# Syllabus

**LAW PRACTICE MANAGEMENT**

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<th>DATE</th>
<th>SUBJECT AND READING ASSIGNMENT</th>
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| January 15    | **Course Overview—How the Course is Relevant to All Practices**  
                **Discussion of Class Project**  
                **Organizational Culture**  
                Text: Part I, Sections A, B, and C; Part II, Section A1 |
| January 22    | **Selecting and Developing a Practice**  
                Text: Part III, Sections A, B, C, and D; Part IV, Section A  
                Colorado Rules of Professional Conduct (“Rules”) 7.1-7.6 |
| January 29    | **Strategic Planning and Strategy**  
                Text: Part II, Section A1 (g), Part III, Section A |
| February 5    | **Selecting a Form of Practice: Solo, Partnership, PC, LLP, or LLC**  
                Text: Part II, Section A2  
                Colorado Rules of Civil Procedure, Chapter 22, Rule 265, and Rules 8.4 |
| February 12   | **Financial Management**  
                Text: Part II, Section B3 |
| February 19   | **Human Capital: Staffing, Managing, Training and Motivating**  
                Text: Part II, Section B1  
                Rules 5.3 and 8.4; and Rule 5.4, Professional Independence (D.C.) |
| February 26   | **Considerations for Starting a Practice, Joining a Firm, Governmental Office, or a Public Law Office** |
Grades for the class will be primarily determined by the group project which will be to create a law firm. This project will demonstrate, and help you to learn, that both individual skills and collaboration are necessary in a successful professional practice.

The class project will account for 70% of your grade, a short paper (approximately 5 pages) on a contemporary law practice management topic will be 20%, and class participation will be 10% of the final grade.

Office Hours

I will be available to meet with you or answer questions immediately following each class. Appointments can be scheduled at that time or by email.