

WHITE PAPERS

WELCOME TO 1L YEAR
A 1L's 'insider's guide' for everything GW LAW.



OVERALL 1L TIMELINE 2011-2012
 Your 'big picture' schedule

FALL SEMESTER

August 15 – 19, & August 26:

Orientation

August 22: First Day of 1L classes

August 29: First day of classes for upperclassmen

September:

- Focus on your classes!
- Explore Student Groups you may be interested in joining
- Don't worry about jobs yet

Early October:

- Alternative Dispute Resolution Board Negotiations Competition

October 18: Midterm Exam

October 19 – 23: Fall Break

Late October: Halloween Party

November:

- Schedule an appointment with your section's CDO advisor to start thinking about a strategy to apply for jobs for summer 2012

December:

- Final exams
- Start applying for jobs outside of DC

SPRING SEMESTER:

January: Apply for jobs and focus on your new classes

Late January: Spring Semester Orientation Session

Late January/Early February:

- First semester grades posted

Early February:

- Alternative Dispute Resolution Board Client Counseling Competition

Mid-February:

- Law Revue Show
- Mock Trial Board First-Year Competition

Late February:

- Start thinking about courses you may want to take next year

Early March: Journal Writing Competition

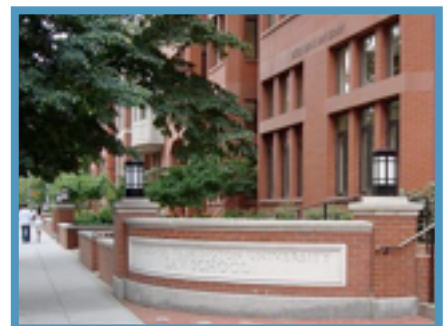
Mid-March: Course Selection

Early April: Moot Court Competition

Late April – Early May: Final Exams

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HOW DO I ACCESS . . . ? Holy technology, Batman!

Here's what non-tech people like you actually need to know.

WEB ACCOUNTS

The Portal

- This is the Law School's hub for all things academic.
- The Admitted Student portal that you created an account for prior to Orientation has been switched over to the Current Student Portal, also known as "the Portal".
- Thus, **the same username and password that you used to access the Admitted Students Portal will get you into the Current Students Portal.**
 - If you don't like the username and password you previously selected, change it by selecting the "change my password" link on the left side of the portal page. Your change will be effective immediately.
- Check the portal a few times a week for all academic updates.

GWID

- This number is assigned and sent to you by the GW Law Admissions Office. It is a G followed by 8 numbers.
 - You can also look this up on the Portal if you somehow already lost it.
- It is frequently called your "g-wid". Memorize it. You will need it for everything.

GW Net ID

- This is your university-wide account name
- Set this up through the GW technology helpdesk at www.helpdesk.gwu.edu/accounts/.

GWeb

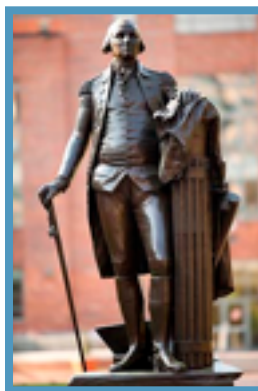
- GWeb is the University-wide equivalent of the Law School's Portal. Its homepage is misleadingly labeled "My GW". Access it at my.gwu.edu and log in using your NetID (see below) and your password.
- GWeb Info System
 - A subset of GWeb, this is the University's hub for student records and accounts information. You'll use this for course registration, transcripts, grades, etc.
 - Log in using your GWID number and Password
 - Access it through the "gweb" link on the left side of the Portal, and then the "gweb info system" link on the left side of the GWeb/My GW page, or at <https://banweb.gwu.edu>.

EMAIL ADDRESSES

All GW email addresses are run through a Gmail interface, which means you may forward these emails to another address, or have other email addresses forwarded to either of these.

University Email address

- All George Washington University students have one of these.
- Important announcements FROM THE UNIVERSITY come to this address.
- Your University email address is connected to your GWeb account, and therefore your Net ID account.
 - If your Net ID is JDoe, then your University email is JDoe@gwmail.gwu.edu.
- Access your University email through the "email" link on GWeb.



Law School Email Address

- All George Washington University LAW SCHOOL students have one of these.
- Important announcements FROM THE LAW SCHOOL come to this address.
- Your Law email address is connected to your Portal account username.
 - If your Portal username is JSmith, then your Law email is JSmith@law.gwu.edu.
- Access your Law email either through the "email" link on the Portal, or by going to mail.law.gwu.edu.

THE LAW SCHOOL CURVE

You're really smart. So are all your classmates; that's why you're all here. In undergrad, all the smart students could get A's and it wasn't a problem. But this isn't undergrad. In law school, it would mean nothing to employers if everyone had the same grades. The law school curve is designed to create differentiation within a class that might otherwise show a shockingly similar understanding of the material.

The law school uses a pretty standard bell curve. The specifics of the curve are based on class size, and will differ between large and small classes. For large classes, 3.2 is the average, but there is .05 deviation both up and down. A 3.2 is a B+ and most students receive that grade.

The good news: The bottom tail of the curve is usually in the C or C- range. Nobody here wants you to fail, and you have to actually work hard to truly fail a law school class.

The bad news: It's very challenging to get an A or A+, because professors are only allowed to give out a small number of them as a proportion of the class.

Particularly in the large lecture-style classes, however, many professors reserve the right to adjust your final grade by a half-step up or down based on class participation and preparation. If your exam comes out right in the middle of the curve, you could get bumped up if the professor recalls that you've made some insightful comments over the course of the semester.



LAW SCHOOL OFFICES

Records Office:

The Records Office is located in Suite 105 of Stuart Hall. The office manages all semester calendars, course registration, and grade publication and representation policies. However, they do not print transcripts. You must go to the Registrar's office for the entire university, located in the Marvin Center, for transcript requests.

<http://www.law.gwu.edu/Students/Records/Pages/Default.aspx>

Telephone: 202.994.6261

E-mail: rec@law.gwu.edu

Financial Aid Office:

The Financial Aid Office is located on the Ground Floor of the Law School. They manage any and all financial requirements and issues for the law school. They can also help you with the e-billing system.

http://www.law.gwu.edu/Admissions/Financial_Aid/Pages/default.aspx

Telephone: 202.994.6592

Fax: 202.994.3597

E-mail: finaid@law.gwu.edu

Office of Student Affairs:

This office is located on the first floor of the E building. They can help you with academic advising, course selection, and counseling regarding exams and classes. They also process all class recording requests and manage exam schedules and any religious conflicts with exams. They also manage the Disability Support Services for the law school.

<http://www.law.gwu.edu/Students/StudentAffairs/Pages/Default.aspx>

Telephone: 202.994.8320

Email: student_affairs@law.gwu.edu

HOW TO RECORD A CLASS

So You Have to Miss a Class (for an Excused Reason)

Not to worry. You won't miss what's being taught that day... CLASS RECORDING TO THE RESCUE!

Class recordings are made available to a student if his/her absence from class has been excused and the student has taken the appropriate steps to request a class recording. If you must be absent for an excused reason, the following guidelines will help YOU take the necessary steps to have your class recorded! A more detailed outline of the GW Law Class Recording Policy can be found online: <http://www.law.gwu.edu/STUDENTS/STUDENTAFFAIRS/Pages/ClassRecordingPolicy.aspx>

How and When to Request a Class Recording

- All requests for class recording should be directed to the Media Center
 - The Media Center or Office of Student Affairs may have forms and additional procedures needed to administer the requests for class recording
- Class recording requests normally should be submitted at least one day before the class(es) to be recorded
 - Under extraordinary circumstances, this requirement can be waived by the Media Center or the Office of Student Affairs

Excused Reasons

- Pre-approved reasons that qualify you to request a class recording:
 - Death in the family
 - Observance of religious holidays (GW determines and publishes which holidays are recognized by the university)
 - Class conflicts caused by makeup classes necessitated by the instructor's absence or a class cancellation due to weather or another emergency
 - Serious family or medical emergencies
 - Jury duty
 - Military obligations
 - When recording is determined, by the Office of Student Affairs, to be an advisable means of accommodating a student's ongoing mental condition or disability

- If your reason is NOT pre-approved:
 - Direct your request to your instructor directly
 - If your instructor approves of having the class recorded for you, he/she may suggest that you record it personally with a tape recorder
 - Tape recorders are available at the Library Circulation Desk
- BUT REMEMBER: some instructors will not permit recording, so make sure to check on that first!

How to View your Class Recording

- All class recordings will be placed on the GW Law web portal for access
- Only the student who requested the class recording will be granted access to it
- Under unique circumstances, the Dean of Student Affairs may authorize others the to view an existing recording
- Unless otherwise designated by your instructor, the class recording will remain on the GW Law web portal until the end of the semester
- Mac users, in order to view class recordings, you have to take a few (very easy) extra steps:
 - (1) Download VLC Player (it is free and available at: <http://www.videolan.org/vlc/>)
 - (2) Save the class recording to your computer
 - (3) Open the class recording with the VLC Player, and enjoy!

**** Important Note:** Personally recording a class is permitted ONLY IF your instructor grants you expressly authorizes you to privately record the class. Otherwise, you *are not permitted* to privately record



COURSE SELECTION: Required: 32 Credit Hours Elective: 84 Credit Hours

Around March or April of spring semester you will have the opportunity to register for classes your fall 2L semester.



This is the first time you actually get to decide what to take, and aside from Professional Responsibility and Ethics and the skills requirement, you are basically free to take whatever you want. Also, upper level classes are not all on the same 1L curve.

To Register:

- Go to banweb.gwu.edu and sign in using your GWID and 6 digit numerical password. The first time you go to this site you will have to register for your password.
- Click the "Student Records and Registration" Icon, then the "Registration" bullet, and finally click on "Register, Drop, And/or Add a Class."
- Next you will be prompted to select the semester that you want to register for. Then you can search for courses by CRN number that is unique to each course.
- You can use the Schedule and Exam Planners found on the record office to lay out your class selections prior to your registration time. <http://www.law.gwu.edu/Students/Records/Fa2011semester/Pages/Default.aspx>

There are a few important things to keep in mind:

What will be tested on the bar:

- Classes such as Constitutional Law II and Criminal Procedure are found on most bar exams, so you can choose to take them during law school to build a foundation for the subject. However, you will most likely take some sort of bar review class, so taking these courses is not absolutely necessary.

What classes/clinics have Prerequisite Requirements:

- Some upper level classes have prerequisites, just like in undergrad. You will receive your Law School Bulletin during your Spring Orientation. In the bulletin, all courses offered are listed and at the end of the each course description, if there is a prerequisite it will be listed there.
- Each clinic has its own specific course requirements that must be completed before applying to the clinic. Again, you can find these requirements in the Bulletin.

How many credits to take/How busy you will be:

- Most 2Ls register for 12 credit hours in the fall because you will be busy with job applications and interviews.
- However, the tuition costs are not per credit hour so whether you take 12 or 15 you pay the same amount. If you are willing to put in the effort, you can get more "bang for your buck" by registering for more than 12 credit hours.

Whether you intend to do Outside Placement:

- The Outside Placement Office allows you to receive credit for approved internships. You must take a 2-credit co-requisite course along with your internship. Additionally, you will have an 8 page work product requirement for each credit hour you receive from the internship.
- You can learn more information about the outside placement office, previously approved internships, and the detailed requirements at: <http://www.law.gwu.edu/Academics/EL/OP/Pages/Overview.aspx>

What professors you want to get to know and learn from:

- There are some super star professors at our law school; take advantage of getting to know them in the classroom. Even if you aren't interested in pursuing their specific field, if you want to meet them, one great way to do that is by taking a class with them.

What kind of class environment you prefer:

- This is a critical component to success in any academic setting and you now have the opportunity to control it.
- Consider whether you prefer small seminar type classes or large lecture-style classes.
- Also consider the exam type; whether you would rather have one 3 hour final (Like 1L year) or one to two papers and other assignments.

Course and Professor Ratings/Reviews:

- Be an educated consumer! Before you register for a class you should look at the course reviews on the portal at: <https://my.law.gwu.edu/Evaluations/AllStudentCourses.aspx>

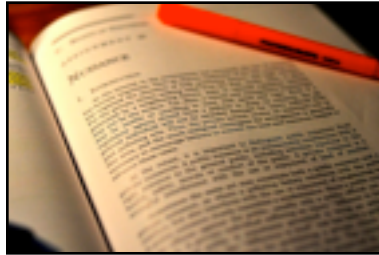
Overall, there are no right or wrong classes to take; you have to evaluate these decisions for yourself keeping in mind everything discussed above. You may contact the Office of Student Affairs for further assistance and questions on registration.

OUTLINING RESOURCES

Outlines, Hornbooks, Study Aids, OH MY! Tips for deciding what to use and what not to use...

Take a deep breath... you don't have to prepare for finals alone! Outside of study groups, there are a TON of resources available to help prepare for finals, but the key to using these tools effectively is to actually use them. (i.e. buying a criminal law reference book and opening it two weeks before finals for the first time --- not the best idea) Really, the key is being committed to using whatever you buy through out the semester.

Many people say to start outlining around Halloween for your



first finals, which seems like a lot of time but you will have taken your first law school test (your small class midterm) and will know a little bit more about what to expect, so if you can,

you should start to outline by the beginning of November.

The key to preparing for law school exams is outlining, and its not the final product that really matters, instead it's the process, or reading and re-reading your notes, condensing and summarizing it, and then making decisions as to what are the most essential pieces of information. It's during that last part (making decisions about importance) where outlines, hornbooks, and study aids come in.

Student Prepared Outlines: This should be the first place you look for resources because they're FREE!

SBA Outline Bank:

- The SBA website has an outline bank organized by course, then by professor, making it easy to find an outline that's specific to your course.
- These should be a reference for overall structure and can be used to clarify confusion you have on a specific topic. However, don't use this as a substitute for your own outline; you can't be sure that a professor has not changed books or focused on different topics this semester compared to previous ones.
- <http://www.gwsba.com/outline-bank/>

TWEN Page Outlines:

- Once you sign up for westlaw during your first week, you will become acquainted with the TWEN page, which you will use for your LRW class.
- On the TWEN Page, click "Add Course," and select the GW Outline Database. You can search by course and then by professor.

Commercial Outlines:

- These are basic black letter law outlines of the general rules in each area of study. They are not accompanied by explanations but they provide a succinct summary of the law.
- Commercial outlines should serve as a guide and may help you organize your own outline. There is no guarantee, however, that these outlines will be

structured in the same way your professor structured your course.

Hornbooks, Case Brief Books, and other Study Aids:

- Hornbooks are treatises that give broader summaries of the black letter law. They are used mostly as a reference and highly regarded as useful beyond your law school career. They tend to be more scholarly in comparison to a basic study aid (see below).
- Case Brief Books are exactly that; they are keyed to case books and summarize each case in the book providing relevant facts, rules, and explanations. They do not provide general explanations of legal topics.
- Other study aids are the very law school-specific aids that most students use. For example, Examples and Explanations or Glannon Guides. These books provide a very basic understanding of the legal rules and then have sample questions and essays following each topic to reinforce your understanding. These types of study aids are the most prevalent among law students.

Be mindful of professor recommendations or disapproval of certain types of study aids. If they recommend a few study aid books, aside from personal preference, you should stick to their recommendations. Conversely, if they say don't use xyz, then it will likely do you no good to use the resource. Overall, keep your own study habits in mind when deciding what supplements, if any, you want to use. And remember, they are not helpful unless you use them consistently!

PROFESSIONALISM



It's always important to remember that law school is professional school. The halls of GW Law are where you will begin your career as an attorney, and it starts on day one of 1L year. We at the SBA decided that a section on professional responsibility couldn't hurt, just to remind you that you're not in college anymore, Toto.

Now, for many of you, the professional world isn't new; but for some, this will be your first foray into a universe of networking, professional events, and a reputation that lasts beyond one night at a local watering hole. Law school might seem like an endless gauntlet of professional challenges, so here are a few tips as we move through the school year:

Alcohol and other substance abuse is a serious problem in the legal profession. While the SBA and the District at large offer lots of opportunities to indulge in alcohol consumption--Thirsty Thursday, Bar Review, average Friday nights--you should always keep in mind that not only is being sloppy unattractive, but it's also dangerous. Since now, you should be developing healthy habits that you can carry with you as you move through GW Law and into the legal profession.

Although we are a large school, we are a small community. It would behoove you to respect the dignity of your fellow classmates; gossip is lame and boring, and says a lot more about the gossiper than the subject of the gossip. If you can't say something nice, don't say anything at all. And some day, you might find that a story you've engaged in will come back to haunt you. Here's a tip: just be civil.

Cheaters aren't cool. By engaging in academic dishonesty, you're not only in violation of the school's academic integrity policy, but also risking your entire career. And we're a community of hard-workers who cooperate for projects, study groups, student activities and more--respect yourself, and respect our community, by being honest.

If the stress is getting to you, it's okay to reach out for help. You can always contact the Office of Student Affairs if you need to be connected to a counselor. It's mature and wise to know when to reach out for help--professionalism is knowing your limits and knowing how to take action to improve your mental and social health.

Your professors are here to help. While the Socratic method may seem tough at times, it's not funny when you're not prepared. It holds up class and wastes your classmates' time (and we're paying top dollar for this, aren't we?). Being a class clown will garner a few laughs, to be sure, but it gets old pretty quickly. You'll find that

your classmates and professors are much more impressed when you're able to think on your feet and offer cogent and thoughtful responses to professors' prompts. Let's face it: in law school, it's hip to be a square.

Respect your classmates' views. Class discussions can take a variety of forms, and much of law school is learning how to craft a strong argument. Sensitive topics can arise in many courses - even where you might not expect it. Help maintain an environment where your fellow students can speak their mind without fear of ridicule or judgment. In addition, many views can be put forth simply for the sake of argument. Be sure comments made in class are not taken out of context, improperly attributed to a person or group, or used against someone outside of the law school.

Like we mentioned above, these are a just a few helpful hints to steer you in the right direction. The best part of law school is that we're all adults here. Hopefully you'll be able to flesh out some of these law school professional etiquette points on your own.



HOW TO GET INVOLVED WITH STUDENT ORGANIZATIONS



You might think that you'd be better off not joining student groups until

you're more settled. While each person should figure out what works best for them in law school, student groups can be a great outlet for your creative instincts, and to expand your network beyond your 1L section. You'll be able to interact with upper level students who can share class and study tips, and who'll be good friends and mentors.

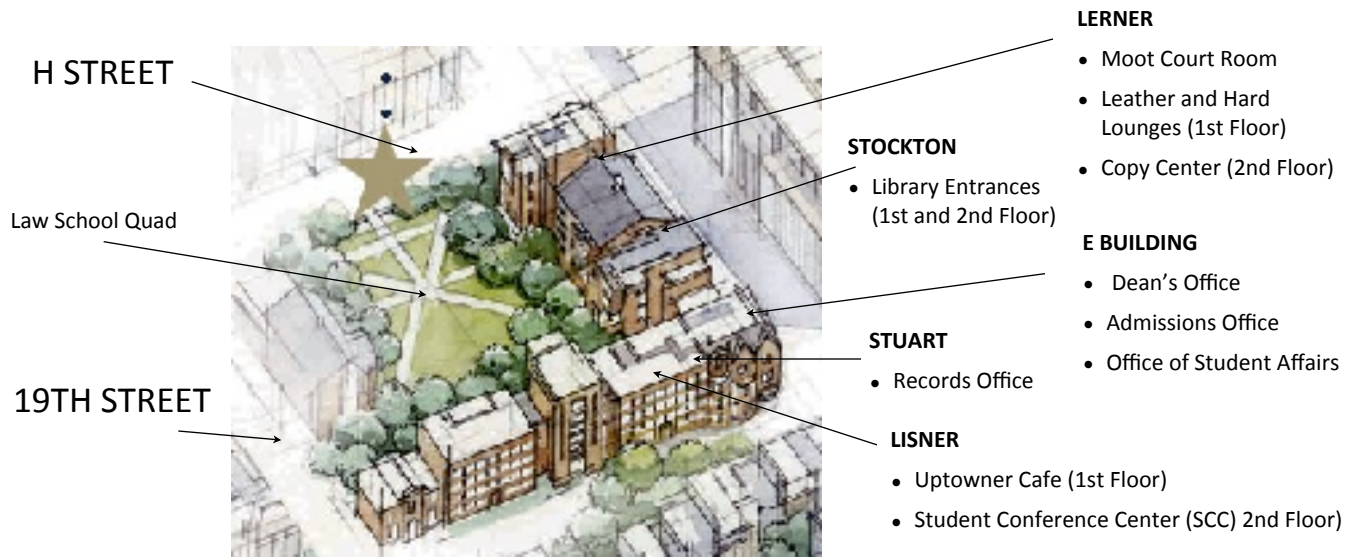
probably have a group to match your interests. Stay in tune with the SBA Weekly Newsletter and the www.GWSBA.com Calendar to find out when groups you think you might be interested in will meet, and make your way to meetings for some free pizza and fellowship. Find your niche and use it to add to the culture and community of our school--we'll all be the beneficiaries of your involvement.

The SBA is GW's umbrella organization for the almost 50 student groups at the Law School. That means we



Go to: <http://www.law.gwu.edu/Students/Organizations/Pages/default.aspx> for more information about the different student groups at GW Law.

HOW TO GET AROUND THE LAW SCHOOL - WHERE ARE YOU?



HOW TO GET BETWEEN BUILDINGS

You can get between Lerner, Stockton, Stuart, and Lisner ONLY on the 2nd 3rd and 4th floors. On the 1st floor the E Building actually separates.