HASTINGS WEEKLY

Vol. 2005-2006 No. 14 November 21, 2005

Happy Thanksgiving and Good Luck on Your Exams!

CONTENTS

11/21 Town Hall Meeting 1
Guidelines for Extended Building Hours for 2005 Fall Semester Exams - 198 Bldg. 1
Study Room Reservations 2
All Campus Read 2
1Ls - Save the date - Fri., 12/16 2
HPILF Awards Grants 2
Student Health 2
Law Café Hours - Wed., 11/23 . 2
FREE YOGA 2
Meditation Group 2
Nat'l Academy of Arbitrators, Region 15 Prize 2
Student Job Opportunities for Phonathon 3
Asst. Editors Wanted for *Back-Forty Newsletter* 3
Course Description - CGRS Refugee Rights Clinic 3
Record 3
Fiscal Services 4
Information Technology 4
Writing Competitions 4
Judicial Externships 5
Spring '06 Environmental Law Clinic 5
Medicine & Law Collaboration 5
Payroll 5
Moot Court TA's Needed!!! . . . 6
Help Wanted 6
Career Corner 7
Spring 2006 Tuition and Fees Schedule & Payment Info 9

Monday, Nov. 21 Town Hall Meeting

with

Academic Dean Shauna Marshall, Assoc. Academic Dean Reuel Schiller, CFO David Seward and Director of Administrative Services, Tom Simms

3:40 p.m., Room C

If you have any concerns or frustrations regarding lack of study space, campus security, hate speech, fee increases, wireless access, annoying loud buzzers or anything else, PLEASE attend and make yourselves heard.

Hosted by ASUCH.

Guidelines for Extended Building Hours for 2005 Fall Semester Exams - 198 Bldg.

1. Hours are extended for Hastings students only.

2. From **Wednesday, November 30** through **Monday, December 19**, 198 McAllister will be open to study until **2:00 a.m.**, with the exception of Fridays (open until 11:00 p.m.) and Saturdays (open until 10:00 p.m.)

3. Designated areas in 198 McAllister will be lighted and open for use. The other areas in the building will be dark and locked for security purposes. The following areas will be open:

* Gold Room, Floors 3 and 3M and restrooms on the 3rd Floor
* Library located in the LBML **(only open during regular library hours*)**
* Basement locker rooms and restrooms
* 1M restrooms

After 6:00 p.m., all doors in 198 McAllister will be locked, and the Hyde Street door with card access must be used for entrance and exit.

4. If you forget your Hastings ID card, please use the intercom at the Hyde Street entrance so a Safety and Security officer can verify that you are a student and let you into the building.

5. Remember that after dark and in the early morning hours, the area outside the buildings is dangerous. Do not walk alone.

6. **ESCORT SERVICE:** The escort van can take you only within the published service area. Beginning at 11:00 p.m., the Escort Service will be on a limited schedule leaving the Hyde Street bus stop every half-hour until 2:00 a.m. Use a red phone to contact Safety & Security directly (no need to dial), and request the escort van. Public transportation runs on limited schedules late at night, so check ahead for availability.

7. **PARKING:** It is suggested that you do not park your car on the street or in unpatrolled parking lots in the area during the night hours, as car burglaries are common.

8. **TAXI CABS:** Safety & Security will call you a cab. Again, use a red phone to call Safety & Security directly, and ask them to call a cab. Not all cabs will come into this area late at night. Rates go up after midnight.

9. The College's Safety & Security officers will patrol the building, so please study in the designated areas only. Also, report any strangers in the building or unusual occurrences by using the red phones. When using a "non-red" phone, you must dial x4611 to reach Security.

*** HASTINGS LIBRARY REGULAR HOURS**

Mon - Fri:	8:00 am - 11:00 pm
Sat:	9:00 am - 10:00 pm
Sun:	9:00 am - 11:00 pm

REMINDER: Food is not permitted in the Library or the Gold Reading Room.

Study Room Reservations

Starting **November 30** through **December 19**, specific rooms in the 198 Bldg. will be available for three or more students for study groups.

Reservation request forms are now available in the Student Information Center, Area B6G, Basement of the 198 Bldg. **Reservations can be made for 2-hour slots**:

Monday-Thursday:	8 AM - 2 AM
Friday:	8 AM - 11 PM
Saturday:	9 AM - 10 PM
Sunday:	9 AM - 2 AM

All Campus Read

Some holiday reading suggestions!

The Spring All Campus Read books have been selected. On February 1, we will discuss ***Active Liberty*** by Stephen Breyer and ***A Matter of Interpretation*** by Antonin Scalia. On March 1, we will discuss ***Never Let Me Go*** by Kazuo Ishiguro.

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Attention 1Ls!!!

Save the date - Friday, Dec. 16, First Years' After Exam Party at Lalita's Restaurant.

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HPILF Awards Grants

Hastings Public Interest Law Foundation awards grants to Hastings students working in the public interest during their summers. HPILF requires grant recipients to perform service hours with HPILF as a condition of receiving the grant--five hours before receiving the grant, OR ten hours after receiving the grant. Please contact Naomi Singer (naomipsinger@yahoo.com) if you would like to find out how to start fulfilling your hours.

Smoking

TO ALL STUDENTS:

This is a reminder that the **198 Building** is a smoke-free building. Smoking is not allowed anywhere, including in any of the stairwells. Students smoking there are creating a health and safety hazard. Please respect this rule.

Student Health

STRESSBUSTERS

Student Health Services (SHS) has professional massage therapists giving massages during exam period.

You may sign up for a massage in SHS after Monday, November 28.

Massages will be given from **11:00 a.m. to 1:00 p.m.** on **December 6**, **December 9** and **December 12.**

Stay tuned for location.

INSURANCE WAIVERS

Students who waived the Hastings insurance in the Fall do not need to submit another waiver for Spring. Students who wish to rescind their waiver and purchase Hastings insurance should go to Student Health to complete a Reversal of Waiver form. Students will be instructed to pay the premium for insurance in the Fiscal Office and show proof of payment to **the Student Health Services.**

INSURANCE CARDS

The Insurance and Rx cards have arrived!!! Please stop by Student Health Services at your earliest convenience to sign for and pick up your cards. Please bring your school I.D.

NOTE: All incoming students must provide mandatory health documents to Student Health Services. Most students have already fulfilled this requirement, however there are a number of students who have either neglected to turn in any documentation or have not provided all the mandatory pieces of the required paperwork to Health Services. Students who are lacking have been SIC-dropped a reminder about what is owed. Also, the information about health documents being received or what is missing can be found through accessing Webadvisor. On October 5, 2005, a hold was placed on the records of students still missing health information. **This hold will affect the student during final exam preparation and registering for next semester classes.** Please see Student Health Services immediately if you are missing this information.

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Law Café Hours

The Law Café will be open from **7:30 a.m. to 10:30 a.m.** on **Wednesday, November 23.**

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FREE YOGA

TUESDAYS, 5-6 P.M.
McAllister Tower Mezzanine
(outside fitness center)

Mats are provided. For more info, contact agnolucci@yahoo.com.

WEDNESDAYS, 5-6 P.M.
McAllister Tower Mezzanine
(outside fitness center)

Wataya Roberson teaches this class. Wear comfortable clothes, bring a sweatshirt or sweater and socks for the cool down/relaxation period.

Meditation Group

TUESDAY, 6-7PM
McAllister Tower, 3rd Floor
Civil Justice Clinic Conference Room

All welcome. For more information, contact eliasbatchelder@yahoo.com

National Academy of Arbitrators, Region 15 Prize

The National Academy of Arbitrators is a non-profit professional and honorary organization of labor arbitrators. Its purposes are to establish and foster the highest standards of integrity, competence, honor, and character among arbitrators, to promulgate a Code of Professional Responsibility, to promote the study and understanding of arbitration, to foster collegiality in the profession, and to cooperate with other organizations and institutions interested in labor-management and employment relations.

The No. California Chapter [Region 15] is offering a $1,500 prize to reward and encourage a UC Hastings College of Law student in the study of labor-management relations.

To apply, submit a resume, a transcript copy, and a short essay (no more than 1000 words) describing your interest in labor- management relations to Chris Knowlton at Center for Negotiation & Dispute Resolution. The deadline for applications is April 14. 1Ls and students who have been awarded the prize in the past are ineligible.

Student Job Opportunities For Phonathon

WOULD YOU LIKE TO EARN UP TO $800+ IN 3 WEEKS?

WOULD YOU LIKE TO HAVE GREAT ALUMNI CONTACT?

The Hastings 1066 Foundation will be hosting the Phonathon for the 2006 Annual Campaign, March 6 through March 23, Monday through Thursday, including the week of Spring Break.

Focus is on evening hours from 5:30 – 8:00 pm, although daytime hours are available. If you can work at least 25 hours between March 6 and March 23, Hastings needs you.

An hourly stipend will be paid to student callers. You will be making calls to alumni who have previously donated to the College.

For more information, contact Albert Kaba at College Relations, 50 U.N. Plaza*, Room 568, 415-565-4615, kabaa@uchastings.edu. Previous phonathon, telemarketing or sales experience is preferred, but training is available for enthusiastic candidates who enjoy talking on the phone.

Great Alumni contact! Buffet dinner provided!

*Please use guard phone to call 565-4615 when you arrive at 50 UNP.

Assistant Editors Wanted for *BackForty Newsletter*

If you are interested in Land Conservation, come join the Back-Forty. We are a land conservation newsletter that is dedicated to informing the land trust community of the pertinent issues in their field. It is a student-run publication under the supervision of Prof. Hutton. Students participate in the process from editing articles to laying out the issue to building the subscription base. 1L's and 2L's are encouraged to apply for these paid positions. If you are interested contact Jeremy Syz at syzj@uchastings.edu.

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Skyroom Hours

The Skyroom will close at 5:00 p.m. on **Wednesday, November 23.**

For the period November 30 through December 20, the Skyroom will be open Mon.-Thurs., 10 to 6; Friday, 10 to 5, and Saturday (12/3, 12/10 & 12/17), 10 to 5.

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Course Description

CGRS Refugee Rights Clinic

This is a new component to the existing Immigrant Rights Clinic which will provide students with a unique opportunity to work on a range of skills relevant to human rights, immigration and refugee law. Students will work approximately 16-20 hours per week on assignments involving refugee law and policy, which is at the heart of the work carried out by the law school's Center for Gender and Refugee Studies (CGRS). In order to get a better understanding of the work of CGRS, you are encouraged to consult the following website: cgrs.uchastings.edu.

Student participation in CGRS is different than in most legal settings, to the extent that the overall goal is to involve the students in as much of the work of the Center as possible. Students will be given as much individual responsibility as feasible, with one-on-one supervision, so as to provide them with mentoring and the opportunity to develop important professional skills and values. Students will work under the direct supervision of CGRS attorneys, and will also participate in a 2-unit seminar, which will meet on Mondays from 1:40-3:30, in room 219, and will be attended by all students in the Immigrants Rights Clinic. In the seminar, which will meet once a week, students will discuss cases, and further develop skills relevant to the work in which they are engaged in their clinical experience. Some of the topics which will be covered are legal ethics, interviewing and counseling, and advocacy in non-traditional forums.

The CGRS Refugee Rights Clinic will be of particular interest to students who are interested in exploring how successful advocacy on individual cases can impact the development of the law, and how "non-legal" strategies, such as media and grassroots mobilization, can strengthen traditional legal strategies.

Credit allocation: 2-unit seminar, 4-unit clinical component, for a total of 6 units.

Requirements: Immigration and/or Refugee Law are strongly preferred but not required. Approval of applications will be made by instructors.

Applications: Those who have already applied to the Immigrants Rights clinic should indicate whether they would like to apply to CGRS Refugee Rights portion of the clinic. Please submit a statement of interest and a resume reflecting your background, indicating any foreign language abilities. Applications should be submitted by email to Diana Rodriguez-Wong, CGRS Program Coordinator, at rodrigu@uchastings.edu.

Records

YOUR SPRING SCHEDULE

Add/Drop begins at 9 AM TODAY. Waitlist processing begins **January 12. Please consult the Records website for detailed waitlisting information.**

EXAMS

Exam Schedule and Exam numbers
The finalized Fall 2005 exam schedule is posted in the Records Office and on the Records website. Please remember to pick up your Fall 2005 exam number from the Records Office before your first exam.

RESCHEDULING EXAMS

Hastings Academic Regulations allow you to delay an examination if you have two exams at the same time or if you are scheduled to sit for an exam that begins within 24 hours of the end of another of your exams (or 30 hours if the examined units total 7 or more). If you have such a conflict, the Records Office automatically reschedules your exam, informing you of the new date by placing a message in your SIC folder.

If you wish to reschedule an exam outside these rescheduling guidelines or for reasons other than a conflict between two exams (for example, a health problem, accident, personal emergency, or some other extra-ordinary circumstance), you may submit an ***Exam Reschedule Petition*** to the Records Office for review by the

Academic Dean. These petitions are available in the Records Office. You will be asked to provide documentation with your petition. Responses will be SIC-dropped, usually within a week.

Fiscal Services

Attention All Students:
Please see pages 9 to 10 for the ***Spring 2006 Tuition and Fees Schedule and Payment Information***.

Information Technology

STUDENT COMPUTER SUPPORT
We offer limited computer support services as follows:

-- At our weekly drop-in session, **every Wednesday, from 3:30 to 4:30 p.m.**, in the Computer Lab on the mezzanine of the 198 building.

-- At an appointment during one of the following times: Mondays (2:40 to 5:00); Wednesdays (2:40 to 3:30); Fridays (10:00 to 3:20)

If you would like an appointment, send an email request to: StudentComputers@email.uchastings.edu Include your preferred appointent time. As an alternative, you may call 581-8802 and leave your name and phone number so that the IT Dept. can contact you.

What we offer: help with installation and troubleshooting of E-mail software, computer exam software, wired and wireless networking, and antivirus protection. We ask all students who request assistance to sign a Waiver of Responsibility. If we cannot help with your particular request, we can make referrals to local vendors who provide computer repair services.

ONLINE HELP INFORMATION
The IT Department website at http://www.uchastings.edu/IT has information that is useful to students, including tips on using the e-mail system, on forwarding your e-mail, dealing with viruses, computer exams, lost passwords, etc.

COMPUTER EXAMS FOR FALL 2005
Here is the announcement for computer exams this semester (in case you haven't seen it):

http://www.uchastings.edu/?pid=126

2

Quick notes about computer exams:

-- Everyone must install the latest version of SofTest (version 8.0) to take computer exams (this includes students who had SofTest installed last semester).

-- You can download/install the software NOW -- it's better to do so earlier than later.

-- We will offer "wireless" for all computer exams so students do not need floppy disk drives. However, make sure your computer works on the Hastings wireless network

-- Students who have floppy disk drives can still use floppy disks for their exams. The "wireless" option is NOT mandatory.

-- We will have one more installation session to help students download and install SofTest **(Nov. 30, 3:40-4:30, Rm K).**

-- Students who are eligible and want to take the "Internet Take-Home" exams must attend a mandatory information session (even for those students who participated in Internet Take-Home exams last semester). See the online information for details.

Writing Competitions

Detailed information on the following announcements is available at the Law Library Circulation Desk.

Adam A. Milani Disability Law Writing Competition sponsored by the Mercer University School of Law. The purposes of this competition are to promote greater interest in and understanding of the field of disability law and to encourage excellent legal writing skills in students enrolled in ABA accredited law schools. Topics: The submission may address any aspect of disability law, theory or practice the contestant chooses. Prizes: First prize will range between $330 and $500, depending on whether 2 awards are given. The first prize winner in the essay category may also receive an invitation to publish in the ABA Mental and Physical Disability Law Reporter. **Deadline: Submissions must be postmarked by June 15, 2006, by U.S. mail or a recognized commercial express service.**

8th Annual Health Law Writing Competition sponsored by Epstein Becker & Green, P.C. This competition is designed to encourage the preparation of scholarly papers on current topics of interest relating to health law. Cash Prizes: First-$4,000, Second-$2,000 and Third-$500. **Deadline: Entries are due on January 27, 2006.**

Roscoe Hogan Environmental Law Essay Contest sponsored by the Roscoe Pound Institute. 2006 Topic: ***Corporate Charters-The Right to Do Wrong? Investigating Legal Strategies to Revoke the Charters of Corporations that Pollute***. Prize: $5,000 +all-expenses-paid trip to Seattle, WA to receive his/her award in person at the annual Pound Fellows Dinner (during the Annual Convention of the Association of Trial Lawyers of America) on Sunday, 7/16/06. **Intent-to Enter Form deadline is January 31, 2006. Essays must be submitted by March 28, 2006.**

The Grammy Foundation Legal Writing Contest (co-sponsored by the ABA Forum on Entertainment and Sports Industries). Topic: A compelling legal issue facing the music industry. Awards: First Place Winner-$5,000; Four Second Place Winners-$1,500. All winners receive one Grammy Awards Show ticket, round trip ticket to the Grammy Awards, hotel accommodations and ticket to MusiCares Person of the Year Dinner. **Deadline: January 6, 2006.**

National Academy of Elder Law Attorneys (NAELA) Student Journal Writing Competition. Topic: The article should address any topic related to one or more of the following three issues in an elder law practice:
1) diversity in senior housing,
2) diversity in access to health care,
3)diversity in capacity and guardianship. Award: $1,500 cash. **Deadline: All entries must be submitted electronically by 12:00 PM ET on Feb. 27, 2006 to editor@naela.org.**

Louis Jackson National Student Writing Competition in Employment and Labor Law sponsored by the Jackson Lewis Law Firm and Chicago-Kent College of Law's Institute for Law and the Workplace. Topic: Paper on any topic relating to the law governing the workplace, such as employment law, labor law, employee benefits, or employment

discrimina-tion. Prizes: One top honors award of $3,000 and two $1,000 awards will be presented to the top three entries. In addition to the cash awards, the top three entries will be published on the Institute for Law and the Work-place website. **Deadline: Wednesday, January 18, 2006.**

American Indian Law Writing Competition sponsored by the American Indian Law Review of the University of Oklahoma. Topics: Papers will be accepted on any issue concerning American Indian Law. However, topics recently published in the American Indian Law Review will not be favored. Awards: First Place - $1,000 and publication of paper in the American Indian Law Review, an official periodical of the University of Oklahoma with international distri-bution; Second Place - $500 and Third Place-$250. **Deadline: All entries must be postmarked first class no later than January 15, 2006.**

2005 Albert S. Pergam International Law Writing Competition, sponsored by the International Law and Practice Section (ILP Section of the New York Bar Association, with the support of Cleary, Gottlieb, Steen & Hamilton). Topic: Any area of public or private international law or practice. Prize: The winner will receive $2,000 and publication of article (subject to editorial approval) in the New York State Bar Journal, the New York International Law Review, or the International Law Practicum. **The deadline for submission is Tuesday, December 6, 2005.**

23rd Annual Edward L. Dubroff Memorial Legal Writing Contest sponsored by the American Immigration Law Foundation (AILF). Unpublished scholarly manuscripts on any aspect of American immigration and nationality law may be submitted for competition. The winning author will receive an honorarium of $1,000. **Submission deadline: March 13, 2006 (5** p.m. ET)

Mary Moers Wenig 2006 Student Writing Competition sponsored by the American College of Trust and Estate Counsel (ACTEC). The submission should address one or more legal issues in the area of trusts and estates and related taxation. Rules and entry forms are available at: www.actec.org. Prizes: First-$5,000; Second-$3,000, and Third-$1,000. **Deadline for submission is April 1, 2006.**

The Third Annual Legal Affairs Writing Contest for Law Students sponsored by The Marbury Institute of DLA Piper Rudnick Gray Cary US LLP. Articles should made an argument about the pertinent topic in the law. Prizes: First-$2,000 and publication in Legal Affairs; Second-$1,000, and Third-$500. **Deadline: Submissions must be postmarked by December 1, 2005.**

William E. Swope Antitrust Writing Competition. Pen an essay that does not exceed 15,000 words on the antitrust topic of your choice. Prizes: First-$10,000 and two Honorable Mentions -$1,500. For more info go to www.jonesday.com/swope. **Deadline: December 31, 2005.**

First Annual Selma Moidel Smith Law Student Writing Competition sponsored by the National Association of Women Lawyers (NAWL). Deadline: Entries must be received by May 1, 2006.

NRA Civil Rights Defense Fund Law Student Essay Contest.
Deadline: Submissions must be post-marked or delivered on or before May 31, 2006.

Judicial Externships

Second-year and Third-year students: There are many opportunities for judicial externships for the Spring 2006 semester and now is the time to apply. A student can earn academic credit and gain experience by working (without pay) as a student-law clerk to a judge. The application process is very simple. Please inquire in the Clinical Programs Office, Room 404, 198 McAllister for further info.

Also, students should notify the Clinical Programs Office immediately after accepting Spring 2006 judicial externships. Only the first 60 students to notify the Clinical Programs Office about Spring 2006 acceptances will be permitted to enroll.

Spring 2006 Environmental Law Clinic

2nd-Year and 3rd-Year Students: Please come to the Clinical Programs Office, Room 404, 198 McAllister for information about the enrollment process for the Spring 2006 Environ-mental Law Clinic. Also, students should notify the Clinical Programs Office immediately after accepting an office placement for the Spring 2006 Environmental Law Clinic. Only the first 16 students to notify the Clinical Programs Office about Spring 2006 acceptances will be permitted to enroll.

Medicine and Law Collaboration

Three UCSF medical students are looking for law students interested in forming a collaborative health and legal services project. The student-run homeless clinic at UCSF is seeking to provide more multi-disciplinary care for its population and wants to offer legal services in conjunction with the medical services already provided. They already have some excellent lawyers on board who are very excited to precept law students who want to participate. The program was inspired by a similar collaboration between Boalt students and Berkeley undergrads at a Berkeley homeless clinic. They are hoping to launch the program in January and are very excited to work with our students and get their input. Please contact michael.wilson@ucsf.edu if you are interested and/or want to hear more details.

Payroll

Attention: Dept Supervisor/Faculty & Staff (MO-Monthly payroll cycle).
*MO form submission deadline for changes thru Personnel is **Dec 13.**
*MO payday is **Tuesday, Jan 3, 2006.**

Attention: Dept Supervisor/ Students/Hourly Employees (MA-Monthly Arrears).
*Student employment form update thru Personnel is due by **Dec 16**.
*Student Dec. timesheets are due in Fiscal Services by **Thursday, Dec. 22**, before the Holiday Shutdown.
*Student payday is **Friday, January 6, 2006.**

*****ATTENTION*****

For the year-end W-2 processing, please update any changes to your mailing address thru BOTH Personnel and Records Office.

Moot Court Teaching Assistants Needed!!!

The Moot Court Department needs Teaching Assistants for Spring 2006. Training will be held on Friday, January 13 at 11:30 a.m. and classes begin on Tuesday, January 17, 2006. Qualifications include a willingness to help and availability to attend the classes as well as good editing skills and a desire to coach oral arguments.
Applications are available in front of Room 454 (4th Floor - 198 Building) and on the Hastings website at http://www.uchastings.edu/?pid=1636
Deadline to apply is Friday, December 9, 2005. Questions? Please call the office at 415-565-4728 or e-mail Toni Young at younga@uchastings.edu or Jeanne Fahey at faheyj@uchastings.edu.

Help Wanted

ALUMNI OFFICE STUDENT ASSISTANT
10 hours / week
$12.29 per hour

The Alumni Relations Office is currently seeking students to fill one work study student positions. We are looking for someone who has availability Monday - Wednesday. Duties may include: -Database entry -Filing and copying -Assist with special alumni events, including mailing invitations, tabulating rsvp's, creating nametags -Print and file alumni updates and articles for inclusion in the Community Alumni Magazine -Research lost addresses.

Interested students should email a letter of interest to Gerti Arnold at arnoldg@uchastings.edu by **Wednesday, November 30.** Please include contact information.

Due to funding restrictions, we are only able to hire a student who has been approved for work study aid.

RESEARCH ASSISTANT
Professor Melissa Nelken is looking for a research assistant to help her with two negotiation-related research projects and with materials for her psychiatry and law class.
5-10 hours a week; work study a plus, but not essential. Most of the work will be done during the spring semester.

STUDENT ASSISTANT
Center for WorkLife Law seeks someone to be their temporary webmaster, 10 hours/week, $15/hour. Knowledge of HTML and how to upload files using FTP required. Hours flexible. If interested, contact Professor Joan Williams at williams@email.uchastings.edu.

STUDENT ASSISTANTS
Hastings Law Library, Technical Services Department is hiring Student Assistants for the Fall. Work-Study preferred, but not required. Flexible hours between 9:00 a.m. and 5:00 p.m., Mon. through Fri., $10.97/hr. To apply, contact Jeff Herrera at 565-4760. Applications are available at the Library Information Desk in Gold reading Room. Return completed applications to Jeff Herrera or email herreraj@uchastings.edu.

STUDENT ASSISTANT WEB PROGRAMMER
The Information Technology Department is looking for a Student Assistant to work with the UC Hastings Web Developer. We are looking for students who know HTML or XHTML or PHP or PostreSQL and/or are familiar with web development tools like Dreamweaver or FrontPage. If interested, please send your resume to Eric Noble, noblee@uchastings.edu.

The HASTINGS WEEKLY is issued each Monday by the Office of Student Services, Room 350, 100 McAllister. Signed announcement forms must be submitted to Student Services by Tuesday noon preceding publication. Announcements may also be submitted via e-mail to mesquita@uchastings.edu.

The WEEKLY prints official College notices and brief announcements of student events. In order to preserve its timely character, the WEEKLY cannot print lengthy notices or those that contain editorial comments or commercial advertisements. When appropriate, announcements are edited.

Career Corner

November 21, 2005

Inside this issue

* Career Tips
* This Week's Events
* JOBS! JOBS! JOBS!

Office of Career Services

Elena Haskins Ducharme
Job Developer
Roxanne Epstein
Senior Administrative Secretary
Pamela Hyland
Assoc. Dir. for Career Development
Molly Kane
Assoc. Dir. for Recruitment
Phil Marshall
Alumni Mentor Program Director
Sarah Tigerman
Career Counselor
Sari Zimmerman
Director of Career Services

Student Assistants

Matt Brady
Katrina Telfer

100 McAllister Street, 2nd floor
Phone: 415/565-4619
Fax: 415/565-4863
E-mail: careers@uchastings.edu

OFFICE HOURS:
Monday – Friday
9:30 a.m. – 6:00 p.m.

Career Services:
Helping You
Shape Your Future

The Career Corner is edited by Roxanne Epstein

CAREER TIPS

Phone Etiquette
(or Dialing for Dollars)

by Sarah Tigerman

Great phone skills can be of immense benefit to your Self-Initiated Job Search. However, making job search related phone calls can seem a bit daunting, and sometimes the phone can feel very, very heavy. The good news is that it doesn't have to be that way. A few simple strategies can help make phone calling easier and more profitable!

General Phone Etiquette: Have a script prepared. Be courteous and professional in tone and language. Smile when making your call; they will hear it on the other end. Note the name of the person with whom you are speaking, and use it during the call. Always return calls from employers within 24 hours!

Informational Interviews: Always start by mentioning your common ground (i.e. a mutual acquaintance, the event at which you met, or the Hastings connection). If someone referred you, say that so-and-so *recommended* that you call. Give a very brief description of yourself (your year in school and area of interest can be enough). And then state what you're looking for, which is really just a bit of their time. Here's a generic sample script: "Hi, my name is Jane Jones and I'm a second year student at Hastings. Because you are a Hastings graduate working in the field I am very interested in, I'd like to speak with you about your practice. Would you have 15-20 minutes sometime to talk to me about what you do?" Be prepared to have the informational interview when you call, just in case they happen to have and offer the time right then. Remember – you are only seeking advice, information and referrals at this point. Check out the CSO handout "Informational Interviews" online at: http://www.uchastings.edu/site_files/CSO/cso_information-interviews.pdf

Handling the Secretary or Receptionist: Avoid them! Try calling before 8am or after 5pm. If you do get the secretary, in a courteous and businesslike voice, ask for the person you're calling using first and last names. For example: "This is Jane Jones calling for Tim Thompson." If the person you're calling is not available, ask the secretary for a good time to call back. If someone referred you, be sure to mention his or her name to the secretary.

Gathering Hiring Information: The infamous "anonymous call" can be a great and risk-free way to inquire about an employer's hiring and application process. If you can't find the hiring information in print or online, call the recruiting coordinator and say something like, "Hi, I'm a second year law student interested in working for your firm this summer. Can you tell me about your hiring process?" Make sure to get the correct spelling and title of the person to whom you should send your application. You haven't yet said your name or even your law school, and you may learn everything you need to know about how to apply to that employer.

Following Up on Applications: If you haven't heard back from an employer within two weeks of sending your application materials, or by the time you indicated you would follow up, make the follow up call. You can simply call to make sure they received your letter and to inquire about their hiring timeline. If you get a particularly warm response, like "yes, your letter was excellent," you might want to ask about scheduling an interview. The point is to start with a polite inquiry about receipt of your letter, and then measure the response to decide how much further to take the conversation. Let your fingers do the walking on your self-initiated job search path!

Alumni Mentor Orientation
Monday, November 21st
3:40 p.m. – 4:40 p.m.
Advanced Sign-up Required!

JOBS! JOBS! JOBS!

Everyday, the Career Services Office receives new listings.
Log onto: **HastingsCareers.com**
and check *often* for new postings.
Just a few highlights:

SPRING POSITIONS

Law Offices of Nancy M. Conway
Part-time unpaid case clerk, S.F.: Tenant defense. Analyze discovery, prep case timelines, and write motions.
Years Requested: 1L, 2L
Materials Requested: Resume and cover letter to Jaime Maurer at: jaimemaurer@gmail.com
Deadline: 1/1/2006

SUMMER POSITIONS

Greater Boston Legal Services
2006 Spring and Summer Interns. Part-time – unpaid. Each position shows min hrs/wk.
Years Requested: 1L, 2L, 3L
Materials Requested: Resume, cover letter indicating which position is of interest, and available hours.
Apply on-line:
www.gbls.org/howcan.htm
Deadline: 1/6/2006

U.S. Department of Homeland Security Full-time – unpaid. San Francisco. U.S. Immigration and Customs Enforcement offices seeks student with interest in litigation or immigration. Review testimony and coordinate and draft docs. Attend admin. legal proceedings and fraud detection interviews. 9 wk min. required: 5/29/06 - 8/4/06.
Years Requested: 1L, 2L
Materials Requested: Resume, transcript, & writing sample (10 p. max) to: U.S. Department of Homeland Security, Marty Ryan, Assistant Chief Counsel, 550 Kearny St., Ste. 1000, San Francisco CA 94108
Deadline: 1/26/2006

Tom, Petrus & Miller Hawaii. Summer Associate. Small general civil litigation firm. Interested students can contact Joshua Kim at: kimjos@uchastings.edu (Hastings 2L, associate last summer).
Years Requested: 1L, 2L
Materials Requested: Cover letter, resume and transcript to: Richard Miller, Finance Factor Center 1164 Bishop St, Ste 650, Honolulu HI 96813 or e-mail: Rmiller@tpm-hawaii.com
Deadline: 1/31/2006

JUDICIAL EXTERNSHIP

U.S. Department of Labor Office of Administrative Law Judge
Part-time unpaid externship. S.F. Conduct research and draft decisions for Judge's review. Biological science background or interest in employment or administrative law preferred.
Years Requested: 1L, 2L, 3L
Materials Requested: Cover letter, resume, name, address and phone number of at least 3 references (to speak about professional skills), and law school transcript to: U.S. Department of Labor Office of Administrative Law Judges, Jone Tran, 50 Fremont St, Ste 2100, San Francisco CA 94105
or fax: 415-744-6569.
Deadline: 2/1/2006 (Summer 06); 5/1/2006 (Fall 06); 9/15/2006 (Spring 07)

GRADUATING 3LS

Pacific Legal Foundation
Conservative Public Interest Fellowship, Sacramento. Full-time – paid. Top graduates interested in gaining experience in litigation of major cases. Exceptional opportunity as stepping stone to private practice, public agency law, an academic career or a permanent position with Pacific Legal Foundation. Support private property rights, individual liberties, limited government, and the free enterprise system.
Years Requested: 3L
Materials Requested: Must submit CPIL application available at www.pacificlegal.org as well as the writing sample designated in the application to: Pacific Legal Foundation, Pagona Stratoudakis, Hiring Committee Coordinator, 3900 Lennane Drive, Suite 200 Sacramento CA 95834; e-mail: attyjobs@pacificlegal.org
fax: 916-419-7747
Deadline: 1/3/2006

Horvitz & Levy Summer Associate Civil appellate litigation – First impression issues. Oriented for investigation of law rather than investigation of facts, so priority in hiring is for excellent legal research, analysis, and writing. More info at: www.horvitzlevy.com
Years Requested: 3L
Materials Requested: Resume and cover letter to: Horvitz & Levy, Nina E. Scholtz, 18th Floor 15760 Ventura Boulevard, Encino CA 91436 or nscholtz@horvitzlevy.com
Deadline: 3/31/2006

THIS WEEK'S EVENTS

Small Firm Job Search,
Monday 11/21,
3:40 – 4:30 pm,
Workshop in Room F.

Career Services
Job Talk Central
Quick/Tough/No Question?
Join the CSO Staff for a Meet and Greet with Munchies!
Tuesday 11/22,
11:10 am - 12:10 pm
Clara Foltz Lounge.

University of California
HASTINGS COLLEGE OF THE LAW
Tuition and Fees Schedule and Payment Information

SPRING 2006

1. ESTIMATED SCHEDULE OF TUITION AND FEES*

FEES	FALL 2005	SPRING 2006
Enrollment Fee	$9,862	$9,863
Activity Fee**	82	-
Academic Enhancement Fee	100	100
Exam Materials & Processing Fee	60	60
Health Services Fee	155	155
Accident & Sickness Insurance Plan ***	825	1,035
Total Resident Fees	$11,084	$11,213
ANNUAL RESIDENT FEES	**$22,297**	
Non-Resident Tuition	5,612	5,613
Total Non-Resident Fees	$16,696	$16,826
ANNUAL NON-RESIDENT FEES	**$33,522**	
Graduation Fee	$45.00	

* Tuition and fees are subject to final Gubernatorial and Legislative approval. They are subject to change without notice.
** The Activity Fee of $82.00 will be charged to students attending in the spring semester who did not attend in the fall.
*** If you submitted a waiver for the fall the spring premium will also be waived. The spring premium provides coverage through the summer. Contact Student Health Services, (415) 565-4612, for more information.

2. FEE PAYMENT DEADLINES AND LATE PAYMENT PENALTIES

JANUARY 12, 2006, THURSDAY: **Deadline** to pay tuition and fees or make deferred payment arrangements ***without a $150.00 late penalty.*** Fees are due in the Office of Fiscal Services, 198 McAllister Street, Room 111, by 4:30 p.m.

JANUARY 17, 2006, TUESDAY: **Final Deadline** to pay fees or make deferred payment arrangements. If you have not paid or made deferred payment arrangements you will be administratively withdrawn from Hastings. If you wish to be reinstated, you must receive permission from the Associate Academic Dean and pay a $300.00 reinstatement fee.

JANUARY 26, 2006, THURSDAY @ 2 p.m.: Deadline to submit proof of health insurance to Student Health Services to waive the spring insurance fee.

3. FINANCIAL AID DISTRIBUTION DATES AND RELATED INFORMATION

RECEIVING YOUR TITLE IV LOAN PROCEEDS

- If your lender disburses your loan proceeds to the College via Electronic Funds Transfer (EFT), they will automatically be posted as a payment on your tuition and fee account. If Hastings receives your proceeds by January 6, 2006, a refund for the loan amount less tuition and fees and McAllister Tower balances owed, if applicable, will be available beginning on **Wednesday, January 11, 2006** in Office of Fiscal Services starting at 8:30 a.m. You can verify the status of your aid at www.elmresources.com. If funds have not been released to Hastings by January 7, 2006, please contact Financial Aid at (415) 565-4624.
- If your lender disburses your loan proceeds via paper check(s), you may pick up these checks starting Thursday, January 12, 2006 and endorse them over to the College to pay your fees. Do this by **January 12, 2006** to avoid a late fee. Refund checks for the excess amount will be available after 3 p.m. beginning on Tuesday, January 17, 2006, in Office of Fiscal Services.

RECEIVING YOUR REFUND FROM HASTINGS – PAPER CHECK OR DIRECT DEPOSIT

- If you receive your refund via direct deposit, you will be notified via your Hastings' e-mail address when your refund has been released to your designated bank account. The earliest you will receive your refund is **Wednesday, January 11, 2006**. If you are on direct deposit, you DO NOT need to come to Office of Fiscal Services during financial aid distribution. Any information regarding your refund will be sent to you via e-mail and placed in your SIC folder.
- If you do not sign up for direct deposit your refund will be issued to you via a Hastings paper check which you can pick up in Office of Fiscal Services starting on **Wednesday, January 11, 2006** at 8:30 a.m.

FINANCIAL AID DISTRIBUTION INFORMATION

Checks are released on a first-come, first-served basis. Before your refund check will be released: 1) your tuition and fees and any other outstanding balance due to the College must be paid; 2) your student record must be clear of any holds; and 3) you must present a valid photo ID.

4. METHODS OF PAYMENT

CASH - Bring payment in person to the Office of Fiscal Services, 198 McAllister Street, Room 111. Be sure to get a receipt for your cash payment. *Do not mail cash*—the College will not be responsible for cash mailed to pay tuition and fees.

PERSONAL CHECK OR CERTIFIED FUNDS - Make checks payable to "UC Hastings College of the Law". Include your name, current address and Hastings student I.D. number on the face of the check. Returned checks are subject to a $25.00 returned check fee and a $150.00 late fee penalty if returned after Thursday, January 12, 2006. Checks should be mailed to 200 McAllister Street, Office of Fiscal Services, San Francisco, CA 94102.

FEDERAL FINANCIAL AID – Financial Aid that is received by the College electronically via EFT is posted as a payment on your tuition and fees account. The College must receive your aid by January 6, 2006 to ensure that the payment is posted by the January 12, 2006 tuition and fees payment deadline. If the payment is not posted by January 12, 2006 you will be assessed a $150.00 late penalty. If your lender is delayed in disbursing your aid you may make a deferred payment arrangement with Office of Fiscal Services and avoid being charged a late fee.

DEFERRED PAYMENT ARRANGEMENTS - If you do not expect your loan proceeds to be credited to your tuition and fees account by Thursday, January 12, 2006, you may apply for a deferred payment plan. Applications are available in Office of Fiscal Services. **Note: you will be unable to pre-register for fall '06 classes until your spring '06 tuition and fees are paid.**

5. REFUND SCHEDULE

The tuition and fees refund schedule is available in the following offices: Records, Financial Aid and Office of Fiscal Services and at http://www.uchastings.edu/?pid=558.

6. HEALTH INSURANCE REFUND POLICY

If you withdraw or take a leave of absence on or before Thursday, January 26, 2006, you will receive a 100% refund of the health insurance premiums paid and you will not be covered under the College's plan.

If you withdraw or take a leave of absence after Thursday, January 26, 2006, you will not receive a refund of the premium paid and you will be covered under the College's plan for the duration of the coverage period. You are responsible for paying the full insurance premium to the provider.

7. SUGGESTIONS FOR A SMOOTH REGISTRATION

- Pre-Register For Classes – Only students pre-registered for the spring '06 semester will receive a billing invoice. Students not pre-registered are still responsible for meeting the tuition and fees payment deadlines. Contact Office of Fiscal Services, (415) 565-4704, for amounts owed.
- Look for an Invoice in the Mail - Invoices will be mailed in the third or fourth week of November,2006. If you do not receive an invoice before the fee payment deadline, contact Office of Fiscal Services at (415) 565-4704 for amounts owed. Non-receipt of an invoice does not provide an exemption from the tuition and fees payment deadlines.
- Confirm Address With Records Office - Invoices will be mailed to your address that is on file with the Records Office.
- Clear Holds on Student Records - Financial aid will not be released if there is a hold on your student record. You may contact the Records Office, (415) 565-4613, for more information on holds.
- **Sign up for Direct Deposit** – Students can now receive their financial aid refunds via direct deposit into the bank account of their choice. Complete and return the Authorization form, available in Office of Fiscal Services or at http://www.uchastings.edu/?pid=70, by Thursday, January 05, 2006. If you've already signed up for this service, you do not need to sign up again.
- Do Not Deposit Loan Check(s) Through ATM – Loan proceeds received via paper check(s) co-payable to you and Hastings should be deposited inside the bank and not in the ATM. The ATM process cannot confirm the College's endorsement on the check and it may be returned and not deposited. If the bank needs to verify the College's endorsement, bank should contact Office of Fiscal Services at (415) 565-4704.
- Save $150 and Pay Fees on Time - Avoid the $150.00 late penalty by paying your tuition and fees by **Thursday, January 12, 2006**.
- Out-of-State Loan Checks - If your lender disburses your loan proceeds via a paper check drawn from a non-California bank, be aware that upon deposit the local bank may place a hold on the check for 7-10 days. If you write a personal check to pay your tuition and fees and it is returned unpaid to the College after Thursday, January 12, 2006, you will be charged a $150.00 late fee and a $25.00 returned check fee.
- Pay Current Month McAllister Tower Rent – If you reside at McAllister Tower, January 2006 rent and other amounts due will be automatically deducted from your financial aid loan proceeds if the College receives them via EFT. If you would like to prepay the entire semester's rent and have it deducted from your loan proceeds, please send an e-mail to catigm@uchastings.edu by January 3, 2006. If you have authorized direct debit, your January rent will still be deducted from your financial aid proceeds if you have any. If you do not have financial aid proceeds, your rent will be automatically deducted from your designated bank account.
- Validate Your Student ID – Office of Fiscal Services issues the current semester's validation sticker to students who have paid their tuition and fees or made deferred payment arrangements. These stickers are to be affixed to your Hastings student ID card and confirm that you are a currently registered student. Stickers are issued to most students when they come to pick up their refund checks during financial aid distribution or when they pay their tuition and fees. If you are on direct deposit and your fees are paid up, you may pick up your sticker anytime at Office of Fiscal Services between 8:30 a.m. and 4:30 p.m. from January 12, 2006.

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