

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 2017, first year students attend the Annual CPDO Orientation in a three part series to begin their individual preparations to apply for and secure law clerk employment for Summer 2018. Along with all other ABA and AALS accredited law schools, and 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 2018 will receive their orientation in May or June 2018.

Second and third year students should immediately review the “Career Development Guide for Second and Third Year Students” which is distributed 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.

I. PROGRAMS AND RESOURCES

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.

Seminars and Workshops

Every year, 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.

Attorney Panels

We present a series of attorney panel discussions each year. Panels will feature practitioners from many law firms and organizations, and 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 panelists.

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 on our Online Job Database, Symplicity. Visit our Related Websites page for links to other valuable job search sites.

Pro Bono and Public Service Programs

The Pro Bono and Public Service 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 help connect you with a local public interest or service 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.

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.

On Campus Interviews

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

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 specific areas of law. 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 a variety of practice areas 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, which enables you to connect with practitioners who have current insights into your area 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 our office to be matched with a California Western alumni mentor. We endeavor to match you with an alumnus who shares interests in common with you.

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@cwsu.edu and ask to be added to the Lunch with Lawyers interest list .

Twitter, Instagram, and Facebook

In addition to the campus calendar on Office 365, be sure to follow CPDO's social media accounts for reminders about professional events and newsworthy items. You can follow us on Twitter and Instagram (@CWSL_Career) or like us on Facebook (@cwsuCareer).

Resource Library

Talk with a Career Advisor to learn which printed job resources are available in our office and relate to your distinct career interests.

Our Office is Your Office

You are always welcome to use our equipment and supplies in the CPDO. Your career development and job search requires 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)... Also, if you just need a quiet place to relax or read, you are always welcome to use our office as your office.

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. Although the Association of American Law Schools has lifted its amelioration requirements, 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@cwsu.edu. Thank you.