

SYLLABUS AND READING ASSIGNMENTS

LAW PRACTICE MANAGEMENT

Spring 2017 Law 3685-02

Thursdays 6:00 pm to 7:55 pm

Library Room 141

Stetson University College of Law

Gulfport, Florida Campus

www.jamesmartinpa.com/teachinglawpracticemanagement/

Adjunct Professor: James W. Martin, Esq., James W. Martin, P.A., 540 Fourth Street North, St. Petersburg, Florida 33701, jwmartin@law.stetson.edu, www.jamesmartinpa.com

Office Hours: Thursdays at 5:30 pm in classroom 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. 2004 or 6th ed., American Bar Association)

Recommended Texts: Michael Downey, An Introduction to Law Firm Practice (ABA June 2010), and Brian Tannebaum, The Practice (ABA 2014)

Website with Links to Additional Reading Materials:
www.jamesmartinpa.com/teachinglawpracticemanagement/

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

Credit Hours: 2 hours (85 hours of work over 13 weeks)

Classroom Faculty Instruction: 26 hours over 13 weeks

Out-of-Class Student Work: 59 hours over 13 weeks (5 hours per week reading the text and researching, analyzing and reporting on law practice management plans)

Grading Policy: There is no final exam. Grading is based on assignments, classroom attendance, and classroom participation. Grading is on a satisfactory/unsatisfactory scale (not the 4.0 scale).

Classroom Attendance Policy:

- A. Failure to attend at least 80% of the total classroom hours will automatically exclude the student from receiving any credit hours for the course. This means that a student may miss only 2.5 of the 13 classes and still receive credit for the course.
- B. Failure to attend class #1 counts as an absence even if the student added the course later.
- C. Attendance is mandatory.
- D. Attendance will be taken at the beginning of each class.
- E. Each student is required to keep a record of his or her total absences for the semester. The professor is not obligated to keep a student informed of the student's absences.
- F. 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 classroom 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 classroom instruction.

Accommodations: Please read Accessibility Resources — Registering For and Requesting Accommodations at <http://www.stetson.edu/law/accessibility/register-request.php> .

Weekly Classes and Reading Assignments in Required Text:

Note: Please also read additional materials in www.jamesmartinpa.com/teachinglawpracticemanagement/

- 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)