

# Course Syllabus

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**University of Washington School of Law  
Autumn, 2021- Syllabus**

**Law E 536  
Solo and Small Law Practice**

**Class meets Mon, 8:30 a.m. – 10:20 a.m., William H. Gates Hall Room 441  
Class meets Wed & Fri, 8:30 a.m. – 10:20 a.m., William H. Gates Hall Room 127**

**Instructor:** Andy Benjamin, UW Affiliate Professor of Law  
UW Clinical Professor of Psychology

**Office Hours:** By email appointment

**Instructor:** Carole Grayson, UW Affiliate Instructor of Law

**Office Hours:** By email appointment

## **Course Description:**

This course examines the practical, ethical and personal issues which are unique to small firm and solo law practice. Issues to be explored include capitalization and financing of the small/solo practice; selection of practice focus; marketing; client relations; trust account management; advertising; limitations on multi-disciplinary practice; and the recognition and amelioration of common personal issues such as professional isolation, stress management and integration of one's personal and professional life. Classes will be presented by lecturers, guest lecturers, and panels of practitioners, with small group participation/interaction. Students will be assigned the following: lead discussions on chapters of the textbook; conduct and provide synopses of two interviews with solo practicing lawyers; and submit a small business association credit worthy business plan near the conclusion of the course. Class will be offered on a credit/no credit basis.

## **Course Text:**

Author: CAROLYN ELEFANT, Title: SOLO BY CHOICE, 2<sup>nd</sup> Edition

[Supplemented by Elefant](https://myshingle.com/) [\(https://myshingle.com/\)](https://myshingle.com/)

Note: Occasional additional reading will be assigned in class

### **Religious Accommodations:**

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/) [\(https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/\)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/) [\(Links to an external site.\)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/)

[\(https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/\)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form](https://registrar.washington.edu/students/religious-accommodations-request/) [\(https://registrar.washington.edu/students/religious-accommodations-request/\)](https://registrar.washington.edu/students/religious-accommodations-request/) [\(Links to an external site.\)](https://registrar.washington.edu/students/religious-accommodations-request/) [\(https://registrar.washington.edu/students/religious-accommodations-request/\)](https://registrar.washington.edu/students/religious-accommodations-request/).”

### **Student Learning Technologies (UW-IT) Support:**

Contact [help@uw.edu](mailto:help@uw.edu) [\(mailto:help@uw.edu\)](mailto:help@uw.edu) or 206-221-5000 for UW NetID and general networking support. UW-IT maintains a help desk at the Odegaard Undergraduate Library.

### **Research Services Librarians:**

The Research Services librarians are legal research experts who are dedicated to helping students with research questions, database training, locating academic resources, etc. Visit the library's [UW Law Students page](http://lib.law.washington.edu/students.html) [\(Links to an external site.\)](http://lib.law.washington.edu/students.html) [Links to an external site.](http://lib.law.washington.edu/students.html) [\(Links to an external site.\)](http://lib.law.washington.edu/students.html) [\(http://lib.law.washington.edu/students.html\)](http://lib.law.washington.edu/students.html) for more information about their services generally. To get help, you can email the Research Services librarians directly at [lawref@uw.edu](mailto:lawref@uw.edu) [\(mailto:lawref@uw.edu\)](mailto:lawref@uw.edu). You are also welcome to visit the Reference Office on L1 to speak with the Research Services librarian on duty. If you have a detailed research question or would prefer to meet privately with a librarian, you may set up an appointment.

### **Access and Accommodations:**

Your experience in this class is important to us. If you have already established accommodations with Disability Resources for Students (DRS), please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact DRS at 011 Mary Gates Hall or 206-543-8924 or [uwdrs@uw.edu](mailto:uwdrs@uw.edu) [\(mailto:uwdrs@uw.edu\)](mailto:uwdrs@uw.edu) or [disability.uw.edu](http://depts.washington.edu/uwdrs/) [\(Links to an external site.\)](http://depts.washington.edu/uwdrs/) [\(http://depts.washington.edu/uwdrs/\)](http://depts.washington.edu/uwdrs/) DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary

health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and DRS. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law.

### **Assignment and Reading Schedule:**

#### **Week 1**

##### **CLASS 1 – Mon, Sept. 27<sup>th</sup>**

*Topic:* Introduction to Class: Student Introductions

*Reading:* Come prepared to sign up for chapters to present to the class from the assigned textbook: CAROLYN ELEFANT, SOLO BY CHOICE, 2<sup>nd</sup> Edition

##### **CLASS 2 – Wed, Sept 29<sup>th</sup>**

*Topic:* Small Breakout Groups Functions & Goals

*Assignment:* **Due by class on 9/29: Second values exercise**

#### **Week 2**

##### **CLASS 3 – Mon, Oct 4<sup>th</sup>**

*Topic:* The Business Plan: Nuts and bolts

*Assignment:* **Due 10/04: Vision & Mission Statements**

##### **CLASS 4 – Wed, Oct 6<sup>th</sup>**

*Topic:* Beyond the dress rehearsal: Building out a practice

*Assignment:* Presentations: Chapters 1, 2, 3, & 4

#### **Week 3**

##### **CLASS 5 – Mon, Oct 11<sup>th</sup>**

*Topic:* Beyond the dress rehearsal: Building out a practice (cont.)

*Assignment:* Presentation: Chapter 6

*First Practitioner Panelist:* Miriam Korngold

**CLASS 6 – Wed, Oct 13<sup>th</sup>**

*Topic:* Consciousness, Congruence with Values, Creativity, and Community

*Assignment:* Presentations Chapters 10

**Due 10/15: summary of interview with first solo lawyer emailed to [Andy \(mailto:gahb54@uw.edu\)](mailto:gahb54@uw.edu) & [Carole \(mailto:cag8@uw.edu\)](mailto:cag8@uw.edu).**

**Week 4**

**CLASS 7 – Mon, Oct 18<sup>th</sup>**

*Topic:* Entrepreneurial Spirit and Launching your Niche Practice

*Second Practitioner Panelists:* Paul Woods and Mark Tyson

**CLASS 8 – Wed, Oct 20<sup>th</sup>**

*Topic:* Marketing

*Assignment:* Presentations Chapters 7 & 11; 15 & 17

**Week 5**

**CLASS 9 – Mon, Oct 25<sup>th</sup>**

*Topic:* Marketing through Relationships

*Third Practitioner Panelist:* Roxanne Eberle

**CLASS 10 – Wed, Oct 27<sup>th</sup>**

*Topic:* Growing your Practice

*Assignments:* Presentations: Chapters 9 & 13

**Due 10/29: Summary of Interview with Second Solo Lawyer emailed to [Andy \(mailto:gahb54@uw.edu\)](mailto:gahb54@uw.edu) and [Carole \(mailto:gahb54@uw.edu\)](mailto:gahb54@uw.edu).**

## **Week 6**

### **CLASS 11 – Mon, Nov 1<sup>st</sup>**

*Topic:* Client Relations

*Guest Speaker:* Pete Roberts

*Readings:* [WSBA](https://www.wsba.org/for-legal-professionals/member-support/practice-management) [\\_\(https://www.wsba.org/for-legal-professionals/member-support/practice-management\)](https://www.wsba.org/for-legal-professionals/member-support/practice-management)

### **CLASS 12 – Wed, Nov 3<sup>rd</sup>**

*Topic:* Dive into Financials

*Assignments:* Creating Revenue: Sales Working through the details of your business plan

## **Week 7**

### **CLASS 13 – Mon, Nov 8<sup>th</sup>**

*Topic:* Ethical Quicksand & Red Flags

*Fourth Practitioner Panelists:* Oliver Spencer

*Readings:*

[Jeff Tolman articles](#) (*Gratefulness Cycle, Saying No, Red Flags, etc*).

*Assignment:* Due 11/08: Draft Business Plan emailed to [Andy \(mailto:gahb54@uw.edu\)](mailto:gahb54@uw.edu) and [Carole \(mailto:gahb54@uw.edu\)](mailto:gahb54@uw.edu)

### **Class 14 - Wed, Nov 10<sup>th</sup>**

*Topic:* Each Student's Oral Presentation about Lessons Learned

*Assignments:* Presentations: Synthesis of lessons learned from your two interviews with solo lawyers, your draft business plan, our speakers, and the readings

## **Week 8**

### **Class 15 - Mon, Nov 15<sup>th</sup>**

*Topic:* Transitions in Practices

*Fifth Practitioner Panelists:* Jeanine Blackett Lutzenhiser and Anna Cunningham

## **Class 16 - Wed, Nov 17<sup>th</sup>**

*Topic:* Back to Roots

*Sixth Practitioner Panelists:* Caitlyn Evans & Juan José Otálvares

## **Week 9**

**Mon, Nov 22<sup>nd</sup> and Wed, Nov 24<sup>th</sup>**

**Thanksgiving Holiday Week--No Classes**

## **Week 10**

**Class 17 - Mon, Nov 29th**

*Topic:* Twists & Turns: Planning for the Unexpected

*Seventh Practitioner Panelists:* Andrew Ackley


## **Week 11**

**Class 28 - Wed, Dec 1<sup>st</sup>**

*Topic:* Making a GO from Day One, elevator pitches, and final synthesis

Assignments: [Due 12/3: Final Business Plan](#)

# Course Summary:

<b>Date</b>	<b>Details</b>	<b>Due</b>
Fri Dec 3, 2021	 <a href="#">Final Business Plan</a> <a href="https://canvas.uw.edu/courses/1480314/assignments/6760907"> (https://canvas.uw.edu/courses/1480314/assignments/6760907)</a>	due by 8:30am