Practice-Ready Millennials: Technology Training for Efficient and Effective Communication

Dionne E. Anthon
Anna P. Hemingway
Amanda L. Sholtis
Presentation Outline

- Why Tech Skills Are Important
- What Tech Skills Students Lack & Why
- How to Help Students with These Skills
**WHY TECH SKILLS ARE IMPORTANT**

ABA Model Rules of Professional Conduct
Rule 1.1: Competence

A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness and preparation reasonably necessary for the representation.
Comment to Rule 1.1

Maintaining Competence

To maintain the requisite knowledge and skill, a lawyer should keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology, engage in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject.

(technology language added in 2012)
Rule 1.5: Fees

a) A lawyer shall not make an agreement for, charge, or collect an unreasonable fee or an unreasonable amount for expenses.
NCBE Survey (2014)

Out of more than 30 “skills and abilities” surveyed, recent law graduates ranked these as the most important:

1. Written Communication
2. Paying Attention to Details
3. Listening
4. Oral Communication
5. Professionalism
6. Using Office Technologies (e.g. email and word processing)
7. Critical Reading and Comprehension
8. Synthesizing Facts and Law
9. Legal Reasoning
10. Organizational Skills
WHAT TECH SKILLS STUDENTS LACK & WHY

DIGITAL NATIVE DOES NOT MEAN TECH SAVVY

83% of millennials say they sleep with their smartphones.

— YET —

58% of millennials have poor skills in solving problems with technology.

U.S. millennials ranked DEAD LAST out of 19 countries tested in these skills.

19th
To be defamatory, a statement must be a false statement of fact. *Keller v. Miami Herald Publ’g Co.*, 778 F.2d 711, 715 (11th Cir. 1985). Mixed expressions of fact and opinion are also actionable. *Johnson v. Clark*, 484 F. Supp. 2d 1242, 1247 (M.D. Fla. 2007) (“The law, however, distinguishes between pure expressions of opinions, which are constitutionally protected, and mixed expressions of opinion, which, like factual statements, are not.”). A mixed expression of opinion occurs when the challenged statement is based on defamatory facts. *Id.*
# Table of Contents

- Table of Authorities ........................................... i
- Statement of the Issues ................................. 1
- Statement of the Case ................................. 1
- Summary of Argument ................................. 5
- Argument ................................................ 6
- Conclusion .............................................. 20

**Same issues for Table of Authorities**
**Article 1: Definitions**

1.1 Definitions. --------------------------------

   (a) -------------------------------------------

   ....

*NEW* Article 2

2.1 -----------------------------------------------

   ....

**Article 2: Purchase and Sale**

2.1 -----------------------------------------------

   ....

2.2 -----------------------------------------------

   ....

**Article 12: General Provisions**

12.1 ----------------------------------------------

   as stated in Article 2

12.2 ----------------------------------------------

   as stated in Article 7

12.3 ----------------------------------------------

   ....
Your Observations?
Law Student Tech Assessment

Basic Microsoft Word Tasks:

1. Accept/turn-off track changes
2. Cut & paste
3. Replace text
4. Format font & paragraph
5. Fix footers
6. Insert hyperlink
7. Apply/modify style
8. Insert/update cross-references
9. Insert page break
10. Insert non-breaking space
11. Clean document properties
12. Create comparison document (i.e., redline)
what you don’t know

what you know

what you don’t know you don’t know
How to Help Students
How to Help Students

- 1L Legal Research & Writing:
  - Tips of the Day
Sample Tip of the Day

wrod word
Sample Tip of the Day
How to Help Students

- 1L Legal Research & Writing:
  - Tips of the Day
  - Appellate Brief Formatting Workshop
Appellate Brief Formatting Workshop

- Sections & Page Numbering
- Table of Contents (using Styles)
- Table of Authorities
  - Extra – Manual Tables
How to Help Students

- **1L Legal Research & Writing:**
  - Tips of the Day
  - Appellate Brief Formatting Workshop

- **2L+ Workshops:**
  - Law Review Comment Workshop
  - Resume Workshop
2L+ Workshops

- Law Review
  - Styles
  - Table of Contents
  - Cross-References
- Resume
  - Paragraph Spacing
  - Right Tab
  - Electronic Submission
How to Help Students

- **1L Legal Research & Writing:**
  - Tips of the Day
  - Appellate Brief Formatting Workshop

- **2L+ Workshops:**
  - Law Review Comment Workshop
  - Resume Workshop

- **Stand-alone Technology Course**
Stand-alone Tech Course

- Legal Methods III option (2-credit course)

- Main Topics
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Adobe Acrobat

- No Textbook
## Tech Course Graded Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>% of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Class Graded Assignment #1</td>
<td>27.5%</td>
</tr>
<tr>
<td>In-Class Graded Assignment #2</td>
<td>27.5%</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>12.5%</td>
</tr>
<tr>
<td>Individual Paper on Group Presentation Topic</td>
<td>12.5%</td>
</tr>
<tr>
<td>Template Assignment</td>
<td>15%</td>
</tr>
<tr>
<td>Collaboration Skills &amp; Timely &amp; Good Faith Completion of Any Ungraded Assignments</td>
<td>5%</td>
</tr>
</tbody>
</table>
Questionnaire: Awareness of Functionality (Scale of 1 to 10)

Microsoft Word: Before Course
- Aware: 4.87
- Not Aware: 5.13

Microsoft Excel: Before Course
- Aware: 4.29
- Not Aware: 5.71

Microsoft PowerPoint: Before Course
- Aware: 5.95
- Not Aware: 4.05
Word: Awareness of Functionality (Scale of 1 to 10)

Microsoft Word: Before Course

- Aware: 4.87
- Not Aware: 5.13

Microsoft Word: After Course

- Aware: 8.46
- Not Aware: 1.54
Excel: Awareness of Functionality (Scale of 1 to 10)

Microsoft Excel: Before Course

- Aware: 4.29
- Not Aware: 5.71

Microsoft Excel: After Course

- Aware: 8.27
- Not Aware: 1.73
PowerPoint: Awareness of Functionality (Scale of 1 to 10)

Microsoft PowerPoint: Before Course

- Aware: 5.95
- Not Aware: 4.05

Microsoft PowerPoint: After Course

- Aware: 8.54
- Not Aware: 1.46
How to Help Students

- 1L Legal Research & Writing:
  - Tips of the Day
  - Appellate Brief Formatting Workshop
- 2L+ Workshops:
  - Law Review Comment Workshop
  - Resume Workshop
- Stand-alone Technology Course
- Legal Technology Assessment
Legal Technology Assessment (LTA)

- www.procertas.com
Share your ideas...
Questions & Comments

- ALSholtis@widener.edu
- APHemingway@widener.edu
- DEAnthon@widener.edu

- Presentation materials available at dionneanthon.com/2019Duquesne.html

THANK YOU!