

SYLLABUS AND HOMEWORK ASSIGNMENTS
LAW PRACTICE MANAGEMENT
Spring 2015 Law 3685 Section 2
Stetson University College of Law, Gulfport, Florida
Crummer Hall Classroom F
Wednesdays 6:00 pm to 7:50 pm

Adjunct Professor: James W. Martin, Esq.,
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Office hours: Before class or 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 firm, in both theory and practice, and provide the student 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)

Required Tools: Computer

Classes:

1. 1/14/15 Some Ideas and Examples (text pp i-xxxiii Prefaces)
2. 1/21/15 Networking; Getting Started (text pp 3-60)
3. 1/28/15 Networking; Getting Practice Tips (class held at Annual Inns of Court Banquet, Mirror Lake Lyceum, 737 Third Avenue North, St. Petersburg, FL; register at <https://secure.stetson.edu/law/machforms/view.php?id=24>)
4. 2/4/15 Avoiding Malpractice; Sharing Practitioner Practice Tips (text pp 335-392)
5. 2/11/15 Getting Located (text pp 61-88)
6. 2/18/15 Getting Equipped (text pp 89-146)
7. 2/25/15 Getting Clients (text pp 147-247)
8. 3/4/15 Setting Fees (text pp 255-334)
9. 3/11/15 Managing the Law Office (text pp 393-447)
10. 3/25/15 Managing the Law Office (text pp 448-522)
11. 4/1/15 Managing the Law Office: Employees (text pp 335-392)
12. 4/8/15 Ethics and Professional Responsibility (text pp 523-592)
13. 4/15/15 Resources; Quality of Life (text pp 593-650)

Grading Policy: Grading is based on assignments and class participation. There is no final exam. Grading is on a pass/fail basis, not the 4.0 scale.

Attendance Policy: Attendance is mandatory. Attendance will be taken at the beginning of each class. A student arriving after 6:00 pm must inform the professor upon arrival so that he can mark the student partially present instead of completely absent. Failure to attend at least 80% (21 hours) of the total class hours (26 hours) will automatically exclude the student from receiving any credit hours for the course. **Failure to attend class #1 counts as an absence even if the student added the course after class #1.** In addition, failure to attend and prepare for class will be considered in determining the student's pass/fail grade in the course. Each student is required to keep a record of his or her total absences for each class. The professor is not obligated to keep a student informed of the student's absences. A student who meets one or more of the following criteria should contact the Associate Dean for Academics (not the class professor) as soon as possible to discuss attendance: (a) has the flu or flu-like symptoms; (b) has a contagious or serious illness other than the flu; (c) is caring for another person suffering from the flu or contagious disease; or (d) presents extraordinary circumstances that might require missing a large number of class hours.

Accommodations: If disability-related accommodations are necessary, students should contact Faculty Support to learn more about registering for accommodations. Information is also available online at <http://www.stetson.edu/law/accessibility>.