



Timeline for

PROFESSIONAL DEVELOPMENT

**Use this
Timeline as a
checklist**

Using the Timeline for Professional Development below, you will develop your professional identity, assess your strongest competencies, and identify the employment options that interest you most. Each semester should provide opportunities to gain experience that tests your employment options and creates evidence supporting your professional development.

Use this Timeline as a checklist to help you navigate your way through law school and to create evidence of your commitment to professional development. At each transition, revisit your top options and skills, as well as your progress on achieving your goals.

1L FALL SEMESTER

- RECEIVE and read this Timeline for Professional Development, and do not be afraid to ask questions.
- PRIORITIZE your academic studies; your Academic Skills Lab course and Academic Success Director are two great resources to help you succeed.
- MEET other students, former employers, and practicing attorneys for advice on navigating your first year.
- EXPLORE various organizations, volunteer opportunities, campus events, professional associations, including bar sections, with an eye toward exploring your interests.
- ACCESS your Faculty Mentor, and build a collegial relationship with at least one of your professors. You will need to know a professor well enough to be a reference or write a letter of recommendation after your first year.
- ATTEND Continuing Orientation Program (COP) on career development resources and begin learning about the competencies that legal employers want.
- REFLECT on your strengths, weaknesses, and values by completing the CDO Self-Assessment & Survey.
- UPDATE and submit your resume on Idaho Law Careers, and schedule a meeting with the Career Development Office after the COP, but before the end of January.
- BECOME familiar with the Idaho Law Careers (ILC) site and begin looking for summer positions in December.

1L SPRING SEMESTER

- ENSURE your resume is approved and uploaded to ILC by the end of January.
- ATTEND the Continuing Orientation Program (COP) on academic planning to help you know the competencies you should develop in the elective curriculum. Working with the Academic Success Office, create your Academic Plan.
- EXPLORE opportunities with various organizations, volunteer opportunities, campus events, and professional associations. Seek out leadership, project management, and teamwork experiences. Pursue networking opportunities regularly.
- CONTINUE building a relationship with your Faculty Mentor and at least one of your professors.
- REVIEW and evaluate target employers/supervisors for internships, experiential learning, and pro bono opportunities. Make a list of potential employers/supervisors with whom you would like to work. Regularly visit the Idaho Law Careers job bank, and meet with your CDO advisor to learn about upcoming application deadlines that may interest you.
- ATTEND the “Getting the Most out of Your Summer and Fall” Continuing Orientation Program (COP). Consider your summer options early and often. Many 1L opportunities are unpaid and you should seriously consider skills building experiential learning (externship) opportunities.
- PARTICIPATE in the Idaho Law Review and/or the Idaho Critical Legal Studies Journal writing competition.
- SET UP an email alert for CDO communications over the summer, and check your Vandal e-mail account regularly.

1L SUMMER

- CONTINUE evaluating target employers in your desired geographic area. Visit the Idaho Law Careers job bank for fall and on campus in person and videoconference interview opportunities.
- CONDUCT at least three Informational Interviews with attorneys in areas of law that interest you.
- DURING your summer employment turn in excellent work and build trusting relationships with your colleagues and supervisors. You need, at minimum, one supervisor who really knows your work and strongest competencies to be a future reference.
- PARTICIPATE in your preferred area of law, affinity, and/or regional networking opportunities (e.g., annual meetings, conferences, career fairs).
- As you PREPARE for your future job searches, update your resume, carefully proofread template cover letters, select writing samples (seek permission to use any writing sample you produced from your summer experience), and prepare a list of references.

CONTACT US!

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