

Hearsay

Fall 2004

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From the Director

Gary Alexander

We've taken a bit of a different tack with this issue of Hearsay in that we have tried to develop a theme. That theme is, "resources that are available to you, but that you may be unaware of." The library sections focus on several resources and other sections discuss the human resources in the Legal Writing Clinic, Career Services, EdTech and Student Affairs departments (no slight is intended to the Registrar's office and Financial Management, but we figured students were already well aware of the services provided by these offices).

As a brief introduction to this issue of our library newsletter, the other day, a student asked me if materials in the Penrose Library could be delivered to the law library for him to pickup here. Not an unreasonable request, given that materials borrowed via Interlibrary Loan and Prospector are delivered here for patron pickup. But the experience reinforced my long-held belief that the majority of students are as unfamiliar with the cataloging of a library's resources and searching online catalogs as librarians are with students' usage of the resources in their libraries. Be that as it may, my more immediate concern and the point of this writing, is that students, for a variety of reasons, steadfastly remain unfamiliar with various library resources that could be beneficial to them throughout their law school experience, if only students knew of these resources.

Given that the focus here is to acquaint students with these resources, rather than discuss the possible reasons for this lack of knowledge, I will note in passing only two such possibilities and then move on to a discussion of the resources themselves. One, not all students always know what to look for, and two, they don't always know how to look.

What follows is an attempt to acquaint students with the library's resources dealing with legal writing, resumes, and career guides, and to provide a few examples of different searching techniques. First, I want to reiterate a point I made in a previous issue of Hearsay, where I noted how works on seemingly the same subject, due to the subtle nuances of the rules of cataloging and classification, may be shelved in multiple locations in a library based on the application of these rules. So while browsing the stacks is generally a good idea, searching in the library's catalog is **always** a good idea.

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From the Director

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Writing Guides. Much if not most of the library's collection of materials on Legal Writing is shelved together at KF 250 (brief writing is KF 251), but don't neglect or overlook the fact that materials on subject specific writing, eg, drafting contracts, are shelved with the pertinent subject matter.

More important for our purposes here, is how searching for these materials in the library's catalog affects the search results. Consider the following examples: a keyword search on "writing" retrieves 445 entries; a keyword search on "legal writing" retrieves 202 entries; a title search on "writing" retrieves 66 entries; and a title search on "legal writing" retrieves 30 entries.

Resumes. The library has entire books devoted to writing resumes, located at KF 297 and the HF 5380's, but there are also books in the KF 283's that contain tips on crafting 'winning' resumes, and there are even e-books available for consulting. Note that a keyword search on "resume" or "resumes" retrieves the relevant items, but there is a difference in the number of items retrieved depending on which keyword is used. The explanation is that when searching in the catalog, unlike searching on Westlaw, plurals of keywords are not generated automatically.

Career guides and job information. A number of the resources already noted contain this type of information. Also, the library staff has prepared several research handouts (available both in paper and on the library's website) on "Finding a Job." There are other sources included on the library's website, eg, Natural Resources >Careers; Internet Research Links > Legal Jobs; and International and Foreign Resources > Students > Jobs. Also worth a look are the content notes for **Careers in Law**, 3rd ed, 2004. LexisNexis and Westlaw are other sources of information.

Going back to how to look for BLANK, it has been suggested that librarians should integrate into their catalogs a feature similar to Amazon.com's, "if you like this, then you will probably like ..." In actuality, online catalogs have had this capability for years; it's called subject searching. But to take advantage of this capability, a searcher has to either know the appropriate subject heading or first retrieve a relevant title.

Neither may not always be as straightforward as it would seem. Consider the following examples:

Slaying the law school dragon: how to survive--and thrive--in first-year law school;

How to thrive in law school;

Law school: a survivor's guide; and

Law school survival guide / from the editors of JD jungle and jdjungle.com

The contents of this last title include: Choosing the right law school (Note: don't worry; you did) -- Paying for your

) -- Paying for your education -- The first year: work, work, work -- The second year: land a job -- The third year: relax

Now, there's some good information here, but who would know – or think - to search the catalog using a Subject search for:

"Law students -- United States -- Handbooks, manuals, etc.;"

or

"Law schools -- United States;" or

"Law -- Study and teaching -- United States?"

And I doubt that more than a few researchers would have retrieved these books using a title search ("Slaying" or "How to" or "Law"). Here are a few of my favorite examples of book titles that illustrate the 'pitfalls' of title searching:

Planet law school: what you need to know (before you go) ... but didn't know to ask.

Or more telling, the revised and expanded edition, **Planet law school II: what you need to know (before you go) -- but didn't know to ask -- and no one else will tell you.** There is some wonderful information here, on such matters as: The secrets of first-year success -- Law Review -- Summer clerkships, internships, and research assistantships -- Clinics -- What to take in years 2 and 3 -- Foreign studies -- Legal research, reasoning and writing -- Tips on finding a job;

The practice of law school: getting in and making the most of your legal education

Partial contents include: Loans, scholarships, and other ways of financing law school -- Using context, policy, and theory to navigate law school like a lawyer -- Exams and grades -- Ways to gain distinction, develop skills, and get experience -- Special considerations for the second and third years of law school -- Preparing for the bar and admission to practice; and **Barman: ping-pong, pathos, and passing the bar.**

Lastly, even though it's still early in the semester, no doubt for some folks it's not too early to begin thinking about finals. And yes, the library does have materials potentially useful for preparing for finals. But you now know how to find these on your own, right? (Hint: don't forget about the use of the *)

Loislaw

All students can register for a password for access year-round to Loislaw at <http://www.law.du.edu/library/loislaw.cfm>. The library subscribes to this full-text legal database that covers federal cases, statutes & regulations as well as Colorado cases, statutes, regulations and jury instructions. There are no usage restrictions for students using Loislaw, so students may use this database in situations where they are barred from using Westlaw & Lexis—for example, while clerking or during the summer when they are not enrolled in classes.

NaturalResources WebLinks Gets a New Look

Martha Keister, Foreign, Comparative & International Law Librarian

It's time to take a look at the NaturalResources WebLinks page, newly redesigned and updated! <http://www.law.du.edu/naturalresources/weblinks/default.cfm> The page is "sponsored" by the Environmental and Natural Resource programs at the College of Law. It was designed by Theresa Baker, Information Technology Librarian and maintained by law librarians Patty Wellinger and Martha Keister, and a host of Natural Resources LLM and MLRS students.

The goal of the website is to provide free access to a broad range of specialized topics and country specific information on natural resources and environmental law. We now have both primary and secondary links for about 140 countries, including links to legislation, legal databases, government agencies, search engines and investment specific information. Most links are to English language resources, a few are to other languages such as Spanish, French and Arabic.

We are proud to say that a number of prestigious institutions link to us: the Library of Congress, the World Bank, the United Nations Development Program and many universities and law schools. In 2003 we received over 235,000 hits as researchers around the world discovered us! Join them!

We are always on the look out for new resources to improve our webpage and to increase the depth of information available. If you have any suggestions, please contact me at mkeister@law.du.edu.

DU Journals on HeinOnline

DU law journals are now available via HeinOnline—see the Databases/Indexes section of our webpage for full-text pdf files.

- The University of Denver Water Law Review is available from 1997 - 2003.
- The Transportation Law Journal is available from 1969 - 2000.
- The Denver University Law Review is available from 1923-2002.
- The Denver Journal of International Law & Policy is available from 1971-2003.

Educational Technology Support

Jessica Hogan, Manager, Educational Technology

Check out our website at <http://www.law.du.edu/edtech> Educational Technology Support for Students at the College of Law including Audio Visual, Computer Help Desk & Web Services

Our staff are available to assist students with accessing any online information that is provided on the college of law website.

Course and Student Group Web Sites: Carrie Mahan Groce, the law school web manger, offers web page support for law school student organizations and faculty-created course web sites. If you are charged with updating your organizations web site or just need help linking to your course materials online, Carrie can help.

Helpdesk: Joan Pope, our helpdesk coordinator, provides educational support for various legal and non-legal software packages that you may be using. If you need help with Microsoft products such as Word, Excel, Outlook or FrontPage, Joan can help. The helpdesk is located on the second floor of the law school in the northeast corner of the building (265B). The Helpdesk hours are generally Monday through Thursday from 8 am until 7 pm and on Fridays from 10 am until 3 pm. These hours are subject to change.

Audio Visual: If you need to give a PowerPoint presentation in one of your classes or are organizing a law school event that requires technology, we can help. With two weeks notice before an event, Wayne Rust and Saul Wiley can provide services for student-sponsored events or classroom presentations.

Customized Legal Courseware Platforms: Lexis-Nexis Web Courses and The West Education Network (TWEN) We offer support for two legal-related courseware platforms sponsored by Lexis-Nexis and West Group. Lexis-Nexis Web Courses use the Blackboard software that is also being used in many main campus classes. Each platform offers features that may or may not be activated by your professor, such as discussion groups, links to additional online course materials, and online quizzes. Jessica Hogan can help you obtain the requisite passwords and access your online course platforms.

Please join us in congratulating the Educational Technology Department—recipients of the 2004 Quality Department Award for outstanding service at the University of Denver!

ETC.:

Or What We Do Outside the Library

Diane Burkhardt, Faculty Services

Liaison

Nancy Sensel, Interlibrary Loan Coordinator, has recently adopted two new cats from the Denver Dumb Friends League. Abby is a four-month-old gray brown tabby, and Lily is a 1 ½-year-old tortoiseshell tabby. Their antics are keeping Nancy busy and delighted. She reports that Lily has adopted Abby as her personal kitten, and the two often curl up together in a tight little ball.

Theresa Baker, Information Technology Librarian, bought a new old house this summer. She sold her house in Englewood and has now moved into a beautiful Victorian house near Denver's City Park.

Goldie Burton, Reference Librarian, and her husband closed on a unit in a co-housing development in Boulder.

Debra Austin, Library Instruction Coordinator, received her Ph.D. in Curriculum and Instruction from DU's College of Education on August 13, 2004. At the College of Law, she teaches Advanced Legal Research and Becoming a Lawyer in the internship program. Debra received her J.D. from the University of San Francisco in 1989.

JoAnna Patrick, Operations Manager, and her partner, Jane Rolason, have been busy riding and maintaining their three motorcycles. They currently have a Victory Vegas, a Katana 600 and a Harley Super Glide Sport. They enjoyed rides in Colorado and Wyoming during the summer months and rode to Buena Vista and Gunnison over the Labor Day weekend.

Patty Wellinger, Reference Services Coordinator, is the new treasurer of SWAN (Staff Women's Advisory Network, which provides a forum for education, advocacy and support of women staff at DU. SWAN sponsors the annual Women's Conference for DU staff, faculty and students in the spring. Patty also reports that she has been overwhelmed by organic vegetables this summer, having purchased a one-half share in the Denver Urban Gardens' Delaney Farm. She seems eager for the first hard frost.

Martha Keister, International, Foreign and Comparative Law Librarian, traveled to Helsinki, Finland in August for the International Association of Law Libraries annual Course on International Law Librarianship. This year's theme was "Protecting the Environment: A Challenge Across Borders." In addition to lectures and meetings, the course included visits to the parliaments and parliamentary libraries of Finland and Estonia. Martha and her husband, Bill, also visited friends in Norway, where the temperature was a record-breaking 90 degrees for 10 days!

The law library was well represented at the annual gathering of the American Association of Law Libraries, which convened in Boston in July. **Gary Alexander, Patty Wellinger, Goldie Burton, Carol Perkins, and Barbara Allen** all attended.

Caryl Shipley, Acquisitions / Special Projects Assistant, is the proud winner of the University of Denver's 2004 Red & Gold Award. The award is presented to a staff member "who goes "above and beyond" both at DU and outside the University through volunteer work. The winner receives a \$100 savings bond and a plaque from the Chancellor during the Convocation luncheon.

Speaking of winners, the **Law Library's** legal research video "Case Finding Using Reporter's & Digests" was selected as the recipient of the 2004 Law Library Publication Award (Non-Print Division). A plaque was received at the American Association of Law Libraries conference in July.



*Digital Port-
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folios

The Advanced Legal Research (ALR) course at the College of Law incorporates digital Legal Portfolios, which include a student's web site and the two research projects required in the course. In addition to student assessment, the digital Legal Portfolios can be used by ALR students to promote their unique capabilities. Students are taught how to integrate their resume, writing samples, and other documentation necessary to demonstrate competence and potential. The use of these work samples is purely voluntary, yet many students opt to create a complete online Legal Portfolio to market themselves in the legal community. Student use of a digital Legal Portfolio also displays advanced technology skills desirable to many legal employers.

Advanced Legal Research is offered during the fall, spring, and summer semesters. In addition to honing your legal research skills before you move into the practice of law, you can create a digital Legal Portfolio to assist you in your job search.

Issues & Answers

Paul Sharpe, Access Services Librarian

It's time again to remind everyone of exactly how things work in the law library. Despite having had the opportunity to meet many new students this time around, it's always a good idea to make sure that both old and new students have an idea of how to get business done – and who to contact when there's trouble!

Currently, the library houses five copiers for public/student use. There are two each on Levels One and Three, located in the Copier/Printer Rooms, just off the stairwell and around the corner to the left. One copier is located in the Copy Center on Level Two. While one copier on each level will accept cash and coins at a charge of \$.15/page, all five units are programmed to accept Pioneer Copy Cards at a charge of \$.10/page.

Pioneer Copy Cards can be purchased from the VTS (Value Transfer Station) on Level Two, located on the western wall around the corner from the Copy Center. The VTS accepts cash only, and there is an additional \$.50 charge for the card itself. Your own Pioneer ID Card can be used in place of the Copy Card by adding funds at the VTS. Funds can also be added to either a Pioneer Copy Card or Pioneer ID Card by contacting the Pioneer Card Office at (303) 871-4545, visiting their office on the lower level of Driscoll Hall South, or on the web at: <http://www.onlinecardoffice.com/udenver>

The library is unable to refund monies lost in the photocopiers or the VTS. For problems, questions, or further information, please contact David Dudra, Manager of Reprographic Services, at (303) 871-6233, or the Pioneer Card Office at (303) 871-4545.

Level Two of the law library is home to 30 computers – 12 PCs and 18 iMacs. Students may login on these machines using their assigned user name and designated password. From these computers, students are allowed unfiltered access to the Internet.

With the exception of printing from Westlaw and Lexis-Nexis, printing is routed to the default printer of the student's choice, located on any of the three levels of the law library. Students are provided with a printing allowance of \$50, or 500 pages, per semester. Additional print credit can be purchased and added at the Circulation Desk, located on Level Two of the law library.

Public Access Catalog stations (PACs) are located on Levels One and Three of the law library. These computers only allow access to the law library catalog and databases to which we subscribe. Access to these machines is available to any patron allowed in the law library, with no login required. Six OPAC stations are located on Level Three; three are located on Level

One.

Printing from the PACs is controlled by the UniPrint system. A Pioneer Copy Card or Pioneer ID Card with available funds is required to allow the request to be printed. A UniPrint station, complete with a touch screen, printer, and detailed instructions for use, is located on Level One and Level Three.

The library is only able to provide limited troubleshooting assistance for the computers located on Level Two. For complex problems involving software issues, network connections, or trouble logging in, please contact the Computer Help Desk at (303) 871-6464. Their office is located in the northeast corner of Level Two, outside the library.

A publicly accessible fax machine is located on Level Two on the western wall, just to the left of the elevator. The number is (303) 871-6020 and it is available for student use. Local faxes are free. Long distance faxes require a calling card.

If you have any questions or concerns about the law library, you can find my office on Level 2. Please drop in anytime, or send me an e-mail at: psharpe@law.du.edu if you have problems.

Introduction to Student Affairs

Cindy Hyman, Manager of Student Affairs

Periodically, students will encounter personal or academic emergencies that can exacerbate the normal stress of law school. In such situations, the Office for Student Affairs can offer a variety of services to assist students in adjusting to unforeseen circumstances. The Assistant Dean and Manager of Student Affairs counsel students regarding academic and personal matters; engage in crisis intervention when indicated; and frequently serve as a liaison in procuring support services for students. The Manager of Student Affairs also works in conjunction with other University departments to procure appropriate accommodations for students with learning and physical disabilities.

The Assistant Dean of Student Affairs is Dan Vigil. The Manager of Student Affairs is Cindy Hyman. Office hours for Student Affairs are the same as those for the rest of the University, 8:00-4:30 Monday through Friday. On Tuesdays and Thursdays, Dan Vigil will accept appointments from 7:30-8:30 p.m. for evening students. For more information about Services provided by the Office for Student Affairs, please stop by Suite 115 or call 303-871-6184.

Informational Interviewing - the AVN Connection

Gretchen Haas, Career Counselor

What do these DU Law alumni have in common?

- 1992 graduate, practice focus: products liability in Florida
- 1997 graduate, practice focus: construction law, commercial law, Denver mid-size firm
- 1995 graduate, practice focus: environmental natural resources in Federal government agency in Washington, D.C.
- 1973 graduate, practice focus: copyright and trademark, large Denver law firm.
- 1987 graduate, Corporate counsel, insurance defense litigation, Denver

They are volunteers in the DU College of Law Alumni Volunteer Network (AVN), a cooperative venture between the alumni relations office and career services.

The AVN provide students and alumni with attorney (and professionals who practice in alternative careers) contacts in specific practice areas and in different geographic locations. The contacts are eager to meet with students or alumni to answer questions regarding the nature of their professional pursuits and to share valuable insight and information about the job market and community.

Arranging an informational interview with an attorney in your area of interest can yield both short-term and long-term rewards. An informational interview (so called because you are the interviewer not the interviewee) carefully prepared for can provide a wealth of information including a wider appreciation of the intricacies of the practice area, additional contacts in the area and possibly invitations to attend a professional activities.

According to Quintcareers.com:

One out of 200 resumes (and perhaps as many as 1500) may result in a job interview. A job offer may result from only one out of 12 informational interviews

Listen to what a small number of recent alumni have to say about the benefits of making AVN a part of their job search:

A recent graduate who worked with a career consultant during her 2nd year of law school contacted an AVN to meet to discuss her area of law. Throughout the school year, the law student maintained contact by initiating emails and/or invitations to meet at the attorney's office or get together for coffee. Prior to her second summer, she interviewed for and was offered a summer clerk's position at the attorney's firm.

Reluctantly, she turned it down. Months later, near the end of her third year, she learned that her AVN contact had left the firm and joined another major Denver firm. She re-established connection only to learn that an associate position was available. She applied and was selected.

Another student contacted several AVNs during his 2nd and 3rd year of law school. He religiously maintained contact with each one by emails, sending them updates on his job search process and invitations to coffee. During his 3rd year he interviewed with the firm of one of his AVN contacts and accepted a job there. Soon after he started, his AVN contact left and joined another firm. When the firm folded 6 months, the recent graduate re-initiated contact and obtained an interview for an associate position through his contact.

A 2002 graduate who obtained an AVN contact in Minnesota, sent in this update:

"A couple of weeks ago I visited West Group's corporate headquarters in Eagan, MN. I met with a contact I made through the AVN and she gave me a tour and introduced me to the people in charge of the reference attorneys. She explained several different jobs at West and all the benefits of working there. She also gave my resume to the director of the reference attorneys and later on I met with the director, manager and recruiter for that division. They were so nice and they let me listen to a few calls. The reference attorney I listened to also was open to answering questions. Later, the manager and recruiter took me back to their office and told me more about the position. I'm really glad that I had the opportunity to visit West. West's website says that they do not give informational interviews, so I know I would not have had that opportunity if I hadn't gone through the COL's AVN"

The AVN is available to all DU Law students and alumni who are currently working with a career consultant. Stop by the Career Services Office or call 1-6124 to make an appointment today to start planning your career.

Specialized Databases

The Westminster Law Library subscribes to over 40 databases in addition to Westlaw & Lexis. These databases are available via the library's homepage at <http://www.law.du.edu/library/databases2.cfm>. Directions for remote access by DU Law students, faculty and staff are also posted at this location.

Let these new databases help in your job search!

Congressional Staff Directory
Federal Staff Directory
Homeland Security Staff Directory
Judicial Staff Directory

News from the Legal Writing Clinic

Kate Stoker, Legal Writing Specialist

The Legal Writing Clinic is growing this year with the implementation of diagnostic and proficiency testing, weekly writing tips, and workshops on grammar and punctuation for first year students. As I begin my second year with the Writing Clinic, we continue to seek ways to help students improve their writing skills.

Diagnostic and Proficiency Testing. The law school supported the expansion of the Writing Clinic this year to implement proficiency testing in grammar, punctuation, and usage for all first year students. During orientation, first year students took a diagnostic test to help determine their strengths and weaknesses in these areas. Ultimately, every first year student will be expected to pass a writing proficiency test as part of completing the Lawyering Process class. Students will be taking the proficiency test in class on October 27 and 28, depending on which day they have class. The following are some ways the Writing Clinic will help students prepare for the proficiency test:

Writing Workshops. The Writing Clinic will be offering several workshops this fall, covering commas, other punctuation, and grammar. The workshops will be held over the noon hour on September 23, September 30, and October 6. Watch for a flyer with more details soon.

Writing Tips. Last week, I began e-mailing weekly writing tips to all first year students. These brief tips address common writing problems found in student papers, including some of the topics that will be covered on the proficiency test.

Individual Study. I strongly encourage students to use the Lawyering Process stylebook, *Just Writing*, together with the detailed answer key in the diagnostic test, to study on their own for the proficiency test. Students who missed more than 15 questions on the diagnostic should contact me so that we can work together to outline a plan of study.

Writing Assistance. Again this year, I am available to provide individualized help to students on Lawyering Process writing assignments, including assistance with issues such as organization, analysis, and style, as well as grammar, punctuation, and usage. Although I offer advice and assistance, my role is to help students improve their own writing and self-editing skills, not to edit or proofread papers for them.

Upper-Level Students. While first priority goes to Lawyering Process students before assignment due dates, upper-level students may also seek assistance throughout the

academic year with writing samples for the job search, writing competition submissions (subject to competition rules), or assignments for courses other than Lawyering Process (with the professor's permission).

TWEN Page. This year the Writing Clinic has its own TWEN page, where students can sign up to meet with me. As the year goes on, you will also find writing tips and links to other online writing resources there.

Office Hours. My regular office hours are Mondays and Wednesdays, 12:00 to 2:00 p.m., and Tuesdays and Thursdays, 4:15 to 6:15 p.m. I also hold additional office hours for first year students, including evenings and weekends, before the due dates for the major Lawyering Process assignments, and I am available at other times by appointment. You can sign up on my TWEN page or contact me to schedule an appointment. The Writing Clinic meets in Study Room 420.

Electronic or Digital Portfolios

Debra Austin, Library Instruction
Coordinator

Portfolios have traditionally been utilized in visual arts and architecture as a means to demonstrate capability. Paintings or drawings were collected in a large brief case and toted to interviews or art galleries. The contents of a portfolio represented the creative work of the artist.

Print-based portfolios have been used in education as a means to demonstrate learning. Students select examples of their work to showcase their abilities and establish personal growth in a subject area. Research on the learning process establishes that when students explore a topic in depth, they gain a better grasp of the content and they transfer their new knowledge to novel situations. Project-based learning supports portfolios as an assessment practice to exhibit mastery of course content.

With the growth of the Internet and software programs associated with its use, it is possible to collect and display the work of students, job-seekers, and professionals, as well as artists and architects, in digital format. Word processing documents are utilized to demonstrate writing ability. Film clips are engaged to expose online audiences to the talents of athletes, dancers, and actors. Sound files are employed to reveal the gifts of the musician. The traditional drawings and paintings found in paper portfolios are scanned and reduced to thumb-nail images on the web. These collections of creative work are known as digital portfolios or e-portfolios.

The Advanced Legal Research (ALR) course at the College of Law incorporates digital Legal Portfolios, which include a

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