

Wells College
Pre-Law Professions Advising Group
Assessment Plan
January 2013

Mission Statement

To help students who are preparing for a career law by providing advice on course selection, internships, and graduate school or professional program application procedures. Members of the advisory group will assist students as they research law-related careers and develop networking opportunities with alumni and employers in areas related to a student's interest.

Goal: To provide pre-law career advising and counseling to students and alumni.

A. OBJECTIVES

Objective 1: *Prepare students for and provide aid with applications to professional schools.*

a. Pre-Law Actions

- i. Advise students, alumni, and prospective students interested in law professions.
- ii. Counsel students as their understanding of their personal capabilities change and offer alternatives in the law professions where they can be successful.
- iii. Announce and hold a meeting for all pre-law students at least once a semester.
- iv. Assist students with the application process. This includes school selection, choosing appropriate test preparation methods or courses, editing of personal statements, and interview preparation.
- v. Advise students and alums applying to law school on selecting and prepping letter of recommendation writers.
- vi. Serve as the designated advisor for Wells to the Law School Admission Council (LSAC). This allows access to application information and status and LSAT scores for Wells students applying to law school.
- vii. Provide LSAT prep materials to assist students in preparing for the exam.

b. Measureable Outcome(s)

- i. Identification of first-year students interested in the law professions on an individual basis (i.e. classes, first-year advisors) and/or through sponsored programming.
- ii. Hold annual meetings with students to discuss personal goals and academic recommendations such as relevant course work, internships, and research experience.
- iii. Develop and maintain online and library information for law school and professions in the area of law.

- iv. Provide opportunities for students to attend events that showcase law and other professional schools.
- c. Assessment
- i. Track numbers of students attending sponsored programming.
 - ii. Track numbers of students that seek advising by the Pre-Law Professions Group by class.
 - iii. Track usage of test preparation materials and update as necessary.
 - iv. Development of relationships at other institutions that would allow Wells College students to attend career and/or graduate school fairs.

Objective 2: *Ensure students and faculty at Wells College maintains a current understanding of curriculum-related topics in the law professions.*

- a. Pre-Law Actions
- i. Maintain membership in the Law School Admission Council (LSAC), monitoring listserv and website, and attending an annual conference.
 - ii. Meet with law school advisors and representatives from professional schools.
 - iii. Recommend new programs and initiatives.
 - iv. Regular meetings of the Pre-Law Professions Advising Group.
 - v. Assist and educate other faculty members about preparation for law professions and advising students.
- b. Measureable Outcome(s)
- i. Attend the annual Law School Admissions Council Annual Meeting and Educational Conference or training program for pre-law advisors as is financially prudent.
 - ii. Track meetings of the Pre-Law Professions Advising Group and report to the faculty at least once a semester.
 - iii. Foster relationships with pre-law advisors at other institutions, particularly those that are geographically close to Wells College.
- c. Assessment
- i. Share information from meetings with relevant faculty members and students.
 - ii. Develop new programs focused on changes to the law professions and to application processes.

Objective 3: *To actively engage prospective students.*

- a. Pre-Law Actions
- i. Contact prospective students interested in the law profession via letters, emails, and telephone.
 - ii. Respond to questions from prospective students, their parents, and others about Wells' pre-law professions program and about the law professions in general.
 - iii. Interview or meet with as many pre-law prospective students and their parents as possible.

- iv. Participate in admissions programs when a pre-law representative is needed.
 - v. Discuss the pre-law program with the admissions staff and assist them as requested.
- b. Measureable Outcome(s)
- i. Write a letter to prospective students that have indicated an interest in law professions.
 - ii. Update the letter to prospective students with current student and alumni information as necessary.
- c. Assessment
- i. Assignment of one member of the advising group to review and edit the letter to prospective students once per academic year.

Objective 4: Maintenance of an active advising group that is responsive to the needs of Wells College.

- a. Pre-Law Actions
- i. Prepare and oversee the Pre-Law Professions Advising Group budget.
 - ii. Maintain the Pre-Law Professions Advising Group records, including the webpage and email list.
 - iii. Be available to advise students, alumni, and prospective students.
- b. Measureable Outcome(s)
- i. Assignment of one member of the advising group to maintain the pre-law webpage and to review information on webpage at least once per semester.
- c. Assessment
- i. Track students' engagement with the Pre-Law Professions Advising Group during his or her time at Wells College.
 - ii. Maintain a database of students who have engaged with the Pre-Law Professions Advising Group for at least 5 years after graduation. This would include current contact information (if available) and current profession and/or school(s) attended.

Pre-Law Professions Advising Group Budget

Line Item	Budget Proposal for 2013-2014
Attendance at Conferences and Seminars	\$1000.00
Institutional Memberships and Dues	\$100.00
Travel – College Vehicle	\$200.00
Educational Supplies	\$100.00
Total Budget Request	\$1,400.00