

# FREQUENTLY ASKED CAREER & ACADEMIC QUESTIONS

Student services staff work on-site and remotely and meet with students virtually and in-person. If you need assistance, please drop by the Leadership Center, email staff, or call main and office lines. A full directory can be found here <https://www.law.gmu.edu/peopfind>. We are here to help!

## **CAREER ADVISING**

### ***What services does the Career Services Office (CSO) provide?***

Our staff is equipped to address all career-related topics with students such as: resume and cover letter review, interview preparation, resources for employer research, counseling students on career exploration, and facilitating networking opportunities.

### ***When can I meet with a Career Advisor to discuss careers and jobs?***

Based on past student experiences, students are best served by focusing initially on their academic routines. Students can make counseling appointments whenever they wish, but you are strongly encouraged to focus more directly on career matters later in the semester. In October, career counselors will offer additional career planning sessions designed specifically for the first-year students. In the meantime, if you would like to update your resume, work on cover letters, or begin exploring employers and practice areas, please look at the many resources on the CAS Intranet resource sections. (See below for more on the CAS Intranet.)

### ***Am I required to meet with Career Services? Will I be assigned a Career Advisor?***

YES. Per Academic Regulation 3-3.6, it is mandatory to meet with CSO, and it is a requirement to graduate. A member of the Career Services staff will be assigned to you and will reach out to schedule an initial meeting. In addition to your assigned advisor, you are welcome to meet with any Career Advisor on the staff.

### ***Where can I find a sample resume, cover letter or LinkedIn profile?***

You can find samples of these documents on our Intranet at <https://sls.gmu.edu/cas/>. To login, enter the username of *casguest*, and the password is *scaliaw*. The Intranet contains documents for Scalia Law students and graduates regarding career planning (including sample resumes, cover letters and LinkedIn profiles), academic planning, and bar information. After you look at the sample resumes and update your own resume, you can submit your draft to CSO (at [lawcareer@gmu.edu](mailto:lawcareer@gmu.edu)) for an advisor to review.

## **ACADEMIC ADVISING**

***Will I be assigned an Academic Advisor?***

Unlike many college programs, law students are not assigned only one specific advisor with whom you must meet to discuss courses or other academic issues. In your first year, you will only take required courses at the designated times. In your upper-class years, you will take required and elective courses. To help you select courses that make sense for you, academic support staff offer a variety of group and individual sessions year-round. You may meet with any advisor as often as you like. In addition, most students seek out advice from a variety of professors, upperclassmen, alumni, and other professionals. A great deal of helpful advising information also can be found on the law school web page <http://www.law.gmu.edu/academics> and our Intranet <https://sls.gmu.edu/cas/> (see the Academic Resources tab). Finally, during the summer, you are invited to have a pre-registration meeting with a member of the academic staff and the career staff to discuss courses, keep track of credits towards graduation, and career goals.

***Who do I call if I have an emergency that prevents me from attending several classes, an exam, or requires me to turn in a final paper beyond the deadline?***

If you need to miss a number of classes due to an illness, death of a family member, or some other significant event, you will want to notify your professor and the Associate Dean for Administration and Student Affairs, Annamaria Nields ([anields@gmu.edu](mailto:anields@gmu.edu)). Attendance in class is governed by Academic Regulation 4-1.1 and any attendance rules in your professor's syllabus. There are also regulations that govern permission to delay an examination (see Academic Regulation 4-4.1). Because law school exams are blind-graded, students should not contact a professor to seek a delay of an exam. Students instead must contact Associate Dean Nields or the Associate Registrar in the Records Office at [cmalone4@gmu.edu](mailto:cmalone4@gmu.edu). Permission to delay submission of a final paper requires a review of 4-4.1 so as to determine the appropriate individual to contact. The Academic Regulations can be found at <http://www.law.gmu.edu/academics/regulations>.

***Can a part-time student switch to the full-time program in the first-year or vice versa?***

Possibly in your first year and yes in your upper-class years. If a first-year student would like to change programs for the spring semester, they should fill out a "Petition Form" (available through the Records Office) requesting such a switch. Petitions can be filled out and turned into the Records Office at any time during the fall semester, but decisions on whether such a switch will be approved will not be made until early November. Students contemplating such a switch should keep in mind that though they may be able to switch programs they may still need to take required courses in the day (if originally a full-time student) or night (if originally a part-time student). Petitions to switch between the programs after the first-year of studies are completed are granted liberally. If you have questions on switching between programs contact Associate Dean Nields at [anields@gmu.edu](mailto:anields@gmu.edu) or the Records Office at [lwrecord@gmu.edu](mailto:lwrecord@gmu.edu).

### ***Can full-time students take class in the evening and vice versa?***

Not in the first year, unless extraordinary circumstances necessitate that a full-time student take a course in the evening or a part-time student take a course in the day. Students should contact Associate Dean Niels at [aniels@gmu.edu](mailto:aniels@gmu.edu) to discuss any circumstances that may necessitate such a switch. After the first year, students may select courses from the day and evening schedules. In fact, most students take many courses at night so that they may intern or work during the day and so that they may enroll in specialty courses taught by practitioners who only teach in the evening. Some early morning classes are also offered so that students with more flexible work schedules can take a class early and report to work on time.

## **JOB POSTING AND EMPLOYMENT OPPORTUNITIES**

### ***How do I find job opportunities?***

One of the best place to find job listings is through **Symplicity**, which can be accessed at <https://law-gmu-csm.symplicity.com/students/>. In addition, students are encouraged to explore other web-based job sites. A guide on job search sites is available on the CAS Intranet. Students will receive an e-mail during the first week of the fall semester that contains their username and password for Symplicity.

### ***Can a first-year student work in the field for academic credit this fall or spring?***

No, but after completing the first-year program you can. The law school offers a number of internship programs and clinical opportunities in the fall, spring and summer semesters where students can earn academic credit while gaining practical legal experience. Descriptions of all of these programs can be found at <http://www.law.gmu.edu/academics/clinics>. You can also attend the Externship & Clinics Information Session, held each fall and spring semester with the externship and clinic directors, to learn more about these opportunities.

### ***Do full-time students work?***

Most first-year full-time students do not work in the fall of their first year; some work in the spring so that they may line up full-time summer jobs. Most upper-class full-time students will work – either for free, pay, or credit – in multiple semesters during their final years. Under the Academic Regulations, full-time students are not permitted to work more than 20 hours per week but may petition for a waiver of this regulation.

## **EVENTS AND NETWORKING OPPORTUNITIES**

### ***How do I find out about upcoming events?***

Career and academic support staff send out email reminders on the student listservs (the sender will be [lawcareer@gmu.edu](mailto:lawcareer@gmu.edu) or [lawevent@gmu.edu](mailto:lawevent@gmu.edu) depending on the type of event). Events are also publicized on the law school bulletin boards and calendaring system, the plasma

screens, the Career Services Facebook page, and on Symplicity. For Scalia Law CAS events that require registration or RSVPs, students use the Symplicity system.

***How can I meet alumni or other professionals to learn about careers and job leads?***

Students are connected to alumni and other professionals in many ways. First, Career Services, student organizations, and alumni relations host many events throughout the year that are attended by alumni and other professionals. Second, all students can participate in the formal second-year Alumni Connection program. Third, all students can find alumni on LinkedIn (over 6000 on LinkedIn) and through the online alumni directory. To request a password to the directory, send an email to [lawcareer@gmu.edu](mailto:lawcareer@gmu.edu). Fourth, employers and professional associations host events offsite, and Career Services promotes and subsidizes student attendance at many of them. Finally, throughout the year, students can request assistance for suggestions on alumni or friends of the law school with whom they should meet. Many alumni remain in the area, so there is absolutely someone with whom you can connect in person; and many more alumni outside of the area are available online.

**OTHER**

***Where are student mailboxes located?***

Student mailboxes are located in the hallway outside of the Records Office, Hazel Hall 341. The mailboxes provide a convenient and important means of student contact by faculty, staff and fellow students, though they are not used as regularly as your gmU email. You should check and clear out your mailbox (both your real and email one) frequently. Mailboxes are individually assigned, usually by mid-September each year. The box assigned to each student is **below** the name.

***When is the Records Office Open?***

Students who are unable to come by during the times when staff in the Records Office are on site are encouraged to use the mail drop outside of the Records Office to leave any requests or forms, or students may also email questions and forms to Records at [lwrecord@gmu.edu](mailto:lwrecord@gmu.edu).