The Office of Career Planning and Placement (OCPP) serves as a comprehensive career counseling and resource center for students, recent graduates and alumni. It is our mission to help guide and facilitate you through your career planning process. Developing the characteristics of legal professionals is a multi-faceted process. Through hands-on preparatory programs, which focus on promoting exposure to leaders within the legal profession the OCPP will strive to develop self-confident prepared professionals who will make positive contributions to their legal communities and to society.

What sets the OCPP apart is our dedicated effort to explore your career interests within the legal profession, to help prepare you for the challenges of obtaining the position you desire and reinforce the professional skills necessary for success.

The OCPP looks at your professional endeavors as unique and deserving of individual development. The OCPP offers helpful advice relative to work habits demanded within the legal profession. We view the challenge of obtaining legal employment as a creative process which demands intellectual inquisitiveness, individual responsibility, accountability and a commitment to personal excellence.
GENERAL INFORMATION

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HOURS OF OPERATION: Monday – Tuesday – Thursday
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8:30 a.m. – 7:00 p.m.
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NON-DISCRIMINATION POLICY

The Florida A&M University College of Law provides all students and graduates with an equal opportunity to obtain employment without discrimination. Therefore, OCPP resources, including but not limited to: office files, employment opportunity listings and interview facilities, are not available to any person or organization that discriminates against any person because of race, sex, color, religion, national origin, age, disability or sexual orientation. The College of Law requires every employer using its facilities to observe and practice the principles of equal employment opportunity reflected in this statement.

One exception to this policy is that the military may discriminate on the basis of age and sexual orientation. Federal law states that law schools that deny access to military recruiters may lose certain types of financial aid for students. Therefore, FAMU College of Law will permit on-campus recruitment by the military.

To improve the potentially discriminatory impact on its students, steps have been implemented, and they include:

- The posting of the OCPP’s position that the military discriminates in a manner not permitted by FAMU College of Law’s non-discrimination policy;
- The publication of an explanation of the OCPP’s policy on all military career posting or military career announcement;
- Making available materials related to gay and lesbian practitioners; and/or
- Holding a forum/panel discussion on various forms of discrimination and how they affect the legal profession.

In accordance with the American Bar Association Standards for Approval of Law Schools, Standard 304 (f) states that a student may not be employed more than 20 hours a week in any week in which the student is enrolled in more than 12 class hours. Also, please note that Florida A&M University College of Law is committed to a policy of providing its students with equal opportunity to obtain employment without discrimination on the basis of race, color, religion, national origin, age, sex, sexual orientation, marital status, veteran’s status, handicap or disability.
The Office of Career Planning and Placement (OCPP) is a comprehensive resource center, designed to assist students and alumni in every phase of their career planning process. The OCPP serves as a professional employment and preparation resource, offering year-round service to students, alumni and employers.

Students are not merely “placed” in jobs; however, the OCPP help students develop the skills necessary to become more marketable, creating opportunities and assisting in their job search efforts. The OCPP offers a variety of services for students and alumni.
Services for Students/Alumni

- **Individual Counseling** – a career counselor is available by appointment to meet with students and alumni and offer suggestions on how to craft an effective resume and cover letter designed to help land your dream job.

- **Programming** – workshops on resume and cover letter writing, networking, job search strategies, interviewing techniques, how to dress for success, panel presentations by practitioners on different practice areas and topics, and much more.

- **On-Campus Interview (OCI) Program** – Following your first semester of law school, you will receive the opportunity to interview with potential employers through the OCPP. Legal employers are invited on campus to interview students for positions as law clerks, interns, summer associates, first year associates, volunteers, runners and more.

- **Mock Interviews** – to help prepare students for upcoming interviews, mock interviews are conducted to give feedback and offer constructive criticism.

- **Job Postings** – jobs are posted as they are received and are available on TWEN and Symplicity.

- **Reciprocity** – most ABA-approved law schools will grant reciprocity to allow students and alumni searching for employment in their area to use their resources to assist in their job search. FAMU, in turn, honors the same.

- **Publications and Books** – are located in the law library on the 4th floor.

- **Job Fairs and Career Fairs** – FAMU COL participates in a number of recruitment programs in Florida and across the country. Information about such programs will be posted on TWEN and Symplicity.

- **Other Resources** – computer, printer, fax machine and copier are available to students for use in their job search only, including drafting resumes, cover letters, on-line job search and other career-related tasks.

- **OCPP Newsletter** – published monthly during fall and spring semesters.

- **Symplicity** – is an on-line career center designed to assist in your career planning process. You will be able to post your resume and cover letter, search for jobs, sign up for job fairs, OCI’s, programs and events, and much more, all on line.
Job Postings

Job postings are available through Symplicity at https://law-famu-csm.symplicity.com/students and is password protected. You will need to click on this link and log in using your username and password in order to view job postings.
TWEN

The OCPP will continue to post career opportunities and other career-related information on TWEN until we transition to Symplicity. At that time TWEN will be deactivated.
BRIGHAM YOUNG UNIVERSITY LAW SCHOOL INTERCOLLEGIATE JOB BANK

FAMU-COL is a member of the Brigham Young University (BYU) Law School Intercollegiate Job Bank. BYU hosts a web-based newsletter bank that consists of job listings from law schools across the country. This job bank offers law students an easy, efficient way to access job listings without the bother of hard copies. The site is password protected. To access this job bank, please go to TWEN or Symplicity, https://law-famu-csm.symplicity.com/students to retrieve the username and password. This bank is a wonderful opportunity for students to search job opportunities from across the country.
Job/Career Fairs

FAMU participates in a number of job/career fairs across the country. These fairs provide an opportunity for students to interview with legal employers from various locations within a short amount of time. A list of job/career fairs in which we currently participate and others we plan to participate in the future is included below.

**Patent Law Interview Program (PLIP)** – sponsored by the Loyola University Chicago School of Law, held annually, the end of July thru the first of August. This is a nationwide interview program that targets patent law employers, second and third year J.D. students and LL.M students with engineering and/or technical science academic backgrounds. If you have an undergraduate or graduate degree in engineering or technical science, you may want to consider participating in this program. It offers qualified law students the opportunity to interview with patent law firms, as well as law firms, corporations and government agencies with patent law departments. Student registration along with a small non-refundable registration fee is due in mid-February. For more information please visit [www.luc.edu/law/career/patent.html](http://www.luc.edu/law/career/patent.html).

**Southeastern Intellectual Property Job Fair (SIPJF)** – sponsored by Georgia State University College of Law. This fair is open to students from NALP (The Association for Legal Career Professionals) Southeastern schools and held the end of July. This job fair is not a “patent lawyer” interview program exclusively. Because of the broad field of intellectual property, the goal of this job fair is to provide interview opportunities in litigation, prosecution, and transactional work in the various areas of IP. There is a small registration fee to participate in this job fair. For more information please visit [www.law.gsu.edu/careers/sipjf](http://www.law.gsu.edu/careers/sipjf).

**Southeastern Minority Job Fair (SEMJF)** – sponsored by over fifty accredited law schools in the Southeast and is open to student and alumni of sponsoring schools. This job fair is held annually in Marietta, Georgia the first weekend in August. Please visit their website at [www.semjf.org](http://www.semjf.org).

**The Boston Lawyers Group (BLG)** – is a consortium of over 40 of the largest law firms, government agencies and corporations in the City of Boston. The mission of the BLG is to support the efforts of its member organizations to identify, recruit, advance and retain attorneys of color. The BLG Job Fair for 2L and 3L Law Students of Color takes place annually in Boston and DC, either August or September. It provides participating member organizations with a great opportunity to select and interview applicants from a nationwide pool of qualified students of color. Students can only select one city in which to interview. Registration begins in early April and ends in mid-July. For more information about The BLG, visit their website at [www.thebostonlawyersgroup.com](http://www.thebostonlawyersgroup.com).

**IMPACT Career Fair for Law Students & Attorneys with Disabilities** – sponsored by University of Arizona College of Law and Georgetown University Law Center. This fair is held in mid-August and is open to ALL 2nd, 3rd and 4th year law students and alumni nationwide. Students must be returning for the fall term. For more information and to register, go to [http://myazbar.org/SecComm/Committees/ADTF/Archives/IMPACTFlyer.pdf](http://myazbar.org/SecComm/Committees/ADTF/Archives/IMPACTFlyer.pdf).
The Lavender Law Career Fair and Conference – is designed to achieve a sense of community and inclusion for LGBT candidates within the legal profession's recruiting efforts. The fair is held annually, the first week in September. For more information about the career fair and conference, please visit www.lavenderlaw.org. To register for the fair, go to http://www.lavenderlaw.org/register.html.

Heartland Diversity Legal Job Fair (HDLJF) – is a relatively new initiative designed by the Kansas City Metropolitan Bar Association's Diversity and Managing Partner Committees. In 2005, the first annual HDLJF was held in Kansas City, Missouri. This job fair is unusual because law firms and legal organizations have come together to encourage students to make Kansas City their first choice. This fair is held in the first or second week of September. For more information, please visit http://www.heartlanddiversity.org/.

Rocky Mountain Diversity Legal Career Fair (RMDLCF) – provides an excellent forum for legal employers, law students and law school graduates to meet and discuss employment options with the goal of expanding opportunities and assisting the legal profession in fulfilling its commitment to diversity. Legal employers attending the RMDLCF seek to hire law students and graduates from culturally diverse backgrounds that have been traditionally under-represented in the practice of law in the Rocky Mountain region. These include law students and graduates who are ethnic or racial minorities, disabled, and/or gay, lesbian, bisexual or transgender. This fair is held annually in mid-September in Denver, Colorado. For more information and to register, visit www.rmdlcf.com.