Planning Orientation

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

Becca Henley, Asst. Dean for Administration
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 Uni Deans meeting on Friday too

<table>
<thead>
<tr>
<th>JD Orientation: Day 1 – Tuesday, August 15</th>
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<tbody>
<tr>
<td><strong>Get use of Campus Grounds Form signed from 4 departments- (Michelle)</strong></td>
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<td><strong>Order extra trashcan for each day, turn sprinklers off (Michelle)</strong></td>
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<td><strong>Extra Clean-up/Custodial from Renee Moore- (Michelle)</strong></td>
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<td><strong>Reserve all rooms (Rebekah Bell working on this 4/23; done 6/15)</strong></td>
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<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Tasks that are complete</th>
<th>Tasks that are not complete</th>
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<tbody>
<tr>
<td></td>
<td>Pre-event</td>
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<td>• Will M and Catherine P will be here all week to help.</td>
<td>SBA mentors training meeting (Becca)- scheduled for Aug. 13</td>
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<td>• Parking passes (Gina) <strong>Done 7/19</strong></td>
<td>Distribute parking and agenda (and reminders about dress and what to bring) to 1Ls- email and ASW (Gina/Michelle)</td>
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<td>• Make inn rolls (Becca) done 7/17</td>
<td>Inn listserv (Becca work with Debbie S)- expected 7/31 and 8/8, will be completed on 8/11</td>
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<td></td>
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<td></td>
<td>• Inn t-shirts (Steve) <strong>done</strong></td>
<td>Publicize Videos to admits (Michelle)</td>
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<td>• Balloons (Gina) <strong>done 7/26</strong></td>
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<td>• Prepare Agenda (Becca)- <strong>done 8/3</strong></td>
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<td>• Cups (Becca/Admissions)- done being packaged, SBA mentors to pick up - <strong>done</strong></td>
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<td>945-1030</td>
<td>Check-in</td>
<td>Pit</td>
<td>• “Orientation check-in” signs (Gina ask KO how to get new ones) <strong>done 8/8</strong></td>
<td>Packets, bins, nametags (Michelle/student workers)</td>
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<td>• KO/Bell/Dempsey to photograph all events (done; Becca em them 6/15)</td>
<td>Bins – blank nametags, sharpies, pens, parking, sign-in sheets for IDs, extra copies of agenda (Michelle)</td>
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<td>• Check-in tables in Pit (6 long tables, 3 with blue, 3 w red cloths) (Gina)- <strong>done 7/7</strong></td>
<td>Startups in blue bins holding letters and on tables at entry holding letter breakdowns with arrows (Michelle/students)</td>
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<td>• Alpha labels for blue packet bins: individual letters plus the letter break downs (Michelle/students) <strong>Done Gina 7/27</strong></td>
<td>Command Velcro for table labels (Becca)</td>
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<td>• Laminate signs (Gina) <strong>done</strong></td>
<td>Ask JMC if she wants to be introduced or if she wants to convene the program (Becca)</td>
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<td>Remind JMC that bar folks will intro selves (Becca)</td>
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<tr>
<td>Time</td>
<td>Activity</td>
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<td>Notes</td>
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<tr>
<td>1030-11</td>
<td>Dean welcome</td>
<td>Karcher</td>
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<td>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) <strong>done 7/7</strong></td>
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<td>Get Ducky Bob’s certificate of insurance (Gina) <strong>Done 7/19</strong></td>
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<td>Order drinks, tables (Gina) <strong>done 7/7</strong></td>
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<td>Four “reserved” signs in front row of Karcher (Gina/Student worker) <strong>done 7/7 they are yellow</strong></td>
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<td>tell JMC (Becca) <strong>done 7/17</strong></td>
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|          | IT (Michelle) 
remind JMC closer to date (Becca) |
| 11-1130 | Bar Association Welcomes          | Karcher  |       |
|          | 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** |
|          | 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) |
| 1130-1145 | Break and move to next           | Pit      |       |
|          | Grab boxed lunch on the way       |
|          | 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      | 6 Inns rooms |       |
|          | With boxed lunch                 |
|          | LLMs attend                      |
|          | mentors will be here and trained (Becca) |
|          | mentors collect DBA forms        |
| 1245-115 | Tour w SBA mentors                | 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
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
• Should we go online?
• Creating an online Orientation
• What to gain? Data!
• Take a Peek
Should we go online?

- Gap period
- Convenience
- Budget
- Platform Exposure
- Data!
Creating an Online Orientation

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

• Data Yay!
• Admit Retention
• Consistent Messages

• Compliance Tracking
• More Time
• Flexibility
Take a Peek

https://orgsync.com/154969/chapter
Orientation Toolkit - Lawyers as Collaborators

Rosemary Queenan
Associate Dean for Student Affairs
AALS Annual Meeting 2018
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
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

- Conversation with students about orientation
- Discussion with faculty section leaders & HLS Dean
- Decision to work with outside facilitators
- Created 3 goals for 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

- Cultural Competency
- Implicit Bias
- 7 key takeaways
- Importance in classroom
- Micro-inequities
Enhancing Community Building Workshop
Next Generation Attorneys & Next steps
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?