

Winter Intensive Course Schedule 2013 – 2014

ADVANCE ASSIGNMENTS FOR INTENSIVE COURSES

A class syllabus including any advance reading and/or writing assignments for intensive classes will be emailed to students 3-4 weeks prior to the start of class. Please note that it is each student's responsibility to review the syllabus well before the class begins and complete any advance assignments. Please expect to receive the syllabus the first week in December. Students who show up the first day of class unprepared risk being dropped from the class.

WINTER INTENSIVE TERM 2013 -2014

December 30 – January 4		Five-day Winter Intensive Courses
October	14	Registration for Winter Intensive begins
December	4	Add/Drop period begins
	30	Winter Intensive Classes Begin
	31	Tuition refund no longer available
January	1	University holiday (no classes)
	4	Last day of Winter Intensive Classes

SCHOOL OF LAW ADJUNCT FACULTY - WINTER INTENSIVE

LINDA RANLETT KOLLAR (Business Development for Lawyers): Linda Randlett Kollar is a partner in the Los Angeles office of Hooper, Lundy & Bookman, P.C., a firm dedicated to the representation of healthcare providers. With more than 25 years of legal experience, she is recognized by her clients and peers as an accomplished litigator, health law regulatory expert and champion of behavioral healthcare providers. Her clients include non-profit organizations that provide residential treatment and foster care for children, physicians, psychologists, licensed clinical social workers and marriage and family therapists. Professor Kollar received her Juris Doctor, cum laude, from Pepperdine University, where she was Editor-in-Chief of the Law Review. She credits her success to her passionate interest in the law and her work. Professor Kollar devotes a substantial part of her practice to advising behavioral healthcare providers on licensure, compliance and contracts, special education, privacy, confidentiality, HIPAA and minor's consent issues. As a seasoned litigator, she regularly represents her provider clients in administrative and civil litigation, including writs and appeals. She is a nationally recognized expert and consultant regarding legal issues affecting child welfare organizations. Professor Kollar is a member of the firm's Business Development Committee. She initiated and leads the firm's business development program which provides associates and partners with strategies on effective marketing and business development. She is also an active participant in the firm's diversity initiative.

JOHN J. SELBAK (Law Office Management): John J. Selbak has taught Law Office Management since 1999. Mr. Selbak is the founding partner of Corporate Counsel Partners, a firm focused on representing entrepreneurial and emerging companies. Prior to founding Corporate Counsel Partners, Mr. Selbak was a partner in the Los Angeles office of Musick, Peeler & Garrett, where Mr. Selbak chaired the firm's Business & Technology Practice and was the firm's Marketing Director. He also worked closely with the firm's managing partner on the management of the firm. In addition to counseling fellow attorneys regarding the formation of law firms and the ongoing operation of their practice, Mr. Selbak's own legal practice involves the representation of a wide array of established media, software, e-commerce and technology companies. His experience in helping to manage a large firm for close to a decade before forming and operating his own firm for the past eight years gives Mr. Selbak unique insight into the key issues facing attorneys at all levels of the practice, as well as changes taking place in the legal profession as a whole.

Additional information including Straus Institute for Dispute Resolution faculty bios is available at: <http://law.pepperdine.edu/straus/>

SCHOOL OF LAW COURSES BEING OFFERED – WINTER INTENSIVE

BUSINESS DEVELOPMENT FOR LAWYERS: This course focuses on the important practical subject of business development for attorneys. Achieving skill in business development is often critical to success in private practice, whether in a large, medium or small law firm or as a sole practitioner. The course will emphasize that business development is not a series of random acts, but a process with specific steps that can be taken to help generate business. Students will learn about creating a vision for their practice, effective marketing strategies tailored to their individual talents and strengths, how to develop referrals, and how to create a system for business development.

LAW OFFICE MANAGEMENT: This course is designed to provide practical skills on how to form and operate your own law firm, as well as how to succeed as an associate in larger law firm settings. The course opens with a look at the formation of law firms, how law firms are managed, recruiting for the law firm, business planning and startup funding. Law firm accounting is introduced, including discussions of billing, collections, associate compensation and profit distribution among partners, as well as methods for improving the firm's economic and long-term viability. Malpractice liability, malpractice insurance and ethical issues facing attorneys in day-to-day practice are also covered. Students learn about issues of marketing, networking and client retention unique to legal services. The goal of this course is to prepare students for the actual practice of law by providing a behind-the-scenes look at how law firms are managed.

See next page for list of all courses being offered. Additional information including Straus Institute for Dispute Resolution course descriptions is available at: <http://law.pepperdine.edu/straus/>

Winter Intensive Courses 2013 – 2014

School of Law Winter Intensive Classes One Week Intensive Courses – December 30 and 31, 2013 and January 2, 3 and 4, 2014

(Classes will not be held on January 1, 2014)

Course Number	Course Title Instructor	Units Time	Room	Exam Day	Exam Time
LAW 600.W2 CLASS 2668	BUSINESS DEVELOPMENT FOR LAWYERS KOLLAR Class will meet 1:30pm to 4:20pm on Monday, Tuesday, Thursday, Friday and Saturday.	UNITS: 1	TBD	NONE	
LAW 1301.W1 CLASS 2756	LAW OFFICE MANAGEMENT SELBAK Class will meet 9:40am to 12:30pm on Monday, Tuesday, Thursday, Friday and Saturday.	UNITS: 1	TBD	NONE	

Straus Institute for Dispute Resolution - Winter Intensive Classes

One Week Intensive Courses – December 30 and 31, 2013 and January 2, 3 and 4, 2014

The following classes will meet from 8:30am to 5:30pm on Monday, Tuesday, Thursday, Friday and from 8:30am to 11:30 am on Saturday (Classes will not be held on January 1, 2014)

Enrollment Limit: 24

Course Number	Course Title Instructor	Units Time	Room	Exam Day	Exam Time
LAW 1492.W1 CLASS 2512	NEGOTIATION THEORY AND PRACTICE KIM This course provides an opportunity to fulfill the upper-division skills requirement.	UNITS: 2	TBD	NONE	
LAW 1422.W1 CLASS 2513	MEDIATION THEORY AND PRACTICE CRAVEN This course provides an opportunity to fulfill the upper-division skills requirement.	UNITS: 2	TBD	NONE	
LAW 1302.W1 CLASS 2514	PSYCHOLOGY OF CONFLICT REUBEN	UNITS: 2	TBD	NONE	
LAW 1902.W1 CLASS 2515	CROSS-CULTURAL CONFLICT AND DISPUTE RESOLUTION MEIERDING This course provides an opportunity to fulfill the upper-division skills requirement.	UNITS: 2	TBD	NONE	
LAW 1932.W1 CLASS 2516	DIVORCE AND FAMILY MEDIATION ZUMETA <u>Prerequisite:</u> Mediation Theory and Practice or Alternative Dispute Resolution	UNITS: 2	TBD	NONE	
LAW 2282.W1 CLASS 2658	SELECTED ISSUES IN DISPUTE RESOLUTION: OMBUDS TALBOT <u>Prerequisite:</u> Mediation Theory and Practice or Alternative Dispute Resolution	UNITS: 2	TBD	NONE	

Additional information including course descriptions and faculty bios for Straus Institute for Dispute Resolution courses is available at: <http://law.pepperdine.edu/straus/>