

ADVICE TO TEACHERS FROM "LAWYER IN THE CLASSROOM"

The attorneys in our program want their visits to be useful and rewarding to your students. Listed below are some recommendations provided by our volunteer attorney participants. We hope that you find them useful in planning your speaker arrangements.

1. Please contact the participating attorney as soon as possible upon receiving his/her name and telephone number. This will allow them ample preparation time to plan for their presentation.
2. Discuss and review with the participating attorney the area of law studied by your class. Also, discuss the subject matter, the depth of coverage, and the aptitude level of the class.
3. Explain specifically to your cooperating attorney what you would like the presentation to be -- a lecture, a talk interspersed with questions to your class or a simple question and answer period.
4. Tell the attorney how many students will be present and whether he/she will be speaking in the classroom or auditorium. Also state the length of the class period and how long you wish the presentation to be. Participants in the program have also found it helpful to meet ten or fifteen minutes prior to class, to get acquainted and to allow for any last minute changes to be made.
5. Indicate what time you wish the attorney to be at the school and where you will meet. The attorney will receive your contact information. You may have to supply the lawyer with specific directions for automobile or public transportation. In addition, be certain to give the attorney the exact location of the visitor's entrance and explain any check-in protocol your school may have.
6. On occasion, a little shyness sets in even amongst the most active students in the class. Some teachers have anticipated this by asking their students to prepare one or two questions for the visiting attorney as a homework assignment the night before. These questions sometimes break the ice at the beginning of a session or fill in an unexpected gap at the end.
7. Feel free to call your visiting attorney at any time prior to the presentation. The attorney will appreciate notice of any changes in the program or any helpful hints.

