

# First-Year Student Timeline of Important Events & Dates

## Programming Events

The Career Development Office plans many programming events throughout the year to educate students on career-related topics, including specialized practice areas, clerkship and fellowship opportunities and job search skills. We encourage you to attend all events that interest you!

Are you interested in Government, Public Interest and Pro Bono opportunities? We encourage you to make an appointment with The Rappaport Center for Law and Public Service. Attend the Rappaport Center programs. The Rappaport Center will be presenting career services and public policy programs throughout the year. You can locate dates and times of these programs on the Rappaport Center listserv and the Dean of Students newsletter. The Rappaport Center is located on the first floor, Suite 110, next to the security check-in.

### **GENERAL JOB SEARCH INFORMATION**

*Suffolk University Law School is a member of NALP, The Association for Legal Career Professionals. Organized to promote cooperation between law schools and employers, NALP developed "Principles and Standards for Law Placement and Recruitment Activities," the full text of which may be found at [www.nalp.org](http://www.nalp.org).*

*The timeline below is a combination of the NALP Principles, as well as general information on a job search for first-year students.*

## November

Law schools may begin offering career services to first-year law students after November 1<sup>st</sup>. Prior to this date, the Career Development Office may only provide assistance to part-time evening division students seeking positions during the school term.

During November:

- **Attend a First Year Orientation Program:** This program is mandatory and will cover resume and cover letter basics, job search tips and using Symplicity, Suffolk's online recruiting system.
- **Retrieve your Symplicity ID and Password:** Remember to check your Suffolk email account, as your Symplicity Member ID and Password will be sent to your Suffolk email address in early November. If you prefer to use an email address other than your assigned Suffolk account, log on to Symplicity and update your "Profile" with your preferred email address.
- **Meet with a Career Counselor:** Begin drafting your resume and schedule an appointment to meet with a Career Counselor to discuss your job search strategy.
- **Make an appointment with the Rappaport Center for Law and Public Service.** All students interested in public service summer and post-graduate employment should make a counseling appointment with the Rappaport Center. Make sure to submit your name to be included on the Rappaport Center Listserv. This newsletter includes up-to-date job information which is sent to the members of the listserv.

- **Apply to the Government & Public Interest Job Fair:** Pick up a copy of the Government & Public Interest Employers who will be attending the Government & Public Interest Job Fair held at SULS on January 21 and 22, 2010. The deadline for submitting resumes for this job fair is December 3, 2009.
- **Read *Spotlight*:** Begin reading *Spotlight* weekly – it's the CDO newsletter and is published every Thursday afternoon. An online version is available through our website, or print copies may be found in the CDO.
- **Visit the CDO Website:** <http://www.law.suffolk.edu/offices/career>.

## December

December 1<sup>st</sup> is traditionally the date when prospective employers and first year law students may initiate contact with one another and employers may interview or make offers to first-year students.

During December:

- **December 3rd Deadline for the Government & Public Interest Job Fair:** Don't miss the deadline to bid for interviews at the Government & Public Interest Job Fair which will be held at SULS on January 21 and 22, 2010.
- **Network around the Holidays:** Start thinking about possible contacts for summer jobs and begin networking!
- **Review Summer Job Postings:** Keep your eye on *Spotlight* and check the job postings on Symplicity as the deadlines for some summer jobs may be in December!

## January – April

These are the main months during which you will search for your summer job. Remember, adding a legal position to your resume is extremely important. As many summer positions are unpaid, prepare your budget accordingly!

Keep in mind:

- **Rappaport Honors Program in Law & Public Policy:** Application Deadline will be in **January, 2010**. See the Rappaport Center website for more information.
- **SPILG (Suffolk Public Interest Law Group) Grant Applications** usually become available in **February**. If you have already secured or are hoping to secure a public interest position, apply!
- Watch for announcements stating that work study applications are available in the Financial Aid Office (usually available the first day of classes). You must apply for work study by the deadline (usually in **March**) in order to be considered for a SPILG grant. The earlier you apply, the better!
- Attend the Summer Judicial Internship program presented by Margaret Talmers, the Judicial Clerkship Advisor.
- Continue to search the Job Postings on Symplicity for summer opportunities.
- Attend CDO Programming Events on topics that interest you.
- Schedule a mock interview with a Career Counselor to perfect your interviewing skills.
- Apply for other summer funding opportunities, such as the Mass. Bar Foundation Fellowship, Equal Justice America Fellowship and many others. See the Summer 2010 Fellowships and Funding handout located in the Rappaport Center and in the CDO.

