

MESSAGE FROM THE EXECUTIVE DEAN

By Stephanie Ball
Executive Dean
School of Justice & Emergency Services

The completion of the 2017-2018 academic year has resulted in the achievement of a number of accomplishments. Durham College completed its participation in the College Quality Assurance Audit Process which is a provincial framework to assure quality in Ontario community colleges. During the audit, six programs from DC were examined in detail, and the School of Justice and Emergency Services was selected to have two of its programs participate. We are awaiting the results of the audit, but found the process to be enriching and validating.

Durham College has also witnessed the construction of another new building: the Centre for Collaborative Education (CfCE). This building will replace the Simcoe Building which has been a landmark for all students who have attended DC. The "old" Simcoe Building will be demolished at some point this year, ending an era. The CfCE will house new laboratories for our science courses, the new Global Classroom, the Massage Therapy Program, and a variety of other uniquely designed spaces. The building will be open for use in September of this year and we are looking forward to opportunities to use the space for student engagement and for hosting the community.

Aside from the broader college updates, it is great to see the success that our law clerk graduates are enjoying in obtaining positions. The Law Clerk Advanced program continues to enjoy success in the quality of the program and in the quality of our graduates.

I hope you find the updates in this newsletter informative!

FROM THE CO-ORDINATOR'S DESK...

By Kathleen Stewart

The 2017-2018 Academic year was a little like riding a roller coaster at times. There was the usual excitement, energy and anticipation as the school year began (climbing to the top of the first hill on the coaster), but this year, that was followed by a province-wide strike by college faculty that was very difficult on everyone involved (screeching around a tight corner on the coaster).

I try to be a 'silver linings' kind of gal, so although the strike took its toll on me, the return to work challenges (roller coaster loop-to-loops) provided me with an opportunity to liken what we had all been through to working in a legal environment. It can at times be stressful, you are often dealing with a series of unknowns with deadlines moving and changing, and there can be very uncooperative individuals in the mix! The faculty worked diligently to help students work through the challenges and develop the resilience that is required to be a successful legal assistant or law clerk.

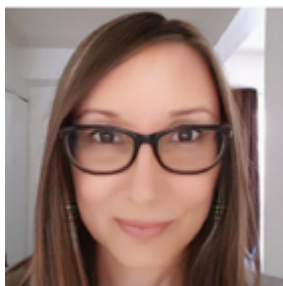
As the new term began in late January, we were all back on the roller coaster, hands firmly on the bar, safety belt securely fastened, and ready for the rest of the ride. The thrill and exhilaration you feel as the coaster glides to a stop is exactly how the year ended. Last year, I reported on seeing a level of employment activity unlike anything I had seen in many years and that trend continued this year. Email messages from students advising me that they had landed a job came in fast and furious! For those of you connected to me via my college FB page (www.facebook.com/DCkathleenS), you saw announcement after announcement (after announcement!) congratulating the 2018 graduates. On average (all programs, all colleges), it usually takes anywhere from six to nine months to secure that first job. Well, the Law Clerk Advanced Program consistently blows that statistic out of the water year after year!

I am not keen to ride a roller coaster again anytime soon (figurative or real!), but want to thank everyone who came along for the ride and persevered! I'm thinking a nice, calm, ride on a slow moving train might be more to my liking this year.





JAMI MOLLOY



LILLIAN RUSSELL

2018 LEGAL CAREER PREPARATION AWARD WINNERS

For the 12th straight year, students in the Law Clerk Advanced program have raised funds for student bursaries through their work in the Legal Career Preparation course.

Full-time students in the final semester of the program who have a cumulative grade point average of 3.0 or higher are eligible to apply for the bursary known as the Legal Career Preparation Award. Unlike many bursaries that have financial need as the primary requirement, this award recognizes students who demonstrate strong employability skills throughout their three years at Durham College.

Recipients of this award have successfully demonstrated the following:

1. A strong commitment to their education as evidenced by regular attendance and active, quality participation in class
2. Essential employability skills including strong written and verbal communication skills, an ability to meet deadlines while producing quality work, consistently demonstrating initiative, and a high degree of professionalism
3. Strong interpersonal skills including the ability to work collaboratively with others in a positive and productive manner, the ability to adapt to change, resolve conflict, and solve problems in a team environment

This year's recipients were:

- Jami Molloy – Jami has accepted employment with the Durham Region firm of Lloyd & Kemper LLP working in the area of family law.
- Lillian Russell – Lillian has accepted employment with the Municipal Property Assessment Corporation.

Congratulations ladies!

CO-OPERATIVE EDUCATION — THE NEXT STEP

by Kathleen Stewart

Last year, I reported on some changes that were made to the field placement program, and I'm pleased to report that both changes went quite smoothly. Positioning the 2-week field placement at the end of the 4th term makes much more sense for all of the players! The spring/summer placement option worked perfectly for some students' schedules and this year, we have even more students taking advantage of this option.

The influx of formal, Co-operative Education in colleges across the province continues and the Law Clerk Advanced Program (LCAD) has taken the next important step has taken the next important step in making Co-op a reality. At the spring Program Advisory Committee meeting, members voted to move forward on incorporating a Co-op option into the LCAD program. Anna De Grauwe, the Co-Op Coordinator for Durham College will be working with us over the coming months to put everything in place to ensure a smooth rollout of this option.

It is a big undertaking and though it will not be available in the immediate future, employers can still take advantage of the amazing and well-established field placement program by contacting Trevor Greenall (trevor.greenall@durhamcollege.ca) or myself. We will be sure to keep you all posted!

IN SEARCH OF TECHNOLOGY...AND PURA VIDA!

By Peggy Hinan

I have been teaching at Durham College for 16 years. As most alumni know, I have been teaching Office Procedures and Accounting for most of that time. In the past few years with staffing changes, I have found myself alone as the "computer expert" for the Law Clerk and Office Admin-Legal programs. I have co-taught the computer courses with many wonderful part-time and full time faculty, but any changes to the computer curriculum over the last few years have fallen on my shoulders.

I had been struggling for a couple of years to gather information from law firms about how technology had changed their office procedures and what software was being used. It always seemed that I was getting information from HR specialists who weren't actually doing the law clerk/legal assistant job, or information from new hires who were not sure how it all fit together. About a year ago, on one of my many morning commutes to work, I had an epiphany! Most of my driving epiphanies are -- what is for dinner or where is my next vacation - but this time it was computer curriculum. I know it may not be the most exciting topic, but it was obviously something that had been rattling around in my teacher brain!

I decided I must venture back into the legal environment to find out for myself. This journey started out as a meeting with our dean Stephanie Ball and then blossomed into a sabbatical for one semester. This is officially called a Professional Development Leave. Since I had not worked in a law firm for 16 years, it was time to go back and find out how office procedures had changed due to technology and what software law firms were using.

My PD leave started in January 2018 for one semester. The nice thing about taking a PD leave in the winter is the opportunity to take some vacation time in January, so of course, that's where I started. My husband and I spent a few weeks in Costa Rica with family members. As anyone who knows me will tell you, Costa Rica is my go to place and my passion. I love to discuss this beautiful country with anyone who wants to listen. Pura Vida is what motivates me!

After some rest and relaxation, I returned to the cold north to venture back into the legal environment. My first visit was to Goodmans LLP in downtown Toronto. They brought me in as a new hire and put me through a few days of their onboard training sessions. I arrived on a Monday morning at 9:00 a.m. with four other new hires who were all in their early twenties. I am sure that as they sat in the reception room that morning looking around at the other candidates, they were surprised to find that Goodmans hired such "old" people...or maybe they were glad to see the diversity! The Goodmans' trainer, Joanne, was a wonderful person and an excellent teacher. She put us all through our paces and was willing to share everything with me. It was a wonderful experience and it provided me with a real appreciation for what students are expected to know going into an entry-level position.

I spent the next few months visiting several firms in downtown Toronto and within Durham Region. They all welcomed me with open arms and provided me with some wonderful knowledge about office procedures, hiring processes and a good picture of what software is presently being used in the field. I must send special thanks to Osler, Hoskin & Harcourt; McMillan LLP; Davies, Ward Phillips & Vineberg; Mason Bennett Johncox; Will, Davidson; Strike, Phillips; Lawson, Clark & Oldman; and McGibbon, Bastedo & Armstrong.

WHAT DID I LEARN?

The struggle to stay up to date with software will always continue. All firms were using something a little different and each area of law has its own specialized software. In my mind, the best education we can give our students is strong basic skills in all areas. All firms use Microsoft Office products and students must be comfortable with Word and Outlook at an advanced level. All firms agreed that they do not expect the college to provide training in every software, but if students have strong computer and keyboarding skills, they can train them on the rest.

As a result, I have been able to make some changes to the computer courses. I researched some new software – Infoware/Word LX, WordShare and ULaw, and in the fall, I will introduce this software in some courses.

This PD leave has been a great experience and one that leaves me satisfied that I have done the proper research to develop our computer courses to meet the needs of the legal environment. I am excited to introduce some new software to our students in the fall.

NETWORKING EVENT A HUGE SUCCESS!

By Kathleen Stewart

As you may have already read, this has been a banner employment year for our graduates. One of the key ingredients in this success was our Annual Networking Event at Durham College's award winning Centre for Food. You really should check Bistro '67 out if haven't eaten there yet! But enough about food...for now...

This year our employers included:

- Aird & Berlis
- Region of Durham
- Bennett Jones
- McCarthy Tétrault
- Stikeman Elliott
- MPAC
- Fasken
- Osler, Hoskin & Harcourt
- OnCorp

Now in its third year, the event was as lively and interactive as ever, resulting in over eight full-time hirings and a few new field placement opportunities. Regardless of whether or not graduates secured a job as a direct result of the event, the occasion gives students valuable networking and interviewing experience that can help students discover their strengths, identify gaps in their job search skills and set goals and plans for addressing those gaps. In general, it is a great confidence booster as it helps demystify what employers want and helps students realize that employers are very easy to interact with! We were pleased to welcome the Office Administration students once again, and the Law Clerk Fast-Track students are now formally a part of this event through their curriculum. We were also appreciative that Rebecca Milburn, the Associate Vice President – Academic for Durham College, was able to join us for the breakfast prior to the formal networking.

I would like to thank our wonderful employers and the student committees who helped make the event a reality. Follow-up with both employers and students confirms that we are on the right track with an event design such as this.



ILCO CONFERENCE

This year, the Institute of Law Clerks of Ontario ("ILCO") celebrated their 50th anniversary in Ottawa during their 28th annual conference from May 2nd to 5th.

The Durham College attendees included Darla Weir, Virginia Harwood and Lesley Wagner. Each attendee enjoyed an opportunity to discuss new legal practice supports, practice tips and updates to legislation during their four days in Ottawa.

The 2018 ILCO conference theme "Commitment to Excellence – 50 Years" offered those in attendance a wide range of concurrent sessions across all legal disciplines including family law, estates, intellectual property, corporate, litigation, and real estate.

The conference keynote speakers were:

Day 1 - Margaret Trudeau – Changing my mind - as a mental health advocate, she discussed her mental health journey and reminded us of the importance of nurturing your mind, body and spirit.

Day 2 - Karen Gordon – Crash course on communications – provided a light-hearted discussion about social media posts that might have been best left unsaid and reminded us that nothing online or in an email is private. In her presentation, she also looked at all forms of communications for professionals and how to ensure that we maximize what, how and when we communicate.

Day 3 - Gair Maxwell – Knowing – Doing G.A.P. - How to Cross the Intention Bridge between Talk & Action. This key note session with Gair was an interactive exercise that included asking yourself – WHY NOT as we look at failure and what inspires us for personal growth.

Lesley Wagner enjoyed connecting with Law Clerk Advanced (formerly Legal Administration) Alumni (1985) Shelley Jones and her session on Taking Brands Global. Her new position at the Intellectual Property Institute of Canada highlighted new updates in the intellectual property (IP) area of practice together with new opportunities for law clerks in IP.

The final night of the conference was held at the Canadian War Museum. This wonderful event showcased Canada's national museum of the history of our military (which opened in 2005) and celebrated ILCO's 50th anniversary.

Everyone in attendance appreciated the opportunity to network and converse with ILCO conference committee and board members.

Here at Durham College, our faculty and students enjoy a supportive relationship which now involves obtaining student memberships to our third year and fast track law clerk students. This latest initiative has received positive feedback.

Quebec City will be hosting ILCO members next May for their 2019 Annual ILCO Conference. We hope to see some of our alumni again next year!





ALUMNI PROFILE: VICTORIA ROBINSON LAW CLERK ADVANCED FAST-TRACK GRADUATE

ENTRY LEVEL OR ENTRANCE TO OPPORTUNITY

I began my legal journey by enrolling in the Paralegal Diploma program, where I gained the knowledge and practical skills required to provide legal services in a wide range of legal areas. With the knowledge gained through the Paralegal program, the opportunity to take the Law Clerk Advanced Fast-Track program was a no-brainer for me. Being able to obtain a second Diploma in 3 semesters was one of the best decisions I have made to further advance myself in a career in law.

During my final weeks of school, I had several interviews for different companies and was fortunate enough to have been extended offers by more than one company. It was then I realized that my Paralegal and Law Clerk Diplomas had given me a step ahead in the legal industry. It was also then I realized I had to make the decision of which offer would be most beneficial to me.

Days following my final exam, I began my career at Osler, Hoskin & Harcourt LLP; a seven-sister business leading law firm. No, I didn't start my Law Clerk career days after my final exam, and I will be the first to admit I was a little disappointed. I felt as though my schooling was going to go to waste and I was never going to be given the chance to practice as a Law Clerk. Do I still feel disappointed to this day? Absolutely not!

I began at Osler as a Legal Secretarial Assistant (Document Support) in May 2017. This position entails supporting an entire department with overflow work such as formatting legal documents, assembling closing books and court documents and troubleshooting technological issues. A short three months later, I pursued an opportunity to work as a Legal Secretarial Assistant in the Banking & Financial Services department. I was given the opportunity to work for a Partner and three Associates. The confidence the lawyers had in me allowed me to work much more closely in their transactions as opposed to strictly legal administrative support work. Throughout my time working with these lawyers, I learned to love Banking and Corporate law. I gained so many transferable skills that have benefited me to this day and will continue to benefit me throughout my career.

I came across a Law Clerk opportunity at BMO Financial Group in the Subsidiary Governance Office in April 2018. With my grown love for Banking and Corporate law and my drive to become a Law Clerk, I thought to myself, 'there's no harm in applying, just do it!' After multiple interviews, I was offered (and accepted) the position! A lot of people ask, what is the Subsidiary Governance Office, and what is your role as a Law Clerk? How do you tie into the bank? The Subsidiary Governance Office is part of the Corporate Secretary's Department. We implement governance functions for the Bank of Montreal and its 195 current subsidiaries in 16 jurisdictions. Working with multiple companies in different jurisdictions gives me the opportunity to learn daily, which is one of the things I love most about this kind of work. I work directly with Corporate Secretaries, General Counsels and Executives in diverse departments of the Bank to support the boards of directors. My responsibilities have drastically changed as I now own my own work stream. Drafting corporate documents, up-keeping Minute Books, and jurisdictional filings are some of my day-to-day responsibilities.

Did I love working in a law firm? Yes. Do I love working in-house? Yes. Don't feel because you want to work in the legal field, you are limited to law firms. Working in-house has exposed me to so much that I wouldn't have been able to do in a law firm setting. My biggest piece of advice - don't be disappointed with an entry level position (it's how you learn), take on extra responsibilities, build a strong professional network and work your way up. You never know where your career will take you. Oh, and don't be surprised when you realize the legal world is nothing like Suits!

CONGRATS CLASS OF 2018!

