

**SYLLABUS AND HOMEWORK ASSIGNMENTS**  
**LAW PRACTICE MANAGEMENT**  
**Spring 2016 Law 3685 Section 1**  
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.,  
James W. Martin, P.A.  
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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 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, 2004)

**Recommended Texts:**

Michael Downey, *An Introduction to Law Firm Practice* (ABA June 2010)  
Brian Tannebaum, *The Practice* (ABA 2014)

**Required Tools:** Computer, tablet, or other suitable device to access Web and create documents during class

**Classes:**

1. Some Ideas and Examples (text pp xxiii-xxx, 3-9)
2. Getting Started (text pp 10-60)
3. Economics
4. Avoiding Malpractice (text pp 335-392)
5. Getting Located (text pp 61-88)
6. Getting Equipped (text pp 89-146)
7. Getting Clients (text pp 147-247)
8. Setting Fees (text pp 255-334)
9. Managing the Law Office (text pp 393-447)
10. Managing the Law Office (text pp 448-522)
11. Managing the Law Office: Employees (text pp 335-392)
12. Ethics and Professional Responsibility (text pp 523-592)
13. 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:**

In keeping with College of Law policy, international students and students with disabilities may be entitled to certain accommodations in this course. If you believe you fall into this category, you must communicate with the Registrar's Office if you are an International student or the ADA Coordinator if you have a disability, as soon as possible.

Accommodations for assignments cannot be made unless written notice is provided from the Registrar or ADA Coordinator to me. International students can contact the Registrar at registrar@law.stetson.edu. Students with disabilities can contact the ADA Coordinator at ada@law.stetson.edu or access information and forms at [www.stetson.edu/law/accessibility](http://www.stetson.edu/law/accessibility) .