

# University of Missouri-Law

September 2007

Issue 3

## 2007 Events Schedule September/October

**Wednesday Sept. 26**  
*Pi Alpha Delta Blood Drive.* From 11 a.m. to 4 p.m. in the Law School lounge area.

**Tuesday Oct. 2**  
*Federal Society Speaker.* Nick Capaldi will speak on the topic, "Why the Rule of Law is Not Taught in American Law Schools." This event qualifies for general Professional Perspectives credit, and will be held from 5:30 to 6:30 p.m. in the Courtroom.

**Wednesday Oct. 3**  
*1L Judicial Clerkship meeting.* Attendance satisfies one Career Development Credit. See accompanying newsletter article for more details.

**Monday Oct. 8**  
*Judge Lawrence Mooney.* The Eastern District Court of Appeals justice will speak at 1 p.m. in Room 7.

**Friday Oct. 12**  
*Dispute Resolution Symposium.* This symposium is hosted by the Center for Dispute Resolution. To be held from noon to 5 p.m. Watch your e-mail for more details.

**Monday-Wednesday Oct. 15-17**  
*BOA Client Counseling Competition.*

## 1L Newsletter:

**H**ello 1Ls! Congratulations on finishing your first tests as law students! We hope that your semester is going well. As it continues to get busier, please remember to attend one Professional Perspectives event and one Career Component event by the end of the fall semester. Several options are listed in this newsletter, but keep your eyes peeled for others that appeal to you. As always, let us know if you have any questions.

### [Business Communication Seminar offered students professional and electronic advice](#)

On September 19, nearly 60 students received tips on business communication from a panel of experts. Much of the advice focused upon the use of email and a consideration of its risks. Paul Maguffee, an attorney with the University's General Counsel's Office, and Dan Nelson ('92), a partner with Armstrong Teasdale, discussed that e-mail is discoverable in law suits, that there is no expectation of email privacy, and that there is no control over to whom an email may be forwarded.

Professor Danny Sokol discussed e-mail drafting issues, including the use of "cc" and "bcc," and advised students to keep anything out of an e-mail that they would not feel comfortable announcing in a crowded room. Both Sokol and Dr. Joseph Mazza, of the MU Department of Communication, discussed how word usage can set the tone of an e-mail and stressed that a reader cannot discern vocal cues, such as humor or sarcasm, in a typed message.

Each panelist stressed the importance of face-to-face interaction and noted that e-mail is not always the best means of communication (for example, when delivering bad news to a client). Regarding oral communication, Mazza advised students to consider their "audience" and to pay special consideration to word choice, vocal tone, and body language.

Professor Rigel Oliveri urged students to sound professional when speaking with attorneys and to avoid youthful mannerisms and phrases that may detract from the serious nature of the students' work. Mindful of a situation in which a young male summer associate asked a senior female partner to make him coffee, Oliveri also advised students to treat all

members of the office with respect and to avoid stereotyping co-workers. The panel also advised students to call attorneys and clients "Mr. " or "Ms." until the attorney or client specifically asks to be called by his or her first name.

Perhaps the biggest tip of the presentation focused on professionalism. While it is easy to adopt a casual way of speaking, writing, and addressing others, attorneys should be mindful of a casual demeanor's effect on others. As members of a profession, attorneys should strive to present themselves as thoughtful, courteous, and hardworking. It is therefore always appropriate to adopt a measure of formality a step above what might be expected (one attorney likened it to wearing a suit jacket while others are in shirtsleeves).

Attorneys can always become a step less formal as they develop relationships with clients and fellow lawyers, but it is difficult to become more formal if others perceive the attorney to be brash or careless.

### [Interested in a Judicial Clerkship?](#)

On October 3, members of the faculty Judicial Clerkship Committee and students who have served as judicial clerks will provide a Judicial Clerkship Overview to interested 1L and 2L students. First-year students may learn more about clerkships from 1-1:25 p.m. in the Courtroom.

These programs will prepare students for the Gibson Judicial Clerkship Forum to be held on October 31. This year, the Forum's featured speakers

are the Honorable Duane Benton of the United States Court of Appeals for the Eighth Circuit and the Honorable Nanette Baker of the Missouri Court of Appeals, Eastern District. Their clerks, Megan Dunn ('07) and Fibbens Koranteng ('07) will also be present to discuss the judicial clerkship experience.

Judicial clerkships are an excellent way to learn more about trial and appellate procedure. Clerkships also provide many ways to use and strengthen your research and writing skills. Whether you are committed to pursuing a clerkship or just considering a variety of options, we urge you to attend the both the overview and the Gibson Judicial Forum.

Attendance at the Judicial Clerkship meeting will satisfy one Career Component credit.



### Tips for making your law school outlines:

- Organize the outline around issues not cases. Use the syllabus and the table of content of the case book to help organize the issues
- Use your own words — Of course there are legal terms you need to use, but the outline is for you. Use language that makes sense to you. Even if use another outline, re-write it.
- Go from general topics to specific information.
- Start the Outline Early — Not starting soon enough is often a problem.
- Break the rule into elements, then define the standard or test for each element and any exception to the definition
- Identify Alternative or Minority Rules. Break the rule into elements
- Illustrate the definitions and the exceptions
- Create a few short fact patterns to insure your understanding.
- Identify the policy reasons behind the rules, elements, standards and tests.

Source:  
<http://academic.udayton.edu/legaled/online/exams/outlin03.htm>

### Congressman Ike Skelton's Words of Wisdom to First-Year Students

On Sept. 14, Congressman Ike Skelton, representative of Missouri's 4th Congressional District and a 1956 graduate of the University of Missouri School of Law, visited Hulston Hall for a question-and-answer session. Prior to taking questions from several law students, Congressman Skelton discussed his life on Capitol Hill and shared stories from his 20-year career as a trial attorney. Congressman Skelton also took the opportunity to reflect upon his law school experience, and he offered current law students the following advice:

- **Realize that you are attending class with people who will be lifelong friends.** Shared experiences such as studying, answering questions in class, and preparing for final exams bring people together. Congressman Skelton stressed that the people you sit next to now will be the people you work and socialize with throughout your career.



To illustrate the point, he brought along Larry McMullen, a good friend from law school, and a longtime partner at Blackwell Sanders in Kansas City. Mr. McMullen introduced Congressman Skelton to the students, and the two friends swapped several stories about studying in an attic, attending class, and trying cases in Western Missouri.

Congressman Skelton also noted that while in law school, his father, a 1926 graduate, befriended Virginia Booth, the only woman graduate of that class. Thirty-five years later, the two friends celebrated the marriage of Ike Skelton and Booth's daughter, Susan Booth Anding.

- **Look for the "Essential Question."** Congressman Skelton stressed that law school teaches students how to look for the "essential question" in any matter. He said he believes that lawyers are able to find the essential question by instinct and that the instinct to ask this question is at the heart of a successful practice. The congressman urged law students to look for that essential question as they read for class.



### Congratulations to the 2007 BOA Negotiation Winners

We would like to congratulate the 2007 Board of Advocates Negotiation Competition winners Ryan Westhoff and Jay Atkins, and second place finishers Steve Voorhees and Craig Flanders. We applaud all of your hard work and wish you the best of luck at the Regional Negotiation Competition later this semester.

BOA will next be hosting the Client Counseling Competition in October. Watch your e-mail for more details.