

Jan M. Baker
University of South Carolina
School of Law

ACADEMIC EMPLOYMENT

LEGAL WRITING INSTRUCTOR **2006-PRESENT**
University of South Carolina
School of law

KONDUROS LEADERSHIP DEVELOPMENT PROGRAM **2019-PRESENT**
DIRECTOR
University of South Carolina
School of Law

ASSOCIATE DEAN FOR DIVERSITY, EQUITY & INCLUSION **2021-2023**
University of South Carolina
School of Law

ASSISTANT DIRECTOR OF LEGAL WRITING **2012-2020**
University of South Carolina
School of Law

Courses:

Legal Research, Analysis, and Writing I and II
Consumer Bankruptcy Drafting Workshop
Writing in Law Practice
Advanced Legal Writing-Online Civil Litigation Drafting
Storytelling Reading Group
Lawyers as Leaders
Tell Me a Story: Storytelling and Argumentation Ethics in
Legal Advocacy (South Carolina Honors College)

Faculty Awards:

G.G. Dowling Faculty Award (2019)
Best Classroom Teacher Award (2020)

Law School and University Service:

Council of Academic Diversity Officers (2021-2023)
Law School Senator (2019-2022)
Law School Faculty Advisory Committee, *ex officio* (2021-2023)
Law School Diversity, Equity, and Inclusion Committee (2020-2023)
Director, Konduros Leadership Development Program (2019-Present)

Faculty Advisor, Carolina Equality Alliance (2021-Present)
Faculty Advisor, Student Diversity & Inclusion Task Force (2021-2023)
Honors Thesis Director, South Carolina Honors College (2018-2021)
BARSC Advisory Committee, South Carolina Honors College (2022-2023)
Chair, Law School Curriculum Committee (2019-2020)
Giving Chair, Class of 1994 Reunion Committee (2019)
Law School Strategic Planning Committee
Chair, Culture Sub-Committee (2018-2020)
Law School Orientation Panelist, Health and Wellness (2018-2019)
Law School Faculty and Staff Diversity Task Force (2018)
Law School Library Committee (2017-2018)
Law School Curriculum Committee (2015-2017; 2011-2012; 2007-2009)
Law School Admissions Committee (2013-2015)
Law School Academic Responsibility Committee (2012-2013)
Law School Adjunct Faculty Committee (2009-2010)
Law School Career/Student Services Committee (2010-2011)
Faculty Advisor, South Carolina Journal of International Law and Business (2007-2019)

ADJUNCT INSTRUCTOR **2019 - 2021**
Columbia College
Columbia, South Carolina

Taught Law and Higher Education in Masters of Higher Education Administration Program. Responsible for classroom instruction, student conferences, and grading of written and oral assignments.

ADJUNCT LEGAL WRITING INSTRUCTOR **1997 - 2006**
University of South Carolina School of Law
Columbia, South Carolina

Taught Legal Writing to first year law students. Responsible for classroom instruction, student conferences, and grading of written and oral assignments.

ADJUNCT INSTRUCTOR **2001 - 2011**
Midlands Technical College
Columbia, South Carolina

Taught Bankruptcy and Business Law to Paralegal students. Responsible for classroom instruction and grading of student projects and exams.

Adjunct Instructor **2010 - 2011**
Paralegal Certificate Program
University of South Carolina

Taught Legal Research and Writing to paralegal students in certificate program. Responsible for curriculum design, classroom instruction, student conferences, and grading of written assignments.

Adjunct Instructor **2005 - 2006**
South University
Columbia, South Carolina

Taught Bankruptcy Law, Legal Writing, and Computers in the Workplace to paralegal students. Responsible for classroom instruction, lab assignments, and grading of student projects and exams.

Adjunct Professor **1996 - 1997**
Florida Coastal School of Law
Jacksonville, Florida

Taught Legal Research and Writing to first year law students. Responsible for classroom instruction, student conferences, and grading of written assignments.

Adjunct Instructor **1996 - 1997**
Florida Community College at Jacksonville
Jacksonville, Florida

Taught Legal Research and Writing to Paralegal students. Responsible for classroom instruction, student conferences, and grading of written assignments.

PROFESSIONAL EMPLOYMENT

ATTORNEY **1998 - 2006**
KING & DALRYMPLE, P.A.
WEST COLUMBIA, SOUTH CAROLINA

Served as Associate in a Bankruptcy law firm. Responsible for initial client interviews, representation of clients in consumer and small business bankruptcy cases.

STAFF ATTORNEY **1997 - 1998**
South Carolina Supreme Court
Columbia, South Carolina

Researched legal issues and prepared memoranda for members of the South Carolina Supreme Court; briefed members of the Court on *pro-se* prisoner petitions; drafted orders for members of the Court.

LAW CLERK **1995 - 1997**
United States Bankruptcy Court
Middle District of Florida, Jacksonville, Florida

Researched legal issues for Bankruptcy Judge; drafted Judicial Orders and Opinions for signature and publication; handled routine administrative duties for Bankruptcy Judge.

EDUCATION

Juris Doctor **1994**
University of South Carolina
School of Law
Columbia, South Carolina

Member, South Carolina Law Review; Legal Writing Instructor; American Jurisprudence Award, Contracts II.

BACHELOR OF ARTS **1991**
Winthrop University
Rock Hill, South Carolina

Honor Graduate, *cum laude*; Editor, *The Anthology*; Copy Editor, *The Tatler*; President of Freshman Honor Society.

MEMBERSHIPS AND ATTORNEY AWARDS

Member, South Carolina Bar (inactive), Admitted 1994
Member, Georgia Bar Association (inactive), Admitted 1995
Member, American Bar Association
Member, Legal Writing Institute (LWI)
Member, AALS Section on Leadership

2021 – 2022, Chair of Diversity Pipeline Consortium Working Group,
Statewide Diversity Summit Initiative for
South Carolina Legal Profession

2020 - 2022, Legal Writing Institute Diversity, Equity, and Inclusion
Committee

2018 – Present, South Carolina Bar Diversity Committee
Educational Programming Sub-Committee (2018)

2017 – 2020 -- Teaching Grants Committee, ALWD

2016 – 2017 -- LWI Teaching Resources Committee

2015 – 2017 -- AALS Section on Legal Writing, Reasoning, and Research
Diversity and Inclusion Committee

2017 – 2020 -- Provost Advisory Committee for Women’s Initiatives
Women Graduate Students Sub-Committee

2015 – Pre-Law Outreach Committee, LWI

2014 – Teaching Grants Committee, ALWD

2013 – Teaching Grants Committee, LWI

2013 – Scholarship Committee, ALWD

2011 – Upper-Level Writing Committee, LWI

2010 – Present, South Carolina Bar Publications Committee
Chair, 2013-2017

2008 – 2016, Board of Commissioners, Columbia Music Festival Association

2007 – 2008, South Carolina Bar Law School Liaison Committee

2006 – 2022, South Carolina Bar Law Related Education Committee

2006 – President, South Carolina Bankruptcy Law Association

2005 – Vice President, South Carolina Bankruptcy Law Association

2004 – Secretary, South Carolina Bankruptcy Law Association

2003 – Treasurer, South Carolina Bankruptcy Law Association

2003 – South Carolina Pro Bono Lawyer of the Year, South Carolina Bar

2003 – William E. S. Robinson Public Service Award, South Carolina
Bankruptcy Law Association

PUBLICATIONS AND PRESENTATIONS

Books and Book Chapters

SOUTH CAROLINA BANKRUPTCY PRACTICE MANUAL (S.C. Bar 2003, 2d ed.
2008, 2d revised ed. 2012) (co-authored with C. Jennalyn Dalrymple & Lydia
A. Eloff).

Bankruptcy Practice in South Carolina, in THE PARALEGAL SURVIVAL GUIDE:
FACTS & FORMS (Joseph J. Mallini, Jr., William McSorley, & Wynne M.
Potash, eds., 1999) (co-authored with Robin Blume, C. Jennalyn Dalrymple &
Jane Downey).

What a Lawyer Does: A Coloring Book for Young Children (S.C. Bar) (co-authored with Robin Blume & Lisa Smith).

When Mommy and Daddy Get a Divorce: A Coloring Book for Young Children (S.C. Bar) (co-authored with Robin Blume & Lisa Smith).

Short Articles

To Freeze or Not to Freeze: Supreme Court Addresses the Banker's Dilemma, 7 S.C. Law. 15 (1996).

Teaching Legal Writing in the 17th Grade: Tips for Teaching Career Students Who Fly Nonstop from First Grade to First Year, 16 Persps. 19 (Fall 2007).

A = Analysis: Labeling Written Comments to Correspond with Grade Evaluation Sheets, 22 Second Draft (newsltr. of Leg. Writing Inst.) 4 (Fall 2007).

Fall Break Is Only a "Click" Away: Using an Audience Response System to Merge a Pre-break Legal Research and Legal Writing Review, 23 Second Draft (newsltr. of Leg. Writing Inst.) 5 (Spring 2009) (co-authored with Terrye Conroy).

Practice Makes Perfect: Making the CASE for Advanced LRW Courses, 25 Second Draft (newsltr. of Leg. Writing Inst.) 22 (Spring 2011).

Son of a Preacher Man – What Homiletics Can Teach Us About Oral Advocacy, 19 Persps. 197 (Spring 2011).

Who Will Teach Them to Wear Shoes? 25 Persps. 96 (Spring 2017).

Presentations (2003 to Present)

Moderator: South Carolina Bankruptcy Practice, South Carolina Bar Association, University of South Carolina, November 2003.

Moderator: 2006 South Carolina Bankruptcy Law Annual Seminar and Convention, Savannah, Georgia, August 2006.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, South Carolina, February 2007.

Teaching Legal Writing in the 17th Grade: Tips for Teaching Career Students

Who Fly Nonstop from First Grade to First Year, 7th Annual Rocky Mountain Legal Writing Conference, Las Vegas, NV, March 2007.

Bankruptcy Law and Credit Counseling, South Carolina Department of Consumer Affairs, Columbia, South Carolina, April 2007.

Backpack to Briefcase: Packing Essential Research and Writing Skills for Careerland, presented with Rebekah Maxwell, Carolina Legal Research and Writing Colloquium, Wake Forest University School of Law, May 2007.

The Bluebook: A Review, United States District Court for the District of South Carolina, Columbia, SC, August 2007.

Getting It Write: A Legal Writing Primer for Bankruptcy Lawyers, South Carolina Bankruptcy Law Association Annual Convention and Seminar, Asheville, NC, September 2007.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, South Carolina, October 2007.

Bankruptcy Issues in Predatory Lending, Panel Speaker, Palmetto Affordable Housing Forum, Columbia, SC, January 2008.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, South Carolina, February 2008.

Co-Dependent No More? When Teaching Becomes Enabling, presented with Professor Lisa Eichhorn, Legal Writing Institute, Indianapolis, Indiana, July 2008.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, South Carolina, September 2008.

Moderator: Port Security Panel Discussion, The South Carolina Journal of International Law & Business Spring 2009 Symposium, University of South Carolina School of Law, Columbia, SC, February 2009.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, South Carolina, February 2009.

You Can't Have One Without the Other, presented with Terrye Conroy and David Lehmann, SEAALL Annual Meeting, Athens, GA, April 17, 2009.

Drafting Shareholder Agreements, Midlands Technical College Business Law

course, Columbia, SC, July 2009.

Introduction to Citation and Research (Legal Citation Review), National Advocacy Center, Columbia, SC, October 2009.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, South Carolina, October 2009.

Legal Citation Review, National Advocacy Center, Columbia, SC, December 2009.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, South Carolina, February 2010.

Panelist on Federal Clerkship Presentation, University of South Carolina School of Law, March 2010.

Going Solo in the Bankruptcy Court (3-day workshop), University of South Carolina School of Law, March 2010.

Drafting Shareholder Agreements, Midlands Technical College Business Law course, Columbia, SC July 2010.

Training for Legal Support Staff, National Advocacy Center, Columbia, SC July 2010.

Legal Writing and Analysis for Support Staff, National Advocacy Center, Columbia, SC, August 2010.

Legal Research for Paralegals, National Advocacy Center, Columbia, SC, October 2010.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, South Carolina, February 2011.

Legal Writing: Context, Curriculum, and Community, presented with Elizabeth Dalzell, SEALL Convention, Columbia, SC, April 2011.

Moderator, Kernels of Wisdom: A Panel for New Attorneys and Paralegals, South Carolina Bankruptcy Association Annual Convention and Seminar, Myrtle Beach, SC, May 2011.

Introduction to Legal Citation and Legal Research for Support Staff, National Advocacy Center, Columbia, SC, October 2011.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, SC, October 2011.

Preparing for Law School, Law, Justice & Politics Community, University of South Carolina, Columbia, SC October 2011.

Introduction to Legal Citation and Legal Research for Support Staff, National Advocacy Center, Columbia, SC, February 2012.

How I Spent My Summer Vacation: Designing and Teaching Advanced Writing Courses in Summer Sessions, presented with Ami Leventis and Amy Milligan, Capital Area Legal Writing Conference, Georgetown University Law Center, Washington, DC, March 2012.

Legal Writing for Pre-Law, University 401 Presentation, University of South Carolina, Columbia, SC, March 2012.

Introduction to Legal Citation and Legal Research for Support Staff, National Advocacy Center, Columbia, SC, August 2012.

Legal Writing and Analysis for Support Staff, National Advocacy Center, Columbia, SC, December 2012.

Practical Professionalism: Creating Practice Simulation Courses, Developing Oral Presentation Skills in Practice Settings, and Building Professional Writing Portfolios, presented with Amy Milligan, University of North Carolina School of Law, Chapel Hill, North Carolina, December 2012.

Preparing Practice-Ready Students: How Seven Weeks and One “Lucky Elephant” Transformed Twenty-Seven Students Into Civil Litigators, presented with Amy Milligan, Southeast Regional Legal Writing Conference, Savannah Law School, Savannah, Georgia, April 2013.

Tips for Effective Writing and Professional Communication, National Advocacy Center, Columbia, SC, April 2013.

Legal Writing and Analysis for Support Staff, National Advocacy Center, Columbia, SC, December 2013.

Writing in Law Practice: The Remix, Legal Writing Institute, Charleston School of Law, Charleston, South Carolina, December 2013.

Legal Writing and Law School, Presentation for Phi Alpha Delta, University

of South Carolina Chapter, January 2014.

The South Carolina Legal Writing Academy, presented with Amy Milligan, University of South Carolina School of Law, April 2014.

Speed Dating With an Elephant: A Successful In-Class Discovery Exercise, presented with Amy Milligan, Legal Writing Institute Biennial Conference, Philadelphia, Pennsylvania, June 2014.

The Professor and the Professional: Bringing the Bar Into the Classroom, presented with Jenny Dalrymple, Legal Writing Institute, Florida Coastal School of Law, Jacksonville, Florida December 2014.

Introduction to Legal Citation and Legal Research for Support Staff, National Advocacy Center, Columbia, SC, February 2015.

Fundamentals of Persuasion in Written Advocacy, Office of the Attorney General, Columbia, SC, July 2015.

Legal Writing and Analysis for Support Staff, National Advocacy Center, Columbia, SC, August 2015.

Bankruptcy Overview, Media Law School, University of South Carolina, Columbia, SC, October 2015.

It's Not Polite to Talk About Grammar at the Table, South Carolina Supreme Court, Columbia, SC, November 2015.

Introduction to Legal Citation and Legal Research for Support Staff, National Advocacy Center, Columbia, SC, December 2015.

Introduction to Legal Citation and Legal Research for Support Staff, National Advocacy Center, Columbia, SC, March 2016.

Legal Writing and Analysis for Support Staff, National Advocacy Center, Columbia, SC, June 2016.

Accessibility in Online Courses, Legal Writing Institute Biennial Conference, Portland, Oregon, July 2016.

Bankruptcy Overview, Media Law School, University of South Carolina, Columbia, SC, September 2016.

Legal Writing and Analysis for Support Staff, National Advocacy Center,

Columbia, SC, December 2016.

Drafting Proposed Orders, South Carolina Administrative and Regulatory Law Association, Columbia, SC, February 2017.

Tribal Drafting: A Communal In-Class Drafting Exercise, Southeastern Legal Writing Conference, Stetson University College of Law, Gulfport, FL, April 2017.

The Investigator's Memorandum: Structuring and Writing the Analysis of Evidence/Testimony, South Carolina Human Affairs Commission, Columbia, SC, June 2017.

Motion Practice and Brief Writing for Civil Attorneys, U.S. Department of Justice, National Advocacy Center, Columbia, SC, July 2017.

Tips for Effective Writing and Professional Communication, Paralegal Training Course, U.S. Department of Housing and Urban Development, Office of General Counsel, National Advocacy Center, Columbia, SC, July 2017.

Introduction to Legal Citation and Legal Research for Support Staff, National Advocacy Center, Columbia, SC, November and December 2017.

Persuasive Analysis, South Carolina Administrative and Regulatory Law Association, Columbia, SC, February 2018.

Introduction to Legal Citation and Legal Research for Support Staff, Office of Legal Education, National Advocacy Center, Washington, DC, June 2018.

Basic Legal Writing and Editing for Support Staff, National Advocacy Center, Columbia, SC, July 2018.

Is Remedial the New Normal? Legal Writing Institute Biennial Conference (with Professor Lisa Eichhorn), Marquette University Law School, Milwaukee, WI, July 2018.

Bankruptcy Overview, Media Law School, University of South Carolina, Columbia, SC, September 2018.

Basic Legal Writing and Editing for Support Staff, National Advocacy Center, Columbia, SC, July 2019.

Introduction to Legal Citation and Legal Research for Support Staff, Office of

Legal Education, National Advocacy Center, Washington, DC, June 2019.

Legal Writing and Research for Paralegals, National Bankruptcy Training Institute, National Advocacy Center, Columbia, SC, September 2019.

Bankruptcy Overview, Media Law School, University of South Carolina, Columbia, SC, September 2019.

Introduction to Legal Citation and Legal Research for Support Staff, Office of Legal Education, National Advocacy Center, Columbia, SC, October 2019.

Moderator, Panel Discussion, Seeking Justice for Breonna Taylor, University of South Carolina School of Law, November 2020.

Basic Legal Writing and Editing for Support Staff (Online), National Advocacy Center, Columbia, SC, April 2021.

Panelist, Law, Purpose, Vocation, and Responsible Leadership in Law, The Oxford Character Project, Global Leadership Initiative, University of Oxford, May 2021.

Discussion Leader, 2021 Diversity Summit, Charleston School of Law, Charleston, South Carolina, July 2021.

Moderator, Bias in the Legal Profession, South Carolina Association for Justice Annual Convention, Hilton Head, South Carolina, August 2021.

Panelist, Diversity as a Priority, South Carolina Bar Diversity Committee Pre-Law Advising Workshop, Columbia, SC, November 2021.

Panelist, Diversity in Law, University of South Carolina Pre-Law Advising, University of South Carolina, Columbia, SC, February 2022.

Panelist, One Size Does Not Fit All: Assisting Lawyers from Diverse Backgrounds, South Carolina Bar Association, Columbia, SC, February 2022.

Host and Moderator, Law Diversity Pipeline Summit, University of South Carolina School of Law, July 2022.

Moderator, Racism, Bias & Cross-Cultural Competency, University of South Carolina School of Law, August 2022.

Presenter, Inclusive Excellence at USC, University of South Carolina Center for Teaching Excellence, presented with Dr. Jameka Jackson, August 2022.