

LEGAL STUDIES PROGRAM DUTIES:

The following are required by most program faculty on an ongoing basis, at least once a semester or year, in many cases more frequently (these are in addition to full-time teaching duties and other professional obligations such as LSC committee participation):

- Registration/Orientation of new students
- Program Advising/Registration of current students
- Curriculum updates/planners
- Advisory Committees: meetings, minutes, banquet, membership
- Assessment
- Placement/employer contacts
- Open House/Job Fair activities
- Graduation (and review of DARS reports and multiple meetings to plan final semester)
- Spring awards banquet
- “Husky Bash” activities
- Catalog and marketing brochures/viewbook entries
- Transcript evaluations for transfer students
- Internships
- Advisor/counselor training
- General misc. phone and e-mail inquiries from prospective, current, and graduating program students

In addition, the “Director”-type responsibilities this program requires are unique in that there are specific long-range schedule needs (rotating online/on-ground and day/evening courses and advance planning two years at a time to be sure all requirements are covered). The library requirements, particularly Westlaw, require the insight, supervision, and instruction of an attorney, impacting directly on any budget planning, which must also reflect specialized software decisions. Internships and placement inevitably need a lawyer’s input, as will any possibility of a service learning component in the future. Finally, but perhaps most importantly, are the assessment and curriculum issues that often require weekly meetings and a big-picture focus in addition to the day-to-day hands-on instruction. Any planning with regard to applying for ABA approval will require the commitment of 3-6 credits dedicated to this pursuit alone.