

GENERATIVE AI

FOR THE LEGAL PROFESSION

Course Description

Generative AI for the Legal Profession is a crash course designed for legal professionals adapting to the dynamic field of generative AI. This course is meticulously crafted to provide legal practitioners with essential knowledge and skills on what generative AI is and how it can be responsibly integrated into our legal practice. Participants will delve into and utilize generative AI tools to navigate the new technological landscape responsibly.

Led by Wei Chen, a seasoned general counsel experienced in AI applications, the course offers a pragmatic exploration of generative AI's role in law, balancing its opportunities and challenges. The curriculum includes interactive exercises in prompt engineering, providing hands-on experience in using AI tools while upholding ethical and professional standards. Key topics such as mitigating AI risks, including issues of hallucination and confidentiality, are an integral part of the learning experience. *Generative AI for the Legal Profession* is tailored to equip all legal practitioners, regardless of their stance on AI, with the competencies needed to thrive in the evolving era of legal practice. This course is not just about learning AI; it's about mastering the skills to navigate and shape the future of law.

Questions regarding the course? Email us at executive@law.berkeley.edu

Pedagogy

The course is designed to be completed in approximately three weeks, but the class site will be available to you through January 29, 2025. The course is hosted on UC Berkeley's *Canvas* learning platform. The course is divided into four modules, each of which deals with a distinct topic. Modules marked as optional are not required for completion certificates.

Module 1: Introduction to Generative AI

This module provides a concise introduction to generative AI, simplifying complex AI vocabulary into easy to understand concepts. It explains the limitations of generative AI and offers practical guidance on mitigating risks. The module further guides participants through the generative AI web service signup process and offers expert tips on effective prompting techniques.

- Module 1.1: What is Generative AI
- Module 1.2: Understanding Professional Responsibility and Conduct around the Use of Generative AI
- Module 1.3: How to Sign Up for Generative AI Web Services
- Module 1.4: Tips on Prompting

Module 2: Use Cases for all Legal Professionals

Explore the diverse applications of generative AI across legal tasks, including enhancing email and communication and understanding legal concepts. The module also covers tips on creating summaries, translations, and visuals such as PowerPoint presentations and tables. Each use case also contains safety tips to mitigate generative AI risks and ensure compliance with professional responsibility and conduct.

- Module 2.1: Enhancing Email and Communication
- Module 2.2: Understanding Legal Concepts
- Module 2.3: Executive Summary
- Module 2.4: Translation
- Module 2.5: Creating Presentations; Spreadsheets & Images; Redaction

Module 3A: Use Cases for Transactional Legal Professionals (Optional for Litigation Professionals)

Focused on transactional use cases, this module teaches how to find and compare precedents, review contract terms, draft contract clauses, and prepare policies, playbooks and checklists by leveraging generative AI tools. Each use case also contains safety tips. It's tailored for professionals seeking to jump start their transactional legal processes.

- Module 3.1: Finding and Comparing Precedents
- Module 3.2: Reviewing Contract Terms
- Module 3.3: Drafting Contract Clauses
- Module 3.4: Drafting Policies
- Module 3.5: Creating Checklists
- Module 3.6: Creating Playbooks

Module 3B: Use Cases for Litigation Professionals (Optional for Transactional Legal Professionals)

This module is designed for litigation professionals, covering the use of generative AI in conducting research, building arguments, and drafting correspondences. It highlights how generative AI can optimize and enhance various aspects of litigation practice. Each use case also contains safety tips.

- Module 3.7: Researching Judges, Judicial Opinions & Experts
- Module 3.8: Building Arguments
- Module 3.9: Drafting Legal Correspondences
- Module 3.10: Building Case Timeline

Module 4: Use Cases for Legal Executives and Leaders (Optional)

Geared towards legal executives and leaders, this module explores generative AI applications in regulatory alerts, company-specific insights, benchmarking trends, individualized marketing, and team leadership. It demonstrates how generative AI can be a strategic tool in leadership and decision-making.

- Module 4.1. Regulatory Alerts and Company Specific Insights
- Module 4.2: Benchmarking and Trends
- Module 4.3: Individualized Marketing
- Module 4.4: Leading Teams

Also included in this course are interviews with industry experts who share their views on hot topics related to AI and the legal practices.

Each module begins with a series of short, structured videos delivered by the course creator and instructor, Wei Chen, using slides with visual presentations. Following the videos, students are asked to complete exercises related to AI use cases.

This course is “asynchronous,” meaning that students can work at their own pace. We suggest participants set aside approximately 1-3 hours per week to complete the assigned material. While a syllabus is provided to guide the learning journey, students will have the flexibility to choose where to start based on their knowledge and experience.

Although some modules build on concepts from prior modules, each session is largely independent of the others. After finishing the final module, participants must complete the post-program survey in order to receive the course certificate.

Certificate Eligibility

Participants who complete the entire course (including the post-program survey) will receive a certificate from Berkeley Law Executive Education. In order to earn the certificate, students must (i) watch all the video lectures, (ii) work through any accompanying exercises/worksheets, and (iii) read the supplementary materials (except for those marked “optional”). Modules marked optional are not required to receive the certificate.

MCLE Credit

This class is approved for up to 4 hours of MCLE credit by the State Bar of California. As with certificate eligibility, MCLE credit will only be provided to legal professionals who complete the entire program. Attorneys who provide their state bar number during registration will be sent an MCLE certificate and evaluation once they qualify for their Generative AI for the Legal Profession certificate. If you are licensed in another state, you are responsible for checking with your own state bar regarding MCLE requirements and claiming credit from California. For questions regarding MCLE credit, contact executive@law.berkeley.edu.

Lunch & Learn Webinars and Course Communication

The monthly Lunch & Learn webinars are exclusively provided to Generative AI for the Legal Profession participants and by invitation only. Although these are not necessary

for certificate eligibility, they will be added to the Canvas course platform for those who would like to watch the recordings.

Communication with the cohort about updates and notifications will be done Announcements within the Canvas course platform, so please make sure you have checked your Canvas notification/email settings. Click on "Account" on the left sidebar menu and then "Notifications". *We recommend that you set Announcements to email you immediately once they are posted to the Canvas platform. .*

Accommodations

If you need any disability-related accommodations for this class, please contact us as soon as possible at executive@law.berkeley.edu. The earlier you inform us, the more we can do to help.

Academic Integrity

Although this course is conducted online, it is subject to the normal academic rules of Berkeley Law, including its [honor code](#).

We expect all of our students to adhere to this code scrupulously. If you have any question whether your conduct may violate the code, please contact us at executive@law.berkeley.edu.