

**SYLLABUS AND READING ASSIGNMENTS**  
**LAW PRACTICE MANAGEMENT**  
**Summer 2018 Law 3685**  
**Thursdays 5:30 pm to 9:10 pm**  
**Crummer Hall, Classroom E**  
Stetson University College of Law  
Gulfport, Florida Campus

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**1. Course Catalog Description**

- A. This course is offered to present the practical aspects of organizing a law practice.
- B. 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.
- C. Students will work together on problems assigned on the subject matter of each class.

**2. Required**

- A. Text: Jay G. Foonberg, *How to Start and Build a Law Practice* (5th ed. 2004, ABA)
- B. Website: [lawpracticemanagementblog.wordpress.com](http://lawpracticemanagementblog.wordpress.com)
- C. Tools: Computer to access Web and create documents in and out of class

**3. Weekly Classes and Reading Assignments in Required Text**

Note: Also read additional materials in [lawpracticemanagementblog.wordpress.com](http://lawpracticemanagementblog.wordpress.com)

- A. Class #1 6/14/18
  - (1) Getting Started (text pp xxiii-xxx, 1-48)
  - (2) The Written Business Plan (text pp 49-53, 626-637)
- B. Class #2 6/21/18
  - (1) Economics of Law Practice
  - (2) Managing the Way You Work (text pp 335-370)
- C. Class #3 6/28/18
  - (1) Getting Located (text pp 61-88)
  - (2) Getting Equipped (text pp 89-146)
- D. Class #4 7/5/18
  - (1) Getting Clients (text pp 147-251)

- (2) Setting Fees (text pp 255-334, 606-612)
- E. Class #5 7/12/18
  - (1) Managing the Law Office (text pp 414-447)
  - (2) Managing the Law Office (text pp 448-522)
- F. Class #6 7/19/18
  - (1) Employees
- G. Class #7 7/26/18
  - (1) Ethics and Professional Responsibility (text pp 523-589)
  - (2) Resources; Quality of Life (text pp 593-605, 613-649)

#### **4. Hours**

- A. Credit Hours: Two (2) credit hours consisting of 85 hours of work over 7 weeks
- B. Classroom Faculty Instruction: 26 hours over 7 weeks
- C. Out-of-Class Student Work: 59 hours over 7 weeks (8 1/2 hours per week reading the text and researching, analyzing and reporting on law practice management)

#### **5. Grading Policy**

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

#### **6. Classroom Attendance Policy**

- A. A student may miss only one (1) of the seven (7) 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. Failure to attend at least 80% of the total classroom hours will automatically exclude the student from receiving any credit hours for the course.
- D. Attendance is mandatory.
- E. Attendance will be taken at the beginning of each class.
- F. 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.
- G. 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.

#### **7. Accommodations**

- A. Please read Accessibility Resources — Registering For and Requesting Accommodations at [www.stetson.edu/law/accessibility/register-request.php](http://www.stetson.edu/law/accessibility/register-request.php) .
- B. In keeping with College of Law policies regarding ADA Accommodations and ESL Testing Modifications, students with disabilities or foreign students may seek reasonable accommodations and/or ESL testing modifications for this course. Accommodations and/or modifications cannot be made unless written notice is provided from the ADA Coordinator to the course professor.

- C. If you believe you fall into one or both of these categories, you must communicate with the ADA Coordinator as soon as possible by emailing [ADA@law.stetson.edu](mailto:ADA@law.stetson.edu), and follow the appropriate request procedures found on the Accessibility Resources pages of the College of Law website.

8. **Office Hours**

- A. Thursdays at 5:00 pm in classroom by appointment