

CINDY I.T. ARCHER

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Curriculum Vitae

EDUCATION

Georgetown University Law Center, Washington, D.C.

Received Juris Doctor Degree in May 1990.

Received Honors Grade in Legal Research and Writing Program. Selected as one of approximately twenty Legal Writing Fellows as a second year law student. As a Fellow, taught small section of first year legal writing class. Met with Professor weekly to discuss curriculum, but responsible for lesson plans and facilitating class discussions. Commented on student drafts and held conferences with students to discuss legal memoranda, and appellate brief assignments.

Member of Moot Court Board and coach of Douglass Civil Rights Competition Moot Court Teams in 1990. Teams won first and second place in the Regional Competition, and first and fourth places in national competition. Team also won best brief award.

Teaching Fellow, Street Law Program. Co-taught Consumer Law Class to inmates at medium security prison at Occoquan in Virginia State Prison. Assisted students with legal research and writing projects. Evaluated class projects. Organized “graduation” program for students.

Student Lawyer, Institute for Public Representation Clinic. Prepared petitions to Federal Communications Commission on behalf of public television stations.

Member of Student Bar Association. Officer of Black Law Students Association.

Judicial Intern - Chambers of Hon. Annice Wagner, Superior Court of the District of Columbia, Washington, D.C. Researched and drafted memoranda and orders regarding cases before the court. Observed criminal and civil trials. Assisted clerks with reviewing attorney filings and other administrative tasks. (Spring semester 1988)

Participated in International Law Program in Florence, Italy. Studied Comparative Constitutional Law and International Law with an emphasis in studies in the European Economic Community. (Summer 1988)

Stanford University, Stanford, California

Received Bachelor of Arts Degree in Public Policy in June 1987.

Participated in a comprehensive course of study in public policy creation and impact analysis. Main areas of study included economics, political science and statistics. Wrote thesis paper on the battered woman’s syndrome defense’s impact on arrests and sentencing.

Residence program cultural theme advisor. With Resident Assistants, responsible for dormitory programming, and supervising student theme projects.

Active community service volunteer on campus and in the surrounding community. Organized an on campus visit for students in East Palo Alto with activities to encourage future college attendance. Community Service Award recipient at graduation. Officer for Black-Pre Law Society. Participated in domestic student exchange program at Howard University in Washington, D.C.

TEACHING EXPERIENCE

Clinical Professor of Law

7/00-present

Loyola Law School, Los Angeles, Loyola Marymount Univ., Los Angeles, California

Teach , civil litigation skills, legal analysis and writing, ethics/professional responsibility, lawyering skills, including interviewing and counseling, and negotiation theory and practice. Responsibilities include developing lesson plans, lecturing and facilitating class discussions, conducting student conferences to help students critically evaluate their work, critiquing student papers, and conducting and reviewing simulated exercises. Make presentations to professors, practicing lawyers and students at various conferences regarding teaching skills to students and young lawyers. Assist in academic support program. Active in faculty committees. Faculty sponsor for Christian Legal Society student group. More detailed descriptions of teaching responsibilities and activities provided below.

Civil Litigation Skills Practicum, 2011-2012

Civil Litigation Skills Practicum is a year-long, six credit course providing a survey of the civil litigation process through a study of the California Rules of Civil Procedure, and the Rules of Court, and their application to a simulated dispute. With an emphasis on litigation strategy and drafting, students prepare pleadings, multiple forms of written discovery, and discovery motions, dispositive motions and pretrial motions.

The course was offered for the first time in 2011-2012. Developed all aspects of the course including the syllabus topics, exercises and simulated dispute. Responsible for planning and implementing all class sessions, including choice of texts, exercises and assignments, and all student feedback, and grading. Taught two sections with 20 students per section.

Legal Research & Writing, 2000 – 2011, 2012 -- 2013

Legal Writing is a year-long, four credit course providing a foundation for legal analysis to all first year students. Beginning with instruction in case briefing, the common law court system, and statutory construction to the drafting of legal memoranda, and a dispositive trial motion, both objective and persuasive analysis are taught. Three major graded assignments are submitted with drafts reviewed and individual conferences held for each. The year concludes with each student arguing the motion to a mock trial court.

Responsible for planning and implementing all class sessions, including choice of texts, exercises and assignments, and all student feedback, and grading. Writing faculty shares the responsibility for drafting and coordinating graded assignments under the supervision of the Writing Faculty Director. Have drafted and/or revised assignments used by all legal writing faculty members. Teach two sections each year with 20-25 students each (three sections 2000-2001).

Coordinated and made in-house presentations to legal writing faculty members about techniques and assignments in teaching legal analysis and writing. Mentored junior faculty members. Chaired committee for Loyola to host 2011 LWI One Day Legal Writing Conference.

Ethical Lawyering, 2001 - 2011

Ethical Lawyering is a semester-long, three credit class required of all second year students. It is a unique hybrid of substantive instruction in a lawyer's professional responsibility with instruction in the skills of client interviewing and counseling. Includes a

comprehensive survey of the ABA Model Rules and the California Code of Professional Conduct preparing students not only for practice but also for the MPRE and the California State Bar. The interviewing and counseling skills are taught through simulated videotapes exercises with live client actors. Review digital tapes of exercises with students to provide individualized instruction. Also instruct students in the drafting of opinion letters to clients based on simulated client meetings. Final graded class assessments include: objective and essay exam, videotaped exercise, client opinion letters, and a legal memorandum.

Plan and teach all class sessions, choose texts, exercises and assignments, and provide student feedback. Ethics faculty shares the responsibility for drafting and coordinating graded assignments under the supervision of the Ethics Faculty Director. Have drafted and/or revised assignments used by other ethics members. Teach one section each year with 27-32 students.

Intro to Negotiations, 2002 - 2011

Intro to Negotiations is a semester long, two credit class focused on introducing students to interest based negotiation theory. The goals of the class are to show students how to develop a negotiation plan; to provide an understanding of how to effectively obtain and use information for power and leverage; and to create opportunities for students to practice techniques through simulated videotaped negotiation exercises. In addition to negotiation theory, topics include ethics, multiparty techniques, contract drafting and a survey of alternative dispute resolution options. Teach two sections of 16-20 students each year. Also help to train, and supervise adjunct professors teaching other sections of Intro to Negotiations.

Summer Institute, 2008 - present

Summer Institute is a part of Loyola's Academic Support Program. It is a pre-matriculation program for provisionally admitted students. It is offered during the three weeks before the beginning of the Fall semester. Students are introduced to case briefing, law school lectures, note-taking, and legal analysis and writing techniques.

Lecture on criminal law, and review and critique student case briefs, notes and analysis of hypothetical problems. Co-teach one section each summer with approximately 40 students.

Recent Presentations:

Rocky Mountain Legal Writing Conference, Spring 2010

Presentation: "Teaching Professionalism through Effective Student Conferencing Techniques"

ABA Litigation Section Annual Conference, Spring 2010

Panel Presentation: "Effective Negotiations Techniques for Young (and Old) Lawyers."

ADMISNISTRATIVE EXPERIENCE

Director of Concentration Programs 1/11-present
Loyola Law School, Los Angeles, California

In 2011 the Loyola faculty adopted Concentration Programs as part of the Law School curriculum with the goal of establishing deliberate procedures to review and evaluate the curriculum, to develop curricula for students interested in specific practice areas, and to provide more opportunities for students to network with alumni and practitioners. Over the course of the first year, ten programs were established. As the inaugural Director, I developed policies and procedures for establishing new programs, for administration and student counseling by faculty, for processing applications, increasing alumni participation, and coordination with the Registrar's office.

Director of Lawyering Skills 7/12-present
Loyola Law School, Los Angeles, California

In addition to teaching Legal Research and Writing, as the Director of Lawyering Skills, I coordinate the Legal Research and Writing, and Ethical Lawyering faculty, syllabi and course simulations. I also work to coordinate the experiential learning opportunities throughout the curriculum.

LEGAL PRACTICE EXPERIENCE

Associate, Business Litigation and Employment Law 4/93-7/00
Sheppard, Mullin, Richter & Hampton, Orange County, California

Independently handled all aspects of litigation for commercial transactions, bad faith insurance litigation, and employment litigation. Responsibilities included development of case strategy. Drafted and implemented all phases of discovery plan. Prepared and argued pretrial motions, including dispositive motions, and trial motions and briefs. Represented clients in mediations and bench trials, assisted in jury trials.

Litigation Associate 9/91-4/93
Dickinson, Wright, Moon, VanDusen & Freeman, Detroit, Michigan

Handled an independent caseload in the areas of products liability, insurance, and commercial litigation. Drafted memoranda, pleadings, discovery requests, and briefs. Presented written and oral arguments before state and federal courts, and mediation boards.

Litigation Associate 9/90-5/91
Mitchell, Silberberg & Knupp, Los Angeles, California

Drafted pleadings, discovery requests, briefs and research memoranda in the areas of commercial and entertainment law. Argued discovery motions and dispositive motions in state courts. Responsible for asbestos litigation under supervision of senior partner.

Law Clerk 10/88-4/89
Wiley, Rein & Fielding, Washington, D.C.

Completed legal research and writing assignments, particularly in the area of broadcast communications. Attended court and federal agency proceedings. Assisted in preparation for and accompanied associates to client meetings.

STATE BAR MEMBERSHIP

State Bar of California, Admitted Dec. 1990

State Bar of Michigan, Admitted Dec. 1991

Personal Information

Married 20 years with four teenage daughters, and two puppies. Have lived in Cerritos 17 years. Avid reader, especially historical fiction and biographies of political figures. Active member of Christian Church congregation including teaching Sunday School to children and youth, singing in choirs, and neighborhood and international outreach. Have travelled to Ghana, South Africa, and Mexico to teach, and to provide assistance and relief work. Enjoy creative hobbies like making scrapbooks and cards. Sports enthusiast. Limited proficiency in Spanish language.