

SYLLABUS
LAW PRACTICE MANAGEMENT

Spring 2012

Law 3685 Section 1

Stetson University College of Law, Gulfport, Florida

Crummer Hall Florin Roebig Courtroom

Thursdays 6:00 pm to 7:50 pm

Adjunct: James W. Martin, Esq., St. Petersburg, Florida
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Office hours: By appointment

Course Catalog Description: This course is offered to present the practical aspects of organizing a law practice. The course will provide insight into the management of a law office, in both theory and practice, and provide students with the rationale behind the procedures and systems they will be asked to adhere to as a professional.

Goal: To learn how to confidently and competently manage a law practice.

Required Text: Jay G. Foonberg, *How to Start and Build a Law Practice* (5th ed., ABA Law Practice Management Section, 2004)

Classes:

1. 1/12/12 Some Ideas and Examples
2. 1/19/12 Part I Getting Started
3. 1/26/12 [Annual Inns of Court Banquet]
4. 2/2/12 Part II Getting Located
5. 2/9/12 Part III Getting Equipped
6. 2/16/12 Tips and Tricks for Managing Your Day-to-Day Work
7. 2/23/12 Part IV Getting Clients
8. 3/1/12 Part V Setting Fees
9. 3/8/12 Part VI Managing the Law Office
10. 3/15/12 Part VII Ethics and Professional Responsibility
11. 3/29/12 Part VIII Resources and Advice
12. 4/5/12 Part IX Quality of Life
13. 4/12/12 Review

Stetson Attendance Policy: Attendance will be taken at each class. Students are required to attend 80% of scheduled classes. Maximum allowable absences cannot exceed 5 hours of the 26 classroom hours. Students with excessive absences will be given a grade of "X" and excluded from receiving credit for the class. Please see Associate Dean for Academics Kristen Adams for special requests.

Grading Policy: Grading is based on assignments and class participation. There is no final exam. Grading is on a pass/fail basis, not the standard grading system.