

Shepard Broad College of Law
NOVA SOUTHEASTERN UNIVERSITY

NSU
Florida



Advisor's Handbook

Mission Statement

Excellent legal education is the first priority of NSU. In support of that priority, it is the mission of academic advising at NSU to carefully guide students in formulating educational plans and to assist and support students in achieving their academic, career-related and personal goals at the Shepard Broad College of Law.

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<h2 style="color: #C00000;">Academic Success and Professionalism Program</h2>	<h2 style="color: #C00000;">FAQs</h2>
<p>ASP provides courses, workshops, and one-on-one meetings to help students develop essential legal skills and professionalism characteristics that promote success in law school, on the bar exam, and in practice.</p> <p>In their first two semesters, all students take the ASP offerings Legal Skills and Professionalism I and II (LSP I and II). LSP I and II focus on developing 1L study and test-taking skills and professional identity formation. In order to provide a low-stakes, high-value environment for students to practice skills essential to prepare for and take doctrinal exams, LSP I and II are offered on a pass/fail, no-credit basis.</p> <p>ASP’s second-year, first-semester offering, Elements of Legal Analysis I (ELA I), is mandatory for any student who earned a GPA below 2.8 in either of their first two semesters of law school. ASP’s second-year, second-semester offering, Elements of Legal Analysis II (ELA II), is mandatory for any student who (1) after completing their third semester of law school (not including summer term) has a cumulative GPA below 2.8, or (2) earned a GPA below 2.8 in either of their first two semesters of law school. ELA I and II are optional for all students who seek to further hone the skills they developed in LSP I and II. ELA I and II focus on analytical reasoning, critical reading, essay and multiple-choice test taking skills, and continuing professional identity formation.</p> <p>Students in their last year of law school take two mandatory, graded, for-credit ASP classes that prepare them for success on the Florida Bar Exam. The MBE Lab and FBE Lab provide students with a head-start on bar preparation, expose students to the bar review process, and build familiarity with bar exam question types and study techniques.</p> <p>After students graduate, ASP continues to assist them through the bar exam in the NSU Law Bar Success program. The program is a cost-free, voluntary program which pairs bar exam applicants with coaches, who offer support and guidance through the bar prep process. The vast majority of NSU Law graduates participate in the Bar Success program. The program does not add burdens; it adds confidence, with data insights, time-tested study strategies, simulated exam opportunities, and other resources.</p>	<p>Is LSP mandatory for the entire year?</p> <ul style="list-style-type: none"> - Yes. Both LSP I and II are mandatory for all students. <p>Is LSP a graded course?</p> <ul style="list-style-type: none"> - LSP is Pass/Fail. <p>Why are there no credit hours associated with LSP?</p> <ul style="list-style-type: none"> - LSP is a crucial component of the 1L curriculum, offered without credit hours so students can train in skills essential to law school success without their practice efforts affecting their GPAs or restricting their opportunities for taking electives later in law school. <p>Is ELA mandatory in my second year?</p> <ul style="list-style-type: none"> - ELA I is mandatory for any student who earned a GPA below 2.8 in either of their first two semesters of law school. ELA II is mandatory for any student who, after completing their third semester of law school (not including summer term), has a cumulative GPA below 2.8, <i>or</i> earned a GPA below 2.8 in <i>either</i> of their first two semesters of law school. <p>Why does NSU Law offer bar preparation labs prior to graduation?</p> <ul style="list-style-type: none"> - After graduation, students often have difficulty adjusting to the bar review process, which is quite different from law school study. The MBE Lab and FBE Lab offer a trimmed down, introductory version of bar review, so students can have an easier transition, greater familiarity with question types, and refreshed substantive knowledge prior to bar review. <p>Should I participate in the bar coaching program upon graduation?</p> <ul style="list-style-type: none"> - The coaching program is designed to take the mystery out of bar preparation, inform students as to what study approaches have proven successful for past NSU Law graduates, and provide support tailored to each student’s needs. The program does not place any burdens on bar applicants, comes with benefits of continued enrollment privileges and Library resources, and is supportive in nature. There is no downside to signing up for the program and having a coach in your corner.

<p>Contact Person</p> <p>Chance Meyer Assistant Dean of Academic Success and Professionalism 954-262-6325 mmeyer1@nova.edu</p>	
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<p>Admissions Office</p> <p>Students are basically done with Admissions unless there are outstanding documents required. They have been individually notified.</p> <p>We do merit scholarship renewals and award merit scholarships based on first-year performance, so we are the place to inquire about that next spring.</p> <p>Because we know you and you know us, you may come to us whenever you need to be pointed in the right direction or introduced to the right person.</p> <p>Contact Person</p> <p>William Perez Assistant Dean of Admissions 954-262-6121 wperez1@nova.edu</p>	<p>FAQs</p> <p>How do I get my merit scholarship renewed?</p> <ul style="list-style-type: none"> - Check your scholarship award to see your first-year GPA requirement for renewal. It will be done by the Office of Admissions in the summer after your first-year. <p>Can I get a scholarship after first-year if I did not get one at admission?</p> <ul style="list-style-type: none"> - Yes. Based on first-year performance students who did not receive a merit award at admission may be awarded one going forward. Faculty Scholars can also receive an increased award based on first-year performance.
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<h2 style="color: #8B0000;">Alumni Relations Office</h2>	<h2 style="color: #8B0000;">FAQs</h2>
<p>Alumni Relations interacts with law students in several ways including: providing mentors, coaching competition teams, and working with student organizations to create alumni affiliate group events (i.e., events bringing alumni from various student organizations together with the law students who belong to the same organization).</p> <p style="margin-top: 200px;">Contact Person</p> <p>Karen W. Rose Director of Alumni Relations 954-262-6303 karen.rose@nova.edu</p>	<p>What does Alumni Relations do to help law students?</p> <ul style="list-style-type: none"> - Provide opportunities for law students to meet law alumni for learning more about practicing law in both litigation and transaction settings as well as non-traditional law practice <p>Can law students ask the Alumni Relations Office to help them plan a law student event to which law alumni are invited?</p> <ul style="list-style-type: none"> - Yes, Student Organizations may ask for assistance but there are policies and procedures that must be followed. The Student Services Office can provide information about this process. <p>What does Alumni Relations do to help me after I graduate?</p> <ul style="list-style-type: none"> - Alumni Relations offers graduates the opportunity to remain connected to the College of Law and give back their time, talent, and donations to teach law students how to transition from student to lawyer, and provide opportunities to help law students by funding scholarship programs, and helping fellow alumni in a variety of ways including continuing legal education, networking opportunities, and other collaborations. <p>What mentoring opportunities are available during law school?</p> <ul style="list-style-type: none"> - The NSU Law Mentoring Program offers current students and alumni alike the chance to network with one another. Current students, or Mentees, have the unique opportunity to learn from alumni and local attorneys in the practice field that most interests them.

Office of Career Services and Professional Development

FAQs

The Office of Career Services and Professional Development (OCS) works with 1L students to assist them in exploring and identifying practical legal employment to complement their legal educations.

During the 1L year, all 1Ls should develop the following foundational skills and products:

- Create an NSU format legal resume
- Draft legal cover letters
- Develop a personal narrative
- Hone interview skills through participation in practice interviews
- Practice networking skills by attending networking events
- Begin building a professional network

Contact Person

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When may I begin working with an OCS advisor?

- Based on NALP Guidelines, 1Ls may begin working with OCS on or after October 15.

What will I discuss with my OCS career advisor?

- All 1L students will be assigned to an OCS advisor for their 1L year. Beginning on October 15, 2018, 1Ls will meet with an advisor to:
 - 1) Develop a NSU formal legal resume and cover letter
 - 2) Complete a Lawfit Assessment, and begin identifying practice areas of interest
 - 3) Begin crafting an individualized strategy for seeking summer 2019 employment.

Does the law school have an online job board for student employment?

- Yes. OCS hosts an online job board called Symplicity. All students are provided with a username and password (after October 15th of their 1L year). Students and graduates obtain law clerk and summer legal positions through this electronic database.

Am I required to meet with an OCS career advisor to obtain legal career path guidance and information?

- Beginning in the 2018-19 academic year, all 1L students must meet with OCS advisor for a thirty-minute session during their 1L year or a registration hold may be placed on their account. During this meeting, students will be introduced to OCS resources and relevant programming.

Where can I learn about upcoming OCS recruiting programs and events?

- Although students cannot receive career advising before October 15, 1L students are encouraged to attend panels, workshops, and other OCS programming when classes begin. Upcoming events are listed on the OCS webpage and on the Symplicity events tab.

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<h2 style="color: #A52A2A;">Clinic/ Field Placement Office</h2>	<h2 style="color: #A52A2A;">FAQs</h2>
<p>Clinic and Field Placement Programs offer students the opportunity to participate in an intensive, semester-long, student internship with an in-house clinic or a private law firm, organization or governmental agency. Available opportunities include in-house clinics and field placements in the areas of law listed below:</p> <p>In-house clinics in:</p> <ul style="list-style-type: none"> • Adults with Intellectual & Developmental Disabilities, • Berger Entrepreneur Law Clinic, • Children & Families Law, and • Dispute Resolution. <p>Field placements in:</p> <ul style="list-style-type: none"> • Children & Families Law, • Consumer Bankruptcy, • Corporate & Business Practice, • Criminal Justice, • Environmental, • Human Rights, • Immigration, • Intellectual Property, • International Law, • Personal Injury, • Real Estate & Land Use, and • Sports & Entertainment. <p><b style="color: #A52A2A;">Contact Person</p> <p>Nancy Kelly Sanguigni Assistant Dean of Clinical Programs 954-262-6022 sanguign@nova.edu</p>	<p>When can students participate in a clinical semester?</p> <ul style="list-style-type: none"> - Students are allowed to participate in a clinical semester during the Fall or Winter semester in their final year of law school. <p>Are there prerequisite courses required?</p> <ul style="list-style-type: none"> - Yes, specific courses must be complete prior to the clinical semester and are unique to each individual clinic and field placement. Make sure that you contact the clinic office during your first year to get information about the required courses. <p>How does the clinical semester work?</p> <ul style="list-style-type: none"> - Students report to their in-house clinic or their field placement host office where they work as student interns with a supervising attorney for the entire semester. Students will also attend a regularly scheduled class held on-campus. Students placed in externships outside the South Florida Tri-County area will attend these class sessions via video-conferencing. <p>What is a Certified Legal Intern (CLI)?</p> <ul style="list-style-type: none"> - Students that have submitted their Florida Bar Application <u>and</u> received their initial clearance letter from the Florida Board of Bar Examiners <u>and</u> who enroll in a qualifying clinic or field placement at an appropriate governmental agency are eligible to apply for Certified Legal Intern (CLI) status through the Florida Supreme Court. This prestigious certification allows students the opportunity to speak on the record in court while interning with an appropriate governmental agency.

Concentrations

HEALTH LAW:

The College of Law offers a concentration in health law, permitting students to obtain recognition for focusing on health-law-related studies. Completion of the requirements for this concentration will lead to a notation on the qualified student's transcript and a certificate suitable for framing indicating the students' focus, interest, and specialized training in this area. There is also a cord available to wear at graduation to signify concentration completion.

For more information about the concentration, including a detailed explanation of the requirements, see <https://www.law.nova.edu/jd-program/health-law.html>

Contact Person

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INTERNATIONAL LAW:

The NSU Shepard Broad College of Law offers a concentration in International Legal Practice, permitting students to obtain recognition for their coursework in our vast selection of classes offered in international and/or comparative legal studies. Completion of the requirements for this course of study will lead to notation on the qualified student's transcript and a concentration indicating the student's focus, interest and specialized training in this area.

To earn an International Legal Practice Concentration each student must complete the course, credit, writing and service requirement in the PDF link below. These requirements may not be waived.

- [Concentration Forms](#)
- [Concentration Requirements](#)

For more information about the concentration, including a detailed explanation of the requirements, see <https://www.law.nova.edu/international-program/international-law.html>

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INTELLECTUAL PROPERTY, TECHNOLOGY, AND CYBERSECURITY:

The NSU Shepard Broad College of Law IP concentration allows students to show their breadth and depth of IP experience. The concentration includes course requirements in core IP areas including patent, trademark and copyright law; requires additional coursework in other areas; such as entertainment law and information privacy law and offers the freedom to take related classes such as patent prosecution, licensing and international IP law. There is a strong writing requirement that can be satisfied by a seminar course or supervised independent study. Finally, the concentration allows students to practice using their new skills. Students must complete experiential learning in a clinic or in externships, and they attend some bar functions throughout their coursework.

For more information about the concentration, including a detailed explanation of the requirements, see <https://www.law.nova.edu/jd-program/ip-tech-cybersecurity-law.html>

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<h2>Judicial Field Placement Clinic</h2>	<h2>FAQs</h2>
<p>The Judicial Field Placement offers an exciting opportunity for students to participate in all aspects of the judicial process. Interns work with a judge and the judge's law clerks on a host of research projects, write memoranda, draft opinions, and observe the daily proceedings brought before the court.</p> <p>This program provides an invaluable opportunity for a "real-life" practice experience which will deepen students' understanding of the workings of the judicial system and of the professional expectations and responsibilities of lawyers practicing within that system. Learning how to act, as well as think, like a lawyer is essential to students' professional development, and the goal of the Judicial Field Placement is to provide such an educational and practical "hands on" professional skills learning opportunity.</p> <h3>Contact Person</h3> <p>Heather Baxter Professor of Law 954-262-6168 hbaxter@nova.edu</p>	<p>How many credits must a student have before participating in a judicial field placement?</p> <p>-Under current ABA requirements, students may receive academic credit for participation in an internship program, including the Judicial Field Placement, after they have successfully completed 28 credits towards their J.D. degree</p> <p>How many credits will a student earn for participating in the Judicial Field Placement, and when is it offered?</p> <p>- Students will receive three credits for their participation in the Judicial Field Placement Clinic. The Judicial Field Placement is offered every semester.</p> <p>How many hours a semester does a student work for a judge?</p> <p>- During the semester in which a student registers for the Judicial Field Placement Clinic, the student must devote a minimum of 110 hours to chambers-related duties. This typically requires that a student spend about 10-20 hours a week during the normal 13-week fall or winter semester and 20-30 hours a week during the summer semester.</p> <p>How are students placed with judges?</p> <p>- Several months before the anticipated start of the internship, students may apply directly to any of the qualifying Judges with whom they are interested in working. Professor Baxter and the Career and Professional Development Office can assist in guiding students to specific judges.</p>

<h2>Law Library</h2>	<h2>FAQs</h2>
<p>Study rooms are available for checkout at the Law Library Circulation Desk for three hours. Check at the Circulation Desk for specific study room policies.</p> <p>Reference Librarians are here to help you – do not hesitate to ask!</p> <p>You can check out the majority of print study aids from the Circulation Desk for a 3-day period. This will extend to 7 days on January 1. Masters students can also check out books from the law library, if needed.</p> <p>The Law Library subscribes to digital Westlaw Study Aids which allows every student to access, via Westlaw, many study aids for almost every law school subject. Need help accessing these digital study aids? – Ask a Reference Librarian.</p> <p>A full list of the extensive databases available for law students and faculty is available here: http://sherman.library.nova.edu/e-library/index.php?col=1</p> <p>Printers are available for student printing on all 3 Law Library floors.</p> <h2>Contact Person</h2> <p>Vicenç F. Feliú Associate Dean for Library Services & Professor of Law 954-262-6211 vfeliu@nova.edu</p>	<p>What are the library' s operating hours?</p> <ul style="list-style-type: none"> - Monday through Friday / 8 A.M. to Midnight - Saturday and Sunday / 10 A.M. to Midnight - The Law Library is opened for extended hours (i.e., M-F 8 A.M. to 2 A.M.; Saturday and Sunday 10 A.M. to 2 A.M.) during final exams as well as for several weeks prior to the February and July bar exams. - Holidays and other shortened hours are announced via the Law Library website (http://nova.campusguides.com/law/library) and posted next to the front doors of the library. <p>What should I do if I have a comment about library services?</p> <ul style="list-style-type: none"> - Please contact Becka Rich or go to the Circulation Desk. <p>What should I do if I have a fine that I think is unfair?</p> <ul style="list-style-type: none"> - Please contact Beth Parker at mparker@nova.edu. <p>What should I do if I need help with research?</p> <ul style="list-style-type: none"> - Please contact the Reference Desk. We can help you either in person or remotely.

Public Interest Programs	FAQs
<p>NSU Shepard Broad College of Law is committed to instilling the ethics of pro bono service, community engagement, and public service in its graduates, and as such has instituted a mandatory service requirement for graduation.</p> <p>Each J.D. candidate entering NSU Law in fall 2018 and thereafter is required to perform a minimum of thirty (30) hours of qualifying service as a requirement for graduation. Eligible service options include both legal (pro bono) and nonlegal (community) related placements. Students may not receive pay nor academic credit for their service. Students are required to complete the minimum thirty (30) hours of qualifying service prior to the start of their final semester.</p> <p>Additionally, all law students are encouraged to participate in NSU Law’s voluntary Pro Bono Honor Program. NSU Law’s Pro Bono Honor Program recognizes students who have completed voluntary pro bono service in three levels of distinction: Bronze – 50-124 hours; Silver – 125-299 hours; and Gold – 300+ hours. Any pro bono service hours earned under the College of Law’s Mandatory Service Graduation Requirement may be credited to the voluntary Pro Bono Honor Program hours as well as receive recognition under the honor program.</p> <p>Contact Person</p> <p>Jennifer Gordon Director of Public Interest Programs 954-262-6126 jgordon@nova.edu</p>	<p>What is the Mandatory Graduation Service Requirement?</p> <ul style="list-style-type: none"> - Each J.D. candidate entering NSU Law in fall 2018 and thereafter is required to perform a minimum of thirty (30) hours of qualifying service as a requirement for graduation. Eligible service options include both legal (pro bono) and nonlegal (community) related placements. Students are required to complete the minimum thirty (30) hours of qualifying service prior to the start of their final semester. <p>What is the Pro Bono Honor Program?</p> <ul style="list-style-type: none"> - NSU Law’s Pro Bono Honor Program recognizes students who perform volunteer legal work with a public service or government organization while enrolled in law school. Students are recognized in three levels of distinction: Bronze – 50-124 hours; Silver – 125-299 hours; and Gold – 300+ hours. - Any pro bono service hours earned under the Mandatory Service Graduation Requirement may be credited to the voluntary Pro Bono Honor Program as well as receive recognition under the honor program. - Pro Bono Honor Program students will be recognized for their commitment to pro bono with an awards certificate, by wearing a gold cord at graduation, and being recognized at an honors program. <p>Where can I find information on public interest law opportunities?</p> <ul style="list-style-type: none"> - Each February, NSU Law hosts Public Interest Law Day where public service and governmental organizations come to campus to talk to students about the organization and about the different pro bono, internship, fellowship, clinical, and employment opportunities available. - For more information please see the Public Interest Programs webpage.

<h2 style="color: #A52A2A;">Student Services</h2>	<h2 style="color: #A52A2A;">FAQs</h2>
<p>The Office of Student Services provides counseling and advice on academic and personal matters. Students are encouraged to seek advice as soon as issues arise so that appropriate referrals and options can be explored in a timely manner. Please know that we are here to assist students with registering for courses, filling out paperwork, scheduling examinations, keeping students on track with completing required coursework for graduation and more.</p> <p>For more information regarding the curriculum, program requirements, and opportunities, please visit The Office of Student Services Webpage.</p> <p>For useful information and forms please see:</p> <p>Graduation Requirements Checklist</p> <p>Graduation Requirements Addition - 2018 Entering Class</p> <p>Model Full - Time Curriculum</p> <p>Model Part-Time Curriculum 2018 Entering Class</p> <p>Curriculum Mapping Guide</p> <h2 style="color: #A52A2A;">Contact Person</h2> <p>Michele Struffolino Associate Dean of Students and Professor of Law 954-262-6095 ms2172@nova.edu</p>	<p>How do I amend my law school application?</p> <ul style="list-style-type: none"> - Schedule an appointment with the Associate Dean of Students to discuss any discrepancies or omissions in your law school application. A disclosure to your original law school application is timely made if amended before November 1st of your first semester of law school. You are under a continuing obligation to amend the character and fitness portion of your law school application. <p>How do I prepare to register with the bar as a first year law student?</p> <ul style="list-style-type: none"> - First year law students will receive information and instruction on this process beginning in their first semester. <p>How am I informed about important information or deadlines?</p> <ul style="list-style-type: none"> - You will receive correspondence regarding course registration, exam scheduling and other pertinent information through email communication. It is important that you read your emails from all administrative offices at the law school. <p>Whom should I contact for testing accommodations?</p> <ul style="list-style-type: none"> - Contact the NSU Office of Disability Services at (954) 262-7189 - http://www.nova.edu/disabilityservices <p>What is the required grade point average for first year students?</p> <ul style="list-style-type: none"> - First Year, First Semester: A student must achieve a cumulative GPA of 1.75 after the first semester of law school. - First Year, Second Semester: A cumulative GPA of 2.0 is required for every semester or term after the first semester of law school.

	<p>What will happen if I fail to attain the required GPA?</p> <ul style="list-style-type: none">- If a student is unsuccessful in attaining and maintaining the required GPA to remain at the College of Law the student will be academically dismissed. The student will receive a letter from the Academic Dean, typically within 1 month following the end of the exam period, advising of the academic dismissal. The letter will also contain instructions about the Petition for Reinstatement process and it will direct the student to meet with the Associate Dean of Students to discuss available options. Students on probation after the first semester of law school will also receive a letter advising of such status and suggesting they meet with their ASP Professor to discuss ways to improve their academic performance.
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