



Planning Orientation

Process Documents and
The 1L Experience (Inns of Court)

Becca Henley, Asst. Dean for Administration

World Changers Shaped Here



SMU®

Planning Orientation

- At SMU, our orientation was ready for drastic change
- Incremental additions/changes:
 - Professor panels
 - Academic skills workshops
 - Professionalism topics
 - More small sessions/breakouts
 - Diversity and inclusion sessions
 - Social and team-building exercises
 - Community service project



Coordinate across departments - interdisciplinary approach

- One main coordinator and one master document
- Clearly define roles and responsibilities; nothing missed
- Any team member can check status of tasks at any time
- Maximize efficiency, organization
- Create a program that meets student needs

Process Document

- An event version of “deal notes”
- One for each program (JD orientation, LLM orientation, etc.)
- Set them up in chronological order
- Define tasks and needs, assign duties, set due dates
- Include other relevant dates and events for reference

2017 JD Orientation – as of August 8, 2017

Diversity Orientation – Monday, August 14 (morning event; ends with lunch at the Belo)

LLM orientation: M-Th. They will join the JDs for the SBA mentor lunches and for the NTFB. The rest of it is separate.

JD Orientation – T-Th

Transfer/Visitor Orientation – Friday, August 18

- There is a Univ Deans meeting on Friday too

** Get use of Campus Grounds Form signed from 4 departments- (Michelle) ** Order extra trashcan for each day, turn sprinklers off (Michelle) ** Extra Clean-up/Custodial from Renee Moore- (Michelle) **Reserve all rooms (Rebekah Bell working on this 4/28; done 6/15)				
JD Orientation: Day 1 – Tuesday, August 15				
Time	Activity	Location	Tasks that are complete	Tasks that are not complete
	Pre-event		<ul style="list-style-type: none"> • Will M and Catherine P will be here all week to help. • Parking passes (Gina) Done 7/19 • Make Inn rolls (Becca) done 7/17 • Inn t-shirts (Steve) done • Balloons (Gina)- done 7/26 • Prepare Agenda (Becca)-done 8/3 • Cups (Becca/Admissions)- done being packaged; SBA mentors to pick up - done 	<ul style="list-style-type: none"> • SBA mentors training meeting (Becca)- scheduled for Aug. 13 • Distribute parking and agenda (and reminders about dress and what to bring) to 1Ls- email and ASW (Gina/Michelle) • Inn listserv (Becca work with Debbie S)-<u>em</u> 7/31 and 8/8, will be completed on 8/11 • Publicize Videos to admits (Michelle)
945-1030	Check-in <ul style="list-style-type: none"> • Pick up packets, nametags • coffee, sodas, water 	Pit	<ul style="list-style-type: none"> • “Orientation check-in→” signs (Gina ask KO how to get new ones) done 8/8 • KO/Bell/Dempsey to photograph all events (done; Becca <u>em</u> them 6/15) • Check-in tables in Pit (6 long tables, 3 with blue, 3 w red cloths) (Gina)-done 7/7 • Alpha labels for blue packet bins: individual letters plus the letter break downs (Michelle/students) Done Gina 7/27 • Laminate signs (Gina) done 	<ul style="list-style-type: none"> • Packets, bins, nametags (Michelle/student workers) • Bins – blank nametags, sharpies, pens, parking, sign-in sheets for IDs, extra copies of agenda (Michelle) • <u>Stations</u> in blue bins holding letters and on tables at entry holding letter breakdowns with arrows (Michelle/students) • Command Velcro for table labels (Becca) • Ask JMC if she wants to be introduced or if she wants to convene the program (Becca) • Remind JMC that bar folks will intro selves (Becca)

			<ul style="list-style-type: none"> • Chair set up in Karcher (Gina – Need to be set up Monday pm; we may need to rent a few too; prob 250 – whatever we did in 2016) done 7/7 • Get Ducky Bob’s certificate of Insurance (Gina) Done 7/19 • Order drinks, tables (Gina) done 7/7 • Four “reserved” signs in front row of Karcher (Gina/Student worker) done 7/7 they are yellow 	
1030-11	Dean welcome	Karcher	<ul style="list-style-type: none"> • tell JMC (Becca) done 7/17 	<ul style="list-style-type: none"> • IT (Michelle) • remind JMC closer to date (Becca)
11-1130	Bar Association Welcomes	Karcher	<ul style="list-style-type: none"> • Set up speakers with Bree Trevino (Becca-done) • make sure lunch is out early just in case (Gina) done 7/7 • Parking to speakers (Becca)-done • send Bree the agenda (Becca)-done • Tell bar folks they will just introduce themselves (Becca)-done 	<ul style="list-style-type: none"> • <i>Tell them about DBA sponsored by Rob Crain, give to SBA mentors at lunch; dismiss and tell them where to go next: two exits; Pit to get their lunch; agenda to see where your Inn is meeting; where Walsh and Florence are (Becca)</i>
1130-1145	Break and move to next <ul style="list-style-type: none"> • Grab boxed lunch on the way 	Pit	<ul style="list-style-type: none"> • Boxed lunches and drinks (Gina) – set up in pit (make sure this is done early in case of early dismissal like in 2016 – 2016 was perfect!) done 7/7 requested way fewer veggie this year. 	
1145-1245	Inn meeting with SBA mentors <ul style="list-style-type: none"> • With boxed lunch 	6 Inns rooms	<ul style="list-style-type: none"> • LLMs attend 	<ul style="list-style-type: none"> • mentors will be here and trained (Becca) • mentors collect DBA forms
1245-115	Tour w SBA mentors		<ul style="list-style-type: none"> • LLMs attend 	
115-130	Break and move			

Post-orientation

- Survey the 1Ls; add findings to this document for next year
- Make notes about tweaks, vendor issues, etc.
- Debrief with the team





World Changers Shaped Here



SMU®

Inns of Court

- Interdisciplinary approach to transition to law school and beyond
- 6 Inns, named for prominent alumni
- Each Inn has new 1Ls, LLMS, upperclass mentors, faculty advisors, CSO counselors, and alumni mentors
- Special focus on first year





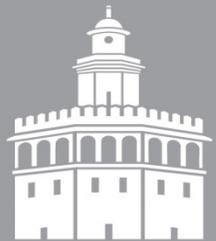
Want more info?
Email me: becca@smu.edu





Online Orientation

Tammy L. Briant
Assistant Dean for Student Affairs



STETSON LAW





STETSON LAW

- Should we go online?
- Creating an online Orientation
- What to gain? Data!
- Take a Peek



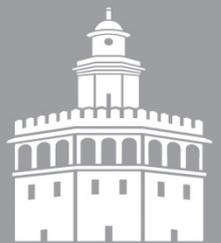
STETSON LAW



STETSON LAW

Should we go online?

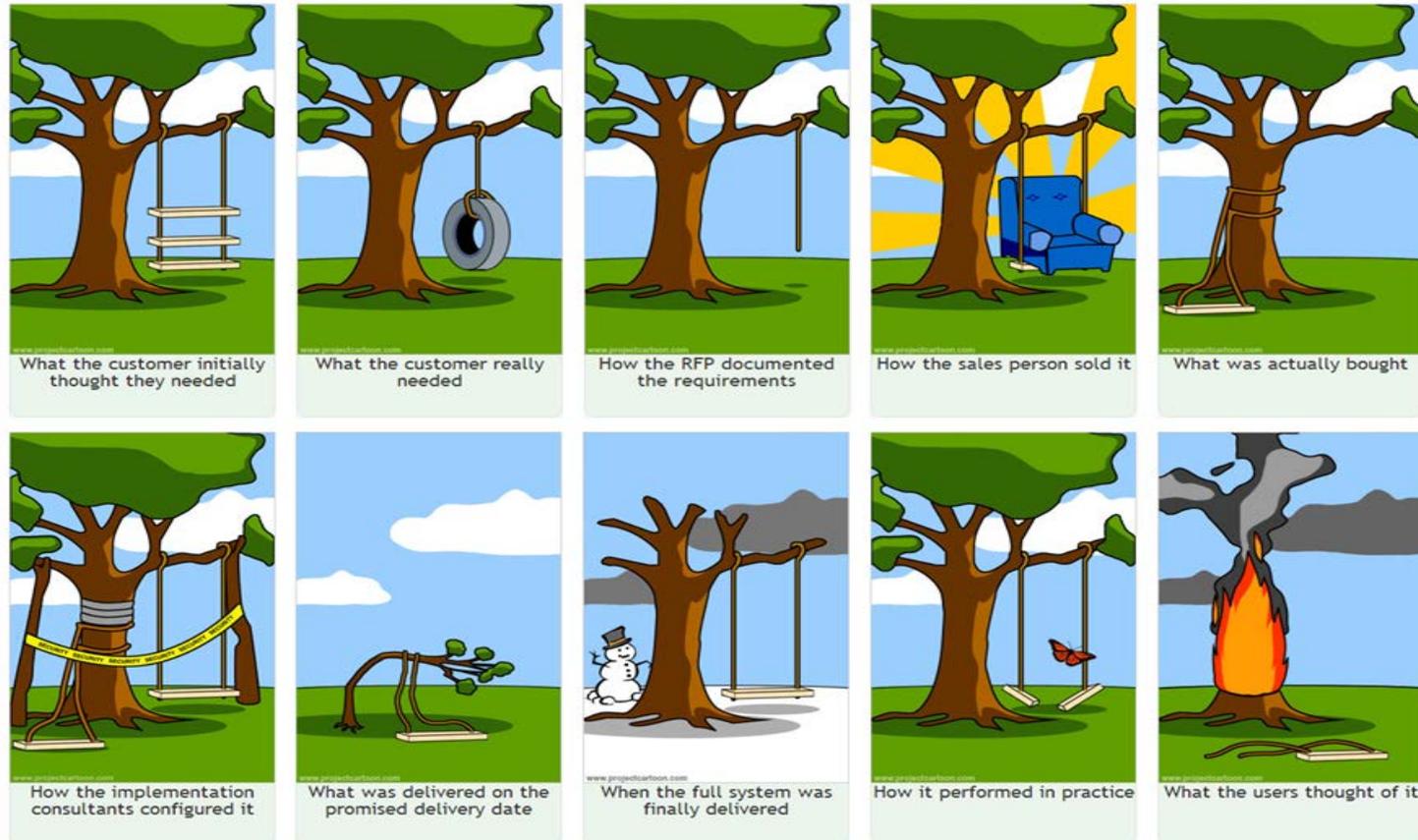
- Gap period
- Convenience
- Budget
- Platform Exposure
- Data!



STETSON LAW



Creating an Online Orientation



- Evaluate past content
- Select a Platform
- “Meet them Where they Are”
- Consider Rolling Out Incrementally



STETSON LAW

What to gain?

- Data Yay!
- Admit Retention
- Consistent Messages
- Compliance Tracking
- More Time
- Flexibility





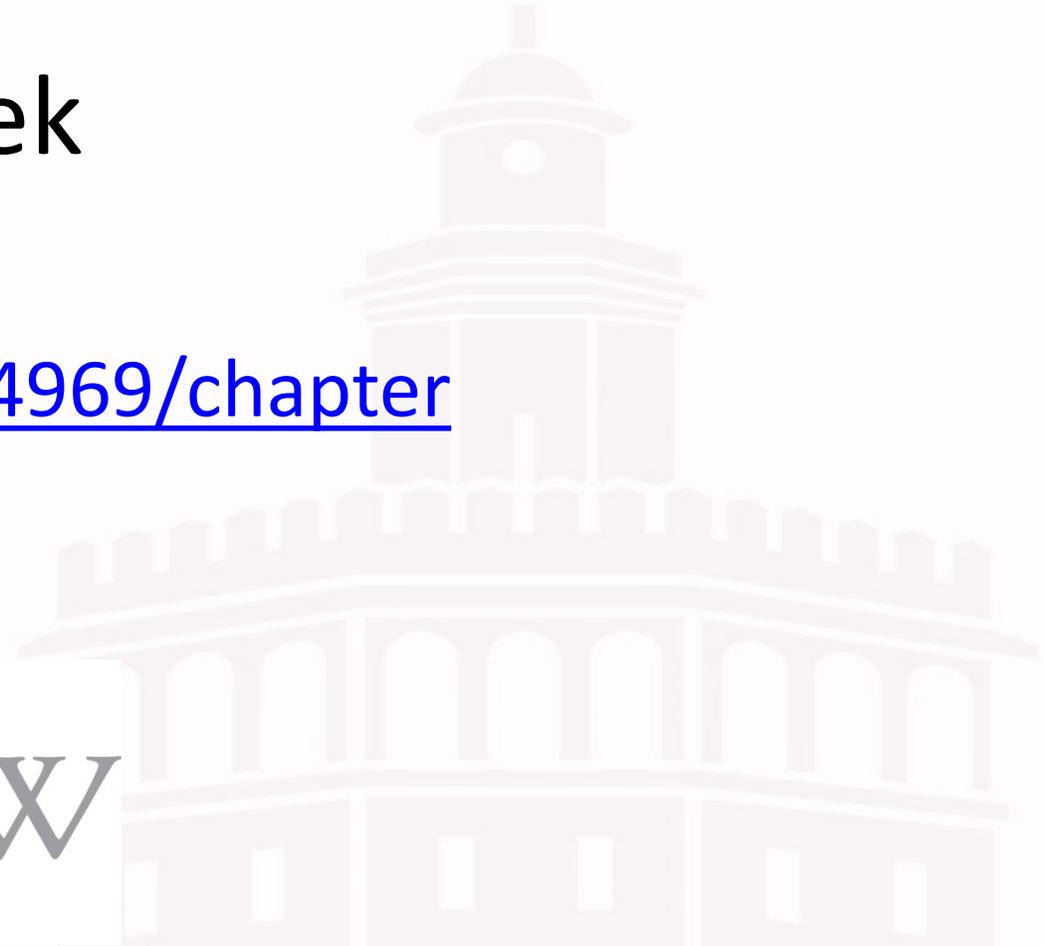
STETSON LAW

Take a Peek

<https://orgsync.com/154969/chapter>



STETSON LAW





STETSON LAW

HatterSync

Search for anything...

Admin

My Memberships

Tammy 36



Fall 2017 Admitted Students

Home People Events Files Forms News More

357 Members Settings

Feed Profile



Welcome to your **Fall 2017 Admitted Students** page!

Check out the helpful [videos](#) we've uploaded, including videos to **learn about the Student Leadership Development Program** and **save the date for the Professional Development Conference!**

Online Orientation *(required)*

Most Recent Posts

- Hello from Jenna Dietzer
August 13, 2017 6:07 PM
- Konnichiwa - Jessica "Jishushika" White
August 13, 2017 6:04 PM
- Hello!
August 13, 2017 6:03 PM

See All

Forms

- Orientation Survey - Full-time Students
Last Active: October 17
- Myers-Briggs Type Indicator (MBTI)
Last Active: September 9
- Online Orientation Curriculum Step 3
Last Active: August 29

See All

Top Files

- Introduction to Orientation Curriculum
- Frequently Asked Questions
- Gideon v. Wainwright
- Incoming Student Bibliography

Upcoming Birthdays

Jordan L Ventura
Tomorrow



Orientation Toolkit - Lawyers as Collaborators

Rosemary Queenan

Associate Dean for Student Affairs

AALS Annual Meeting 2018



ALBANY LAW SCHOOL

The law school in New York's capital

Lawyers as Collaborators

Marjorie M. Shultz and Sheldon Zedeck
26 LAWYERING EFFECTIVENESS FACTORS

Creativity/Innovation: Thinks “outside the box,” develops innovative approaches and solutions.

Problem Solving: Effectively identifies problems and derives appropriate solutions.

Diligence: Committed to and responsible in achieving goals and completing tasks.

Community Involvement and Service: Contributes legal skills to the community.

Lawyers As Collaborators – The Session

- Students worked in groups
- Divided by academic “section” and task
- Activities focused in competencies (team building, problem solving)
- Facilitated by 2 and 3Ls and faculty



Lawyers as Collaborators

**Task: Spaghetti & Marshmallow
Challenge**



Lawyers as Collaborators

Competencies:

- Creativity/Innovation
- Problem Solving
- Diligence



Lawyers As Collaborators

- Task: Pipe Challenge



Competencies:
-Creativity/Innovation
-Problem Solving
-Diligence

Lawyers as Collaborators

- **Task: Build a Bike**



Competencies:

- Creativity/Innovation
- Problem Solving
- Diligence
- Community Involvement & Service



Lawyers as Collaborators



Community Involvement & Service



Lawyers as Collaborators

- Task: Class Mission Statement





ALBANY LAW SCHOOL

The Albany Law Class of 2020 is a diverse group of individuals who emphasize inclusivity, public service, and experiential learning, insofar as it enables us to give back to our community, empower the oppressed, and uphold the law in the pursuit of justice and equality.

Mission Statement Selected by Class Vote

Wrap Up



Student Feedback - Survey Says . . .

- 53 responses
- Overall, this session was a good teambuilding exercise
 - 58% strongly agree
 - 38% agree
 - 0% agree/disagree
 - 4% NA
- The session met or exceeded my expectations
 - 57% strongly agree
 - 19% agree
 - 4% disagree
 - 0% strongly disagree
 - 4% NA



Student Feedback



- Group was too big for optimal team-building experience
- I'm not a group person but was looking forward to this. My group did a somewhat poor job at trying to pick a method for building the spaghetti structure. No one took charge because there were so many different ideas of how to build it and everyone thought their idea would work best. I am usually a take charge kind of person even when adopting other's ideas but I did not want it to appear that I was ignoring everyone's ideas to just do my own or only one person's ideas so I sat back. I did not want to build tension with future classmates that I would be seeing and working with everyday on the first day.





AALS 2018

Student Services Section Orientation Toolkit
Harvard Law School Community Building Workshop
Marcia Lynn Sells, Associate Dean & Dean of Students

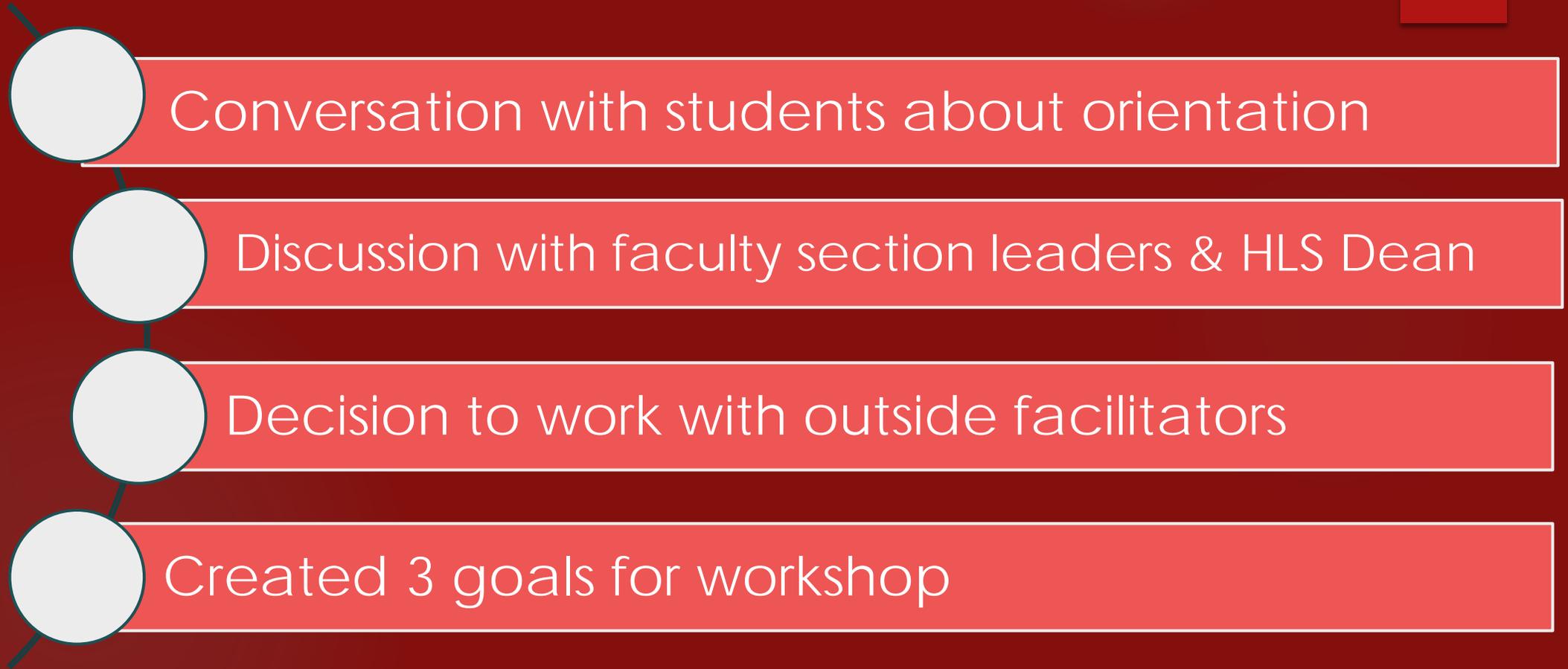


Continuing work started in first days of Orientation to connect students to each other in their 1L Sections & LLM Class

Intentional discussions about economic, ethnic, political, gender expression, national differences and impact in class discussion

Acknowledge and grapple with implicit bias, micro-inequities, emotional impact

Community Building



Building the Workshop

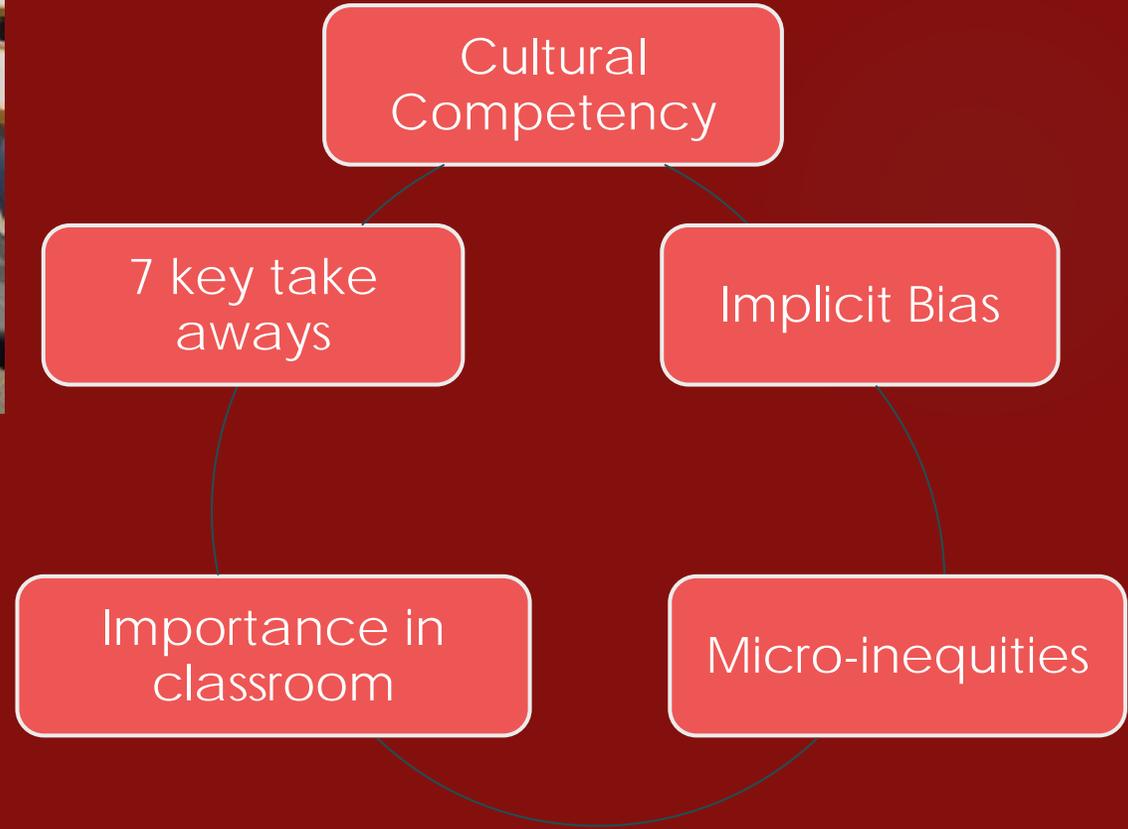
Intentional discussion about the many parts of themselves students bring to law school.

Provide guidance on how these parts of themselves impact classroom discussion

Developing agency and tools to keep students engaged in classroom



Goals for Workshop



Workshop components



Enhancing Community Building Workshop



Next Generation Attorneys & Next steps



AALS 2018 SECTION ON STUDENT SERVICES

Orientation Toolkit
Health and Wellness

Jennifer DiSanza
University of Louisville Brandeis School of Law



HEALTH AND WELLNESS DURING ORIENTATION

Introduction to the issues facing the legal profession

Introduction to the law school's initiatives to promote health and wellness

Introduction to campus resources

Set the example

HEALTH AND WELLNESS DURING ORIENTATION



- Orientation is a mixed bag of emotions for students
 - Policies and Procedures
 - Introduction to a Class
 - Meeting a new group of peers, professors, administrators

HEALTH AND WELLNESS DURING ORIENTATION



- Follow-up
 - Repeat the message often
 - Practice what you preach
 - Integrate with curriculum
 - Part of ASP



HEALTH AND WELLNESS DURING ORIENTATION

- Introduction
- Involvement
- Reinforcement

QUESTIONS?