

Be part of the transformation of  
**legal education  
 in Ontario**



Ryerson University, with a focus on innovation and entrepreneurship, is creating new pathways for student success

Collaborate with us to provide Ontario's next generation of lawyers with an innovative, technology-driven alternative to traditional articling. The **Law Practice Program** at Ryerson University proposes to create practice-ready graduates who get hands-on experience to prepare them for successful careers in traditional and emerging areas of law. With Ryerson's program, graduates will gain career-ready knowledge through virtual legal practices, live role-playing, engagement with Ryerson's highly successful Digital Media Zone and work placements with you.

### Enhance your workplace

As part of our submission to the Law Society of Upper Canada for this proposed Law Practice Program, we are seeking *letters of support* from qualified lawyers to provide future program participants with four-month co-operative work placements – paid or unpaid.

Program participants will be highly qualified law school graduates who will support you in your practice after a four-month training course that will enable them to "hit the ground running." They will learn essential lawyering skills through integrated mentoring, experiential learning techniques and simulation technologies.

The first co-operative work placements would start during the 2014-2015 articling year. A sample letter of support is attached. If we are selected as the program provider, we will manage the placement process and develop a placement contract with you to address appropriate skills and tasks for the student. Placements are not exclusive, so you can agree to provide placements to more than one Law Practice Program proponent.

### Contribute to a positive future for new law graduates and the profession

Over the last few years, increasing numbers of law graduates have been unable to find articling positions after successfully completing law school. To address this challenge and to ensure that the articling requirement does not serve as a barrier to licensing eligible, competent candidates, the Law Society approved the Law Practice Program to commence in the 2014-2015 articling year. Ryerson University is responding to the Law Society's request for proposals with an innovative, focused and thorough program that will lead the transformation of legal education in Ontario.

To learn more about how you can participate in this exciting venture, contact

**CHRIS CHEUNG**

Ryerson University Law Practice Program Development Co-ordinator

at 416-979-5000 ext. 3199 or [chrischeung@ryerson.ca](mailto:chrischeung@ryerson.ca)

[Your Letterhead]

[Date]

**To:** Chris Cheung  
LPP Placement Development Co-ordinator  
Ryerson Law Research Centre

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**Re: Co-operative Work Placements for a Law Practice Program**

[Organization/Supervising Lawyer] understands that Ryerson University is presently seeking to provide a Law Practice Program pursuant to a request for proposals issued by the Law Society of Upper Canada.

This letter confirms that [Organization/Supervising Lawyer] agrees to provide [number] co-operative work placements, each of approximately four months in duration, as part of a proposed Law Practice Program.

[Organization/Supervising Lawyer] has reviewed the list of required and preferred skills and tasks (see Appendix A, attached) and confirms that these skills and tasks will be integrated into and supervised for during the co-operative work placements, subject to a placement contract entered into in advance of commencement.

Yours truly,

[Name and title]

Attachment: Appendix A, LPP Skills and Tasks

(Excerpted from the *National Admission Standards Project, National Entry to Practice Competency Profile for Lawyers and Quebec Notaries*)



## List of Skills

### 1. Ethics and Professionalism

- a. Identifying ethical issues and problems
- b. Engaging in critical thinking about ethical issues
- c. Making informed and reasoned decisions about ethical issues

### 2. Oral and Written Communication Skills

- a. Communicating clearly in English or French
- b. Identifying the purpose of the proposed communication
- c. Using correct grammar and spelling
- d. Using language suitable to the purpose of the communication and the intended audience
- e. Eliciting information from clients and others
- f. Explaining the law in language appropriate to the audience
- g. Obtaining instructions
- h. Effectively formulating and presenting well-reasoned and accurate legal argument, analysis, advice or submissions
- i. Advocating in a manner appropriate to the legal and factual context
- j. Negotiating in a manner appropriate to the legal and factual context

### 3. Analytical Skills

- a. Identifying client's goals and objectives
- b. Identifying relevant facts, and legal, ethical and practical issues
- c. Analyzing the results of research
- d. Identifying due diligence required
- e. Applying the law to the legal and factual context
- f. Assessing possible courses of action and range of likely outcomes
- g. Identifying and evaluating the appropriateness of alternatives for resolution of the issue or dispute

### 4. Research Skills

- a. Conducting factual research
- b. Conducting legal research including:
  - i. Identifying legal issues
  - ii. Selecting relevant sources and methods
  - iii. Using techniques of legal reasoning and argument, such as case analysis and statutory interpretation, to analyze legal issues
  - iv. Identifying, interpreting and applying results of research
- c. Effectively communicating the results of research
- d. Conducting research on procedural issues

### 5. Client Relationship Management Skills

- a. Managing client relationships (including establishing and maintaining client confidence and managing client expectations throughout the retainer)
- b. Developing legal strategy and advising client in light of client's circumstances (for example, diversity, age, language, disability, socioeconomic and cultural context)
- c. Advising client in light of client's circumstances (for example, diversity, age, language, disability, socioeconomic and cultural context)
- d. Maintaining client communication
- e. Documenting advice given to and instructions received from clients

### 6. Practice Management Skills

- a. Managing time (including prioritizing and managing tasks, and tracking deadlines)
- b. Delegating tasks and providing appropriate supervision
- c. Managing files (including opening/closing files, checklist development and file storage/destruction)
- d. Managing finances (including trust accounting)
- e. Managing professional responsibilities (including ethical, licensing and other professional responsibilities)

(Excerpted from the *National Admission Standards Project, National Entry to Practice Competency Profile for Lawyers and Quebec Notaries*)



## List of Tasks

### 1. Ethics, professionalism and practice management

- a. Identify and resolve ethical issues
- b. Use client conflict management systems
- c. Identify need for independent legal advice
- d. Use time tracking and limitation reminders, and bring forward systems
- e. Use systems for trust accounting
- f. Use systems for general accounting
- g. Use systems for client records and files
- h. Use practice checklists
- i. Use billing and collection systems

### 2. Establishing client relationships

- a. Interview potential client
- b. Confirm who is being represented
- c. Confirm client's identity pursuant to applicable standards/rules
- d. Assess client's capacity and fitness
- e. Confirm who will be providing instructions
- f. Draft retainer/engagement letter
- g. Document client consent/instructions
- h. Discuss and set fees and retainer

### 3. Conducting a matter

- a. Gather facts through interviews, searches and other methods
- b. Identify applicable areas of law
- c. Seek additional expertise when necessary
- d. Conduct legal research and analysis
- e. Develop case strategy
- f. Identify mode of dispute resolution
- g. Conduct due diligence (including ensuring all relevant information has been obtained and reviewed)

### 3. Conducting a matter (continued)

- h. Draft opinion letter
- i. Draft demand letter
- j. Draft affidavit/statutory declaration
- k. Draft written submission
- l. Draft simple contracts/agreement
- m. Draft legal accounting (for example, statement of adjustment, marital financial statement, estate division and bill of costs)
- n. Impose, accept or refuse trust condition or undertaking
- o. Negotiate resolution of dispute or legal problem
- p. Draft release
- q. Review financial statements and income tax returns

### 4. Concluding retainer

- a. Address outstanding client concerns
- b. Draft exit/reporting letter

### 5. Adjudication/alternative dispute resolution

- a. Managing time (including prioritizing and managing tasks, and tracking deadlines)
- b. Delegating tasks and providing appropriate supervision
- c. Managing files (including opening/closing files, checklist development and file storage/destruction)
- d. Managing finances (including trust accounting)
- e. Managing professional responsibilities (including ethical, licensing and other professional responsibilities)