

# Jan M. Baker

University of South Carolina School of Law  
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## ACADEMIC EMPLOYMENT

**LEGAL WRITING INSTRUCTOR** **2006-PRESENT**  
*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  
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 Service:**

Law School Senator (term expires 2022)  
Chair, Law School Curriculum Committee (2019-2020)  
Director, Konduros Leadership Development Program (2019-Present)  
Giving Chair, Class of 1994 Reunion Committee (2019)  
Honors Thesis Director, South Carolina Honors College (2018-Present)  
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)

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**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 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**

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**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**  
***Winthrop University***  
***Rock Hill, South Carolina***

**1991**

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

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**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, Association of Legal Writing Directors (ALWD)

2018 – Present, South Carolina Bar Diversity Committee  
Educational Programming Sub-Committee (2018)  
2017 – Present, 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 – Present, 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 – Present, 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)**

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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.