

H. CAREER AND PROFESSIONAL DEVELOPMENT OFFICE

The Career and Professional Development Office (CPDO) offers a wide variety of services and popular programs designed to help you identify and achieve your career goals. These services and programs will provide you with essential tools for your career development.

First year students are encouraged to attend CPDO panel discussions held during the Fall and throughout the school year. Then, starting in October 2020, first year students attend the Annual CPDO Orientation in a two part series to begin their individual preparations to apply for and secure law clerk employment for Summer 2021. In order to allow first year students to acclimate to their studies, the CPDO does not provide individual job search guidance until after the Orientation. First year students entering in January 2021 will receive their orientation in May or June 2021.

Second and third year students should immediately review the “Career Development Guide for Second and Third Year Students” which is provided to each student in May and is available online on our website. Then schedule an individual meeting with a Career Advisor to map out the necessary steps to your next position as a law clerk or entry level attorney.

Please note: While restrictions are in place due to the COVID 19 pandemic, CPDO services are offered online and virtually.

I. SERVICES

Individual Career Advising. Individual meetings with Career Advisors are the quickest and best way to get the information you need about your particular areas of interests and to develop a job search strategy that is tailored for you. We strongly recommend that you participate in individual advising sessions, which may be scheduled any day of the work week throughout the calendar year.

Mock Legal Job Interviews. Interviewing for law clerk jobs is a skill. In mock law job interviews, you practice your interviewing skills with a member of our staff or a practicing attorney, and receive feedback and suggestions for improvement. At various times throughout the year, we offer opportunities to practice this skill in mock interviews with practicing attorneys from the community. During the fall, attend the seminar entitled “**Interviewing and Networking Tips**” where we will discuss application materials, interviewing tips, and networking. You must attend this event in order to participate in our Mock Interview Program with a practicing attorney.

Online Job Database - Symplicity. Legal employers from San Diego and around the country frequently notify our office of current job openings for student law clerks and entry-level or experienced attorneys. We immediately post that information in our Online Job Database, Symplicity. Visit our Related Websites page for links to other valuable job search sites.

Our Lobby is Your Personal Business Office. You are always welcome to use our equipment and supplies in the CPDO. Your career development and job search require access to a quality printer, copier, scanner, fax machine, and the Internet. We offer all of this at no charge for students and alumni, and accept donations to use our quality paper and envelopes for correspondence (with the proceeds going to CWSL's Student Public Interest Law Foundation to fund summer clerkship grants).

Reciprocity. We assist 3Ls and alumni in requesting permission to use other law schools' career services offices if they are relocating to a different geographic area after graduation. 1Ls and 2Ls may also use this service to find summer internships outside of San Diego County.

Resource Library.

Talk with a career advisor to learn which printed job resources are available in our office that relate to your individual career interests.

Calendar & Social Media. Always check the CPDO bulletin boards (located on the second floor of the 350 Building), Student Portal, and campus calendar for notices about upcoming professional events on campus and around San Diego. In addition, be sure to follow CPDO's social media accounts for helpful tips and newsworthy items.

LinkedIn: www.linkedin.com/company/calwestercpdo

Facebook: @cwslCareer_____

Instagram: @cwsl_career

Events:

Professional Training. Throughout each trimester, the CPDO offers training seminars, Facebook tutorials, and interactive workshops, all designed to help you market yourself to legal employers and achieve successful career advancement. Topics include legal resume and cover-letter writing, interviewing, career planning, using social media, and networking. Current students can view the CPDO's upcoming events on the Student Portal or campus calendar.

Attorney Panels. Every year, the CPDO sponsors a series of attorney panel discussions featuring practitioners from many law firms and organizations that provide a realistic overview of specific practice areas. Each panel discussion includes a question and answer session, as well as the opportunity to network with participating attorneys.

On-Campus Interviews. Throughout the year, but primarily in the spring and fall, legal employers come to California Western to interview students on-campus for student law clerk and entry-level attorney positions. Many of these opportunities are in San Diego, but employers from other parts of California and around the country also participate.

Lunch with Lawyers. "Lunch with Lawyers" is a chance for students to share a relaxed, catered, lunchtime discussion with an alumnus or local attorney who practices law or is otherwise employed in a specific area of interest. Lunch groups are limited to seven students and the participating attorney, to ensure that the meeting is intimate, productive, and informative. Participating attorneys can be a valuable source of career and professional guidance for students, as well as a new friend

in the legal community. To receive advance notice about upcoming lunches, email Heidi Weaver at hweaver@cwsl.edu and ask to be added to the Lunch with Lawyers interest list.

Programs:

Pro Bono and Public Service Programs/Fair. These programs provide you with an effective way to gain your first practical legal experience, while also contributing to the needs of the local community. We can help connect you with an organization where you will be trained to serve as a law clerk. Almost every pro bono and public service legal organization in San Diego participates in this Program. After meeting informally with representatives of organizations that participate in this Program at the Pro Bono Public Service Fair in the Spring, you can then apply for summer clerkships at targeted organizations through the Spring 2020 Recruiting Program.

Career Fairs. In conjunction with other A.B.A. accredited Southern California law schools, we sponsor and participate in several Career Fairs that offer detailed programs in particular areas of law. These provide opportunities to meet practicing attorneys in various fields and interview for available positions. Look for Career Days in Public Interest Law, Sports and Entertainment Law, and Solo and Small Firm Practice.

Alumni Career Advisors Network. Graduates of California Western from all areas of practice and from all around the country have volunteered to speak with you informally and individually about what they do and how they got there. We have information on each of these generous alumni that enables you to learn about and connect with practitioners who have current insights in your areas of interest.

Alumni Mentor Program. A mentor can serve as an important guide to the profession and can be a great resource in your career development. In your second or third year, arrange with the CPDO to be matched with a California Western alumnus mentor. We endeavor to match you with an alumnus who shares interests in common with you.

Access to Law Incubator.

The [Access to Law Incubator \(ALI\)](#) was developed to promote access to legal services and support lawyers who wish to have solo-, small-firm, or nonprofit-practices. ALI has two incubator law offices in downtown San Diego. If you are considering a career in solo practice, contact Matthew A. Lab at mlab@cwsl.edu to discuss post-graduation options with ALI.

II. INTERVIEW CANCELLATION POLICY

We encourage you to apply for law clerk positions and to take full advantage of programs that require students to submit their applications through the CPDO (Recruiting Programs). Please be aware that the appropriate time to decide whether you will accept and attend a real or mock interview is at the time that you submit your application. When you apply for any such opportunity, an employer representative will dedicate time to review your application and to schedule you for an interview.

Therefore, if you are chosen for, or you sign up for, a real or mock interview through the CPDO, you must accept and attend the interview. If there is an urgent change of circumstances, or an emergency arises which prevents you from doing so, you must obtain permission from the

Assistant Dean of CPDO to cancel your interview as soon as possible upon learning of the change in circumstances or emergency. Your circumstances will be evaluated individually and permission to cancel will be determined on a case-by-case basis. You must appear for the interview unless expressly excused by the Assistant Dean of CPDO. Also, in the event you are excused from the interview, you must promptly deliver a letter of regret and explanation to the employer, with a copy delivered to the CPDO.

Failure to adhere to this policy will result in your suspension from participation in Recruiting Programs for one year, a letter being placed in your file, and/or other appropriate action as determined by the Assistant Dean of CPDO and/or the Vice Dean.

III. NON-DISCRIMINATION POLICY

California Western School of Law does not discriminate on the basis of age; ancestry; citizenship status; color; creed; disability or medical condition; gender; pregnancy, childbirth or related medical conditions; gender identity or expression; marital, military or parental status; national origin; race; religion; sexual orientation, or any other basis prohibited by law in the interviewing and employment of students and graduates. Participation in our CPDO programs is restricted to those employers who agree to comply with this policy.

IV. EMPLOYER MISCONDUCT

If you believe an employer is in violation of this non-discrimination policy or you have any other grievance respecting an employer who has utilized California Western's services:

1. You may file a written complaint with the Assistant Dean of CPDO, who will conduct an initial review, investigation and recommend appropriate action.
2. If additional action is deemed appropriate by either the student or the Assistant Dean, the matter shall be referred to the General Counsel for review and recommended action.

V. MILITARY RECRUITING NOTICE

California Western School of Law does not discriminate on the basis of age; ancestry; citizenship status; color; creed; disability or medical condition; gender; pregnancy, childbirth or related medical conditions; gender identity or expression; marital, military or parental status; national origin; race; religion; sexual orientation, or any other basis prohibited by law in the interviewing and employment of students and graduates. Participation in our Career & Professional Development Office programs is restricted to those employers who agree to comply with this policy.

Repeal of "Don't Ask, Don't Tell" (DADT) was finalized on September 20, 2011; however, not all military recruiters have received the authority to sign our Non-Discrimination Statement. The Association of American Law Schools provides that law schools take ameliorative steps on campus, and the law school remains committed to eliminating discrimination in employment. As a result, California Western may take steps to ameliorate the adverse effect of any on-campus interviewing by military recruiters who do not abide by our Non-Discrimination Statement. We will endeavor to provide all of our students with a hospitable environment in which to apply and interview for positions. California Western is strongly invested in providing such an environment. Should you have any questions about this policy, please direct them to the Assistant Dean of Career & Professional Development Office, Courtney Miklusak at crm@cwsl.edu. Thank you.