don't forget to follow up with either an email or thank you note.



Alumni Chapters Partner with Illinois Supreme Court's Commission on Professionalism

By B.J. Maley (*West Suburban Alumni Chapter, International Board Member At-Large*)

The IL Supreme Court's Commission on Professionalism, 2civility.org, promotes professionalism and facilitates cooperation among practitioners, law schools, and bar and civic organizations on matters of professionalism, ethics, and understanding of the legal system. The Commission has established a Lawyer-to-Lawyer Mentoring Program which matches experienced attorneys with new practitioners.

P.A.D.'s vision and purpose serve in the development of professional ideals, integrity and competence so members enjoy a lifetime of honorable, professional, and public service. Since our mission is similar in spirit to the Commission's, it's natural for P.A.D. Chapters and members to get involved in the mentoring program.

The Chicago and West Suburban (WSAC) Alumni Chapters have partnered with the Commission so eligible Chapter members can apply to serve as mentors or mentees, receive training through their Chapters, and receive CLE credit for completing the program. To be a mentor, an attorney must have been admitted to practice in IL for at least six years and be in good standing with no disciplinary record. To participate as a mentee, attorneys must be admitted in IL for no more than two years, intend on practicing in IL,

and complete the program within the first three years of practice.

A valuable asset, the 'mentoring tool kit,' is the yearlong mentoring plan with discussion topics, questions, and references designed to ensure quality mentorship. The plan provides a recommended schedule of meetings and topics, requires the mentor and mentee participate in an initial training session, and requires a minimum of eight in-person meetings over one year.

Lawyers who successfully complete the program are eligible for six hours of profession responsibility credit.

Sister Rachael Stokas administers the WSAC Program, and Sister Julie Ann Sebastian and Bryan Bach administer the Chicago Alumni Program. Participation is an opportunity for members to share and receive knowledge and experience, help promote professionalism, foster fraternal bonds between senior and newer members, and satisfy minimum CLE professionalism credit requirements.

For more information about the Chapters' programs, or to participate, visit their respective websites linked below.

- [Chicago Alumni Chapter](#)
- [West Suburban Alumni Chapter](#)



"Once you realize that you're in something that you've always wanted and you don't want to lose it, you behave differently. And that means the integrity, the professionalism, and knowing what's right from wrong and still making choices that you probably wouldn't have made."—Paul Anka

Standing Out for the Wrong Reasons

Knowing how to be professional is just as important as understanding what actions can make you unprofessional. Knowing what can leave a bad impression will equip you with ideas to avoid standing out for the wrong reasons.

In the legal profession being unprofessional can result in more than a bruised ego or slap on the wrist. In December, 2013, the Florida Supreme Court suspended an attorney for two years for unprofessional conduct in court, which included yelling at judges and attempting to embarrass opposing counsel.

It can be easy to get caught up in emotional, instinctual reactions, both in court and the work place, so try to avoid the following primary unprofessional examples.

- **Being unprofessional in court.** Unprofessional behavior includes interrupting opposing counsel or judge, making facial expressions, and celebrating a verdict. Detach yourself from expressing your emotions to remain muted in the courtroom.
- **Being unresponsive.** If you know your email response time is 1-2 weeks because of sheer email volume, add a line to your email signature stating so. If you're up against a deadline and won't be available for a week, set up an auto reply message. Being responsive as much as possible leaves a solid, professional impression.
- **Being fake.** This is oftentimes accepted in the work place. If you struggle to get along with a coworker or opposing counsel, being fake is a solution in moving forward in a professional manner. However, being fake prevents addressing real work-based problems and can result in poor decision making.
- **Thin skin.** Being sensitive in a professional environment will hurt you and your image. Take being critiqued in the workplace or courtroom as an opportunity to grow. You will be perceived as confident and people are more likely to work with you and share ideas.

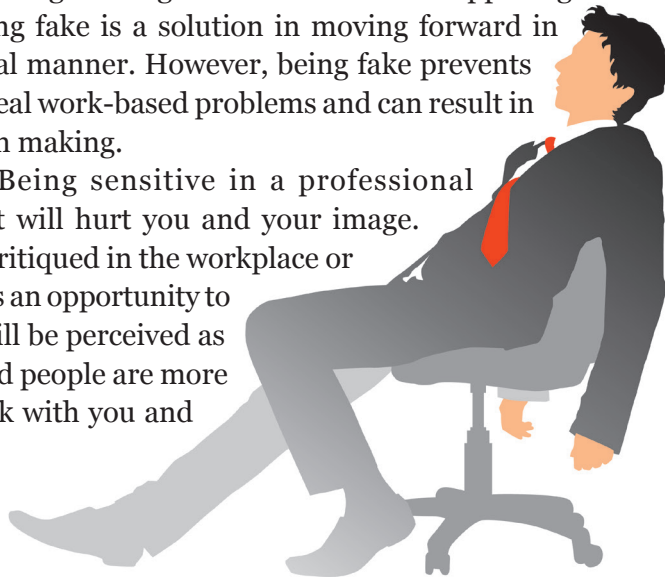
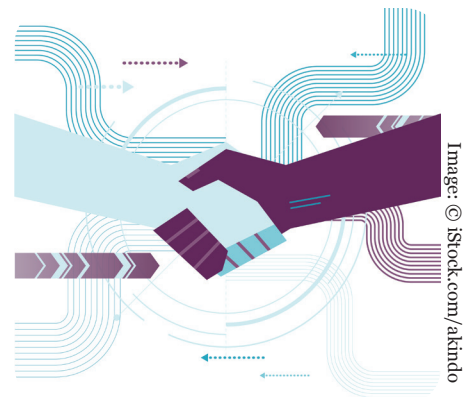


Image: © iStock.com/touring



Ask contacts for expertise and advice, not a job interview.



The Art of the Handshake

A weak, limp handshake leaves a poor impression. As a law student and lawyer, you'll be shaking the hands of potential clients, clients, fellow professionals, and judges. Practice your handshake to ensure you're making a confident, professional impression.

1. Make sure your grip is firm. Not too weak, not too strong.
2. If you're entering a situation where hand-shaking is a possibility, make sure your hands are clean.
3. If your hands are cold, try to quickly warm them up.
4. When you extend your hand, make eye contact and smile.



"Best results are often achieved well before you need a job, by consistently networking so that when you find yourself job-hunting you have a large network to work with."—Erik Qualman

Being a Young Professional: Getting the Most From Your Internship

By Kim Schweigman (*Communications & Alumni Relations Assistant*)

Being the new kid in school is tough, but being the new intern can be worse. Overwhelmed with a large work load, school work, and even a part-time job or two can make you lose your professional decorum.

To avoid this, prepare mentally and physically. You should dress professionally and appropriate for the office you are working in. Turn off your cell phone or put it on silent, so you can focus on work. Do not take personal phone calls during work hours.

Remember you were chosen for this internship for a reason. Show your mentor that you have confidence in your abilities, and are able to be respectful and humble when it's appropriate.

Show respect for others. When you disagree with a co-worker, calmly discuss how you would handle a situation or project differently and explain why.

Respect yourself and have self worth. An internship with great potential can go sour fast. Running to get coffee is not helping you learn. Being tasked clerical work is not directly helping further your education, your professional experience, or knowledge of the legal profession.

When you see a pattern and feel like you are not learning anything from your experience, say something directly to your supervisor. You are paying for it with your school credits. Make sure it's worth it.

Part of being an intern is that you are just starting out. It's alright to not understand something, but avoid saying, "I don't know." Instead try, "How would you handle this?" This shows that you respect their opinion and their wisdom, and are willing to learn instead of giving up.

Knowing what you should not do also helps. Do not whine about doing your job. That is not only annoying, it shows that you are not willing to go that extra mile for your mentor.

This is experience you need to get a paying job. Starting with an internship is an important step to take in gaining real-world, professional experience applicable to jobs you'll soon be competing for.

An internship is an unparalleled opportunity and is even better when you get a job or great reference from it. Use your time as in intern to learn as much as you can and take in the experience.



Use your school career services to help prepare for interviews.

According to the National Association for Law Placement, in 2012 50.7% of law school graduates found jobs in private practice.

72% of all of these grads received bar-passage-required jobs.

Interview Professionalism

- ✓ Dress appropriately.
- ✓ Have multiple copies of your resume available.
- ✓ Leave your phone in your car or turn it off. Take waiting time to look over your resume and references, or practice breathing exercises.
- ✓ Avoid "Umms..." and nervous habits during an interview.



Washington Chapter at their spring initiation.



University at Buffalo Pre-Law Chapter spent a day building a home for Habitat for Humanity.

What Makes an Attorney a Professional?

By Mary Fenske (*Twin City Alumni Chapter Justice*)

As attorneys we talk to a number of people throughout the day: clients, opposing counsel, administrative staff, court staff, and the list goes on and on. When interacting with a person, you can get a good sense of whether the person is going to treat you in a professional manner or not. When working with someone who is truly a professional, that person tends to fold into your day seamlessly and you move on with the other tasks that are filling your calendar. On the other hand, when you come across someone who is not professional, that person can ruin your day, or worse, derail your case.

All attorneys are considered ‘professionals,’ but there are certain traits of professionalism that aren’t taught in law school. Those traits of professionalism make an impact on others.

Timeliness:

This is the attorney who calls you back and answers emails quickly; you do not have to chase him down just to get updates on an agreement; and responds to pleadings within the times set by the court.

Works Well With Others:

Yes, this sounds like the glowing report of a kindergartener, but this simple phrase goes a long way in the practice of law. The question is: does the attorney get the job done without flattening everyone in their path? This attorney understands that they do not need to treat other badly in the pursuit of their goals. That doesn’t mean that they won’t deliver bad news or oppose something you request, but it is the delivery of the opposition that makes the difference.

Kindness:

How does the attorney treat people that hold assistant or service jobs? When you are at lunch, did he thank the staff

member who filled their water or took their empty dish? How is your staff treated by the attorney? Is your staff requested or demanded to produce documents or give you messages?

Trust:

You and your opposing counsel naturally have different goals, but can you trust what the person says? If they give you an extension on an answer or discovery request over the phone, can you trust that they will keep their word? If they say their client will agree to a settlement term, can you add it to the agreement? Without trust on at least some level, there cannot be a productive working relationship. Failures of trust lead to needless litigation, prolonging proceedings, and unreasonable bargaining positions.

Work Ethic:

Is the attorney trying to get the job done quickly but thoroughly enough that there are no mistakes? Are they treating the case seriously? One of my favorite sayings from a colleague is, “rules are rules and court is serious business.” This saying considers whether the attorney is treating the process seriously and with the attention every case deserves.

All of these traits and qualities create your reputation. When you say, “I have a new case against attorney Smith,” what type of reaction does that create from other attorneys or staff members?

“One of my favorite sayings from a colleague is, ‘rules are rules and court is serious business.’”



The bulk of your resume should be your experience and less of your education and scholastic honors.

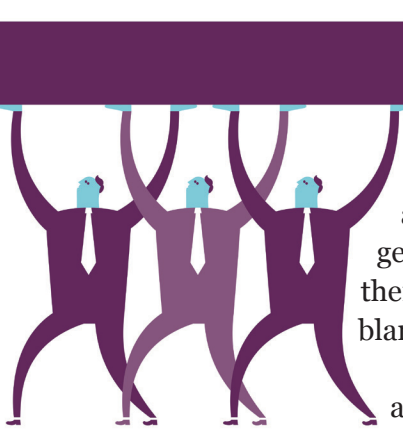


Image: © iStock.com/akindo

Is the attorney someone that people look forward to working with, especially on time-consuming and difficult issues? Did the attorney leave the battle in the courtroom without turning the case into a personal attack against you? Did they get the job done or are they just trying to get themselves look good? If your name is in the blank, how do you want to be known?

We all have attorneys that we turn to for advice, to give referrals, and for support in the profession. Unfortunately, we all have attorneys that we won't send business to, groan when you see that attorney listed as opposing counsel, and just hope that you have better luck on your next case.

Hopefully, our activities in P.A.D. are putting all of us on a purple and gold path to professionalism.



"Professionalism is knowing how to do it, when to do it, and doing it."—Frank Tyger

P.A.D.'s Best Member Benefit

If you haven't logged in to the new pad.org yet, you're missing out on P.A.D.'s best member benefit! Features include:

- Enhanced member profile pages with pictures;
- Chapter communities that include discussion boards, Chapter calendars, and document libraries;
- Member type communities;
- Detailed event calendar;
- The new P.A.D. Open Forum, where all members can share news and advice.

Log in today, and get involved!



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Professionalism: A Social Responsibility

Robert Modrall (*American Public University Pre-Law Chapter, Secretary*)

Professionalism is important regardless of an individual's employment position. While appropriate attire and behavior may vary, Merriam-Webster defines professionalism as, "the skill, good judgment, and polite behavior that is expected from a person who is trained to do a job well." The Cambridge Dictionary defines professionalism as, "the qualities connected with trained and skilled people." The Business Dictionary defines professionalism as, "The level of excellence or competence that is expected of a professional."

Professionalism encompasses a variety of traits, skills, etiquette, and attire. Depending on the position's responsibilities, what is appropriate may differ. For example, what is professional for a WWF wrestler is worlds apart from a person working on Wall Street. Professionalism is expected by the client and is the responsibility of the legal service.

Professionalism is key when representing an organization and is of the highest caliber coupled with cultural sensitivity, social responsibility, integrity, work ethic, and selflessness.

Sir Thomas Aquinas wrote that even though generally understood notions of morality may dictate appropriate conduct, promulgation is necessary for law to obtain its force. The ABA details the Model Rules of Professional Conduct on its website. While too extensive to detail, the outline extensively details rules pertaining to the following categories of practice:

- Client-Lawyer Relationship
- Counselor
- Advocate
- Transactions with Persons Other Than Clients
- Law Firms and Associations
- Public Service
- Information About Legal Services
- Maintaining the Integrity of the Profession ("American Bar Association", 2014)

The complete document may be found here. Ethics is the discipline that addresses the morality of professional activity. This includes legal compliance,

empirical studies into the moral beliefs and attitudes of professionals, best-practices claims, and attempts at applying traditional, justice-based, and firm-based ethical theories. Ethics build professional trust, character, and integrity, which are valuable assets.

We at American Public University Pre-Law Chapter encourage P.A.D.s to critically look at professionalism as related to attire, socially responsible practice, and ethics.

We continue to serve at a variety of non-profit and social service organizations in our respective local communities nationwide and strive to model servant leadership by raising the standard of excellence in professionalism by setting a positive example.



Image: © iStock.com/A-Digit

District VI saw the reactivation of two Alumni Chapters this year: the Tall Corn Alumni Chapter, located in Des Moines, and the Hawkeye Alumni Chapter, located in Iowa City. A special thanks goes to the reactivating petitioners, as well as Assistant District VI Justices Daphne Ponds and Steve Hoffman, who spearheaded the effort. Hammond Chapter Justice Evan Clark and District VI Justice Steve Fenske helped garner interest as well. Great work District VI alumni! Interested in joining an Alumni Chapter? Email cory@pad.org.



"If you wish to achieve worthwhile things in your personal and career life, you must become a worthwhile person in your own self-development."—Brian Tracy

Chapter Updates



Cahn Chapter
Raimondo Gugliotta (3L), Emily Holt (Treasurer), Nina Naval (Justice), Anca Grindeanu (Vice Justice), Christian Schley (Marshal).

Soifer Chapter
welcomed
5 new
P.A.D.s
to their
Chapter.



Penn State Pre-Law Chapter
hosted their annual, 'Road Map to Law School' event where members were

able to meet with and ask questions to various law school representatives.

Columbus State Pre-Law Chapter held their 'Dinner with the Law' event where members have dinner with local lawyers.



Garner Chapter hosted a volleyball tournament to fundraise for the Down Syndrome Association and held their Crawfish Boil social event to close out the semester.

Frankfurter Chapter initiation.



Pontifical Catholic University of Puerto Rico Pre-Law Chapter



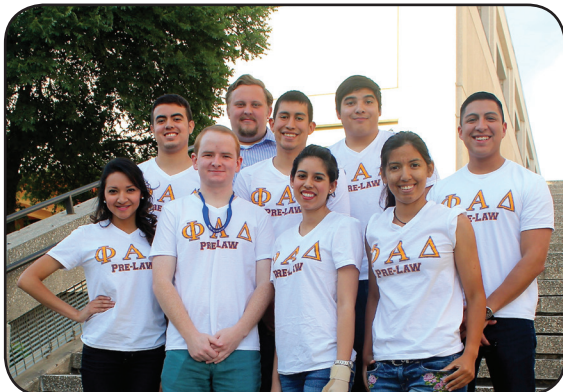
Florida International University Pre-Law Chapter hosted their Pre-Law Leadership Symposium attended by Director of Pre-Law Operations, Byron Rupp (Benson), and Pre-Law Chapters from University of Florida, Central Florida, Miami, and Nova Southeastern.



Remember the names and faces of alumni you have spoken to.

Chapter Updates

UT San Antonio Pre-Law Chapter



University of West Florida Pre-Law Chapter showed P.A.D. pride during their spring recruitment.



Notre Dame de Namur Pre-Law Chapter was recognized by their University for their hard work and service to their school.

Valdosta State University Pre-Law Chapter co-sponsored their Great EGGscape Easter Egg Hunt and continued their legal career path by hosting attorney speakers and visiting Mercer School of Law.



St. John's University Pre-Law Chapter focused on pre-law to law school transitions programming.



Butler Chapter placed 8th in the P.A.D. Mock Trial Competition, were host to their District

Conference, and focused on the Chapter's future and quality programming.



Nova Southeastern University Pre-Law Chapter welcomed new members during their spring initiation in April.

Mentschikoff Chapter met with FIU Pre-Law, UM Law, and Miami Alumni Chapters at Anthony's Coal Fired Pizza sponsored by Esquire Solutions and Florida Mediation & Arbitration to benefit the P.A.D. Endowment Fund.



Chapter Updates

University of Richmond Pre-Law Chapter visited the SCOTUS, sat in on *Burt v. Titlow* and *McCutcheon v. FEC*, and met with Justice, and Sister, Elena Kagan afterwards.



Butler Chapter hosted the District X Conference comprised of leadership seminars and mentorship from local alumni.

Christopher Newport University Pre-Law Chapter



Xavier University Pre-Law Chapter



Hampton University Pre-Law Chapter attended the 1619 Civil Right Roundtable Discussion with retired VA Supreme Court Justice Thomas. They also held their largest induction with 23 initiates, visited the Eva C. Mitchell Child Development Center to help • teach children to read and write, and co-sponsored 'The Speak-Up Session Town Hall' where members addressed the university administration regarding student body issues.



"A professional is someone who can do his best work when he doesn't feel like it."—Alistair Cooke



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address service requested



P.A.D's 60th Biennial Convention and National Leadership Conference will take place from July 30–August 2, 2014 and will be held in Scottsdale, Arizona.

Professional programming offered this year to 'Increase Your Net Value' to include:

- **Avoiding the Cardboard Box House: Financial Planning for Law Students and Young Attorneys**
- **Crisis Leadership**
- **Managing Life and Law**
- **Managing Your Law Office—Best Practices and Legal Billing**

Visit www.pad.org for the full agenda.