

Law Practice Technology

Law

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Professional Development Assignment

Continued learning of legal technology is a requirement of the Florida Bar. The purpose of this assignment is to get you to change your mindset about technology. Very many people feel overwhelmed by the idea of teaching themselves some new technology. However, by creating a written plan for continued learning you accomplish two things: 1) you make the first step towards your goal, increasing the chance you will reach it; and 2) you break a large goal into manageable small chunks.

This assignment has two parts: an initial skill development plan at the beginning of the course and follow-up review at the end of the course. The goal of this assignment is to have you identify a technology-related skill you would like to learn or improve, develop a plan to do so, and in so doing create a lifelong practice of continued learning.

Part One: Initial Skill Development Plan

Choose a skill that you want to work on learning throughout this course. It must be a technology-related skill. Your goal should be complex enough that it should take more than one session to complete, but this can be fulfilled by grouping several related skills (e.g., learn ten new functions in Word including styles, tables of authorities, and formatting). You can contact me if you are unclear if your desired goal would fit this requirement.

Plan Requirements

This plan must indicate:

- the technology-related skill you would like to learn or improve;
- how this skill might be useful in your career;
- the tools, websites, or other resources you intend to leverage;
- your strategy for learning/improving; and
- how you intend to measure success.

Initial Skill Development Plan Rubric

	1-7	8-16	17-20
SMART Goal	Describe vague and/or broad goals.	Describes goals that cover most of the SMART attributes, but have unclear aspects and/or unclear idea of how to measure success.	Goals are well-described and SMART with a clear idea of how to access success.
	1-3	4-6	7-10
Plan	Vaguely describes plan or provides no plan.	Generalized plan for learning with abstract description of the intended weekly activity.	Structured plan detailing weekly course of action.
Resources	Listed no resources or vague about the resources to be used.	Listed 1-2 generic resources (e.g., Youtube).	Listed specific resources with the reasoning for choices.
Professionalism	Formatting is poor and/or plan is disorganization.	Formatting is clear though plan has several errors.	Clear formatting; well-organized discussion; and few, if any, errors.

Resources[SMART Goals](#)

Bar Associations (especially special interest sections)

Procertas (provides training and testing)

Free CLE courses (Bloomberg Law has several with your subscription)

Free general education websites (e.g., [EdX](#), [Coursera](#), [Lynda](#), [Code Academy](#))

Part Two: Skill Development Review

Intending to learn a skill is noble, but progress can be impeded without regular moments for review. In this assignment, you are required to discuss what you did this semester to improve/learn the skill, any difficulties you encountered, an honest assessment of your progress, and a plan for next steps.

Requirements

The final reflection must include:

- description of your plan as executed, even if it differed from your plan in the
- review and evaluation of the resources used; and
- analysis of the progress you made and the causes for success or shortcomings.

Skill Development Plan Rubric

	1-7	8-16	17-20
Plan Description	Describes general plan without having chronicled efforts over time.	Describes the weekly efforts, though it is evident that records were not regularly kept, and/or plan is described without connection to initial plan and/or fails to describe reasons for deviations from original plan if any.	Evident through the description of plan execution that student tracked progress regularly keeping detailed notes that allow for clear understanding of efforts exerted and describes any deviations from the initial plan with reasons as to why.
Reflection on Progress	Review of progress is vague, incomplete, and/or difficult to assess due to poorly made goals and failure to narrow them during the course.	Reflects on progress towards goal though analysis is cursory, assessment of success is general without details on why or what caused the success/failure and/or provides cursory, if any, discussion of resource efficiency.	Provides detailed analysis of success by reflecting on the difficulties encountered, the effect they had, resources used, and how effective they were, while assessing progress towards initially set goals.
	1-3	4-6	7-10
Professionalism	Formatting is poor and/or plan is disorganization.	Formatting is clear though the plan has several errors.	Clear formatting; well-organized discussion; and few, if any, errors.