FALL 2016 EXTERNSHIP CLASSROOM COMPONENT
– Law 6946 (7389) –

COURSE POLICIES & SYLLABUS

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Room 349 Holland Hall 352-273-0879

This document contains our Course Policies (listed first), followed by our Course Syllabus.

COURSE POLICIES

Welcome! I’m Professor Reid, and I’m looking forward to getting to know each of you. (My last name used to be “Rambo.” In your legal writing and appellate advocacy courses, you may have used the text Professor Pflaum and I co-authored, Legal Writing By Design.) I will be your professor for the two-credit academic component of your externship.

The Levin College of Law Externship Program:

Our Externship Program allows you to step out of the classroom and to work closely with judges and/or practicing attorneys while earning academic credit. You’ll learn by doing and observing, and in the process, you’ll further develop essential research and writing skills, communication abilities, and problem-solving techniques. By working in “real world” situations, you’ll learn how to engage in thoughtful lawyering as you become more aware of developing your professional identity.¹

Our externship program includes a required, co-requisite 2 credit course (this one) in which you’ll be mentored by an attorney field supervisor and a law school faculty member (me). Your externship experience will include regular communication with both your attorney field supervisor and with me.

This co-requisite course – Law 6946 (7389) – serves as the academic component of your externship and is designed to supplement and enhance your field placement.

<table>
<thead>
<tr>
<th>Course length:</th>
<th>8 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Classroom” Contact Hours:</td>
<td>8 Hours – including some synchronous internet conferences</td>
</tr>
<tr>
<td>Credit Value, Grading:</td>
<td>2 credits, graded on a pass/fail basis as discussed in more detail below, no exam</td>
</tr>
<tr>
<td>Required Text:</td>
<td>The Curmudgeon’s Guide to Practicing Law, by Mark Herrmann (copies are available on Amazon and via the ABA)</td>
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</tbody>
</table>

¹ For the ABA rules governing these placements, please see pages 18 and 19 at the following link:
### Summer Externship Program Learning Outcomes:

| #1: Operation | Students will be exposed to the practice of law and able to tie the field experience to the study of law. |
| #2: Evaluation | Faculty and the Field supervisor will evaluate students based on performance in the field placement and work in the course. |
| #3: Experiential Quality | Faculty will determine the overall quality of the placement and the student's experience based on the type of work given to the student, the opportunities provided by the placement, and the assignments completed by the student. |
| #4: Contemporaneous Reflection | Students will reflect on their experiences and goals, through regularly scheduled online classroom assignments and synchronous discussions with their faculty supervisor. |
| #5: Application of Laws, Policies, Procedures, and Operational Techniques | Students will recognize the purposes for, and be able to ethically apply, laws, policies, procedures, and operational techniques to law. |
| #6: Legal Research and Analysis | Students' research and analysis skills will be refreshed and used effectively in their placements. |
| #7: Utilization of Information | Students will use practice area or subject matter information to write briefs, orders, and other documents for the field placement. |

### Course Objectives:

The work you will be assigned in your field placement should be the type typically handled by a lawyer, intellectually challenging, and contribute to your professional growth and development. To promote these objectives, throughout your field placement and this course, you will:

1. Examine the purpose and function of legal professionalism in a (court / private practice / government office / public interest organizational) setting.

2. Engage in legal research and produce legal writings.

3. Demonstrate a greater understanding of the technical and human aspects of the practice of law.

4. Understand the links between the study of law and the practice of law.

5. Examine various laws, regulations, and other legal sources and develop a better understanding of their practical application.

6. Become more aware of your power, responsibility, and professional identity as a lawyer.

7. Become more aware of the critical importance of acting ethically and professionally in all settings.
Grading Policies

This two-credit course is pass/fail, and there is no exam. To pass the course, students must do the following:

1. Work the requisite number of hours at the field placement in a timely and professionally manner.
2. Complete all assignments on time, including reading assignments.
3. Submit time sheets professionally filled in and on time.
4. Furnish weekly journal entries and/or assignments on time and of professional quality.
5. Participate in all synchronous “chat” discussions with me on time and professionally.
6. Perform work deemed by the field supervisor and me to be professionally produced, on time, and of professional quality.
7. Behave in an ethical and professional manner at all times during the entire externship process.

In addition, to pass the course you must comply with the following provisions (copied below) contained in the agreement you signed when you registered for our course:

I have reviewed and agree to the following requirements and responsibilities:

1. I will follow the rules and policies established by the Field Supervisor and the Levin College of Law, including but not limited to the rules for hours of office operation and absences, rules governing office procedures, requirements governing the submission of time logs, and all other requirements established by my Field Supervisor and my Faculty Supervisor.
2. I will meet with my Faculty Supervisor before starting my externship, in order to understand the requirements for fulfilling the academic portion of my externship.
3. I will complete all of the work hours required for this externship.
4. I will complete all documentation required by the Field Supervisor and the Levin College of Law.
5. I understand that the Field Supervisor will supervise me while I am at the externship site.
6. I understand that I must act professionally and ethically and that I must maintain the confidentiality of information provided to me through this externship.
7. I will prepare for and participate in all meetings, including orientations, tutorials, and evaluation meetings scheduled by my Field Supervisor and my Faculty Supervisor.
8. I will participate with my Faculty Supervisor in an on-line course, or other form of guided reflection, related to my externship and I will complete the written assignments necessary to satisfy this requirement. I understand that I must observe restrictions mandated by confidentiality and privilege when describing my work to my Faculty Supervisor.
9. I will prepare and submit regular time logs to the office to the Coordinator, Externship Program. [Please direct questions to Julie Barnes (barnes@law.ufl.edu) (352-273-0604).]
10. I understand that I am responsible for my own health, accident, and automobile insurance.
11. I understand that I may not receive financial compensation for the work I perform during the course of this externship.

12. I understand that if I fail to complete and report all of my hours or fail to complete any work assigned by my Faculty and Field Supervisors, I may fail the externship.

**Special Concerns re Email**

Under Florida law, emails to state employees may be public record subject to public disclosure. Although there are exceptions to this, I’d rather not deal with grades or confidential matters via email. If you have something that is confidential to discuss, please see me in person. If that’s not workable, please mark CONFIDENTIAL on your email to me.

Further, when you send me an email message, please write “2016 Externship” in the subject line along with whatever else you wish to include.

Please also note that I receive countless email “spam” messages, and am very careful regarding the messages I’ll open.

For concerns regarding time sheets, please direct your questions to Julie Barnes (barnes@law.ufl.edu) (352-273-0604).

**Student Course Evaluations**

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu.

**Statement related to accommodations for students with disabilities**

Students requesting special accommodation must first register with the Office of Disability Resources. The UF Office of Disability Resources will provide documentation to the student who must then provide this documentation to the Law School Office of Student Affairs when requesting accommodation.

**Getting Help Using Canvas and other Administrative Help:**

The Academic Externship Program is administered by the Program Director, Professor Silvia Menendez, menendezs@law.ufl.edu, and the Program Coordinator, Julie Barnes, barnes@law.ufl.edu. If you have any questions using Canvas, please direct your questions to them, and not to Prof. Reid.
SYLLABUS


Approach to this course: Please complete all required videos / readings by Wednesday of each week. If you do so, this will allow you enough time to complete your writing assignments, which are due each Thursday by noon. The format for those writing assignments is explained below.

Overview:

<table>
<thead>
<tr>
<th>week</th>
<th>Due dates for weekly journals</th>
<th>Sign up for chats 8:00 pm, 8:15 pm, 8:30 pm or 8:45 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>due by noon, Thursday, May 19</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>due by noon, Thursday, May 26</td>
<td>Wednesday, May 25</td>
</tr>
<tr>
<td>3</td>
<td>due by noon, Thursday, June 2</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>due by noon, Thursday, June 9</td>
<td>Wednesday June 8</td>
</tr>
<tr>
<td>5</td>
<td>due by noon, Thursday, June 16</td>
<td>Wednesday, June 15</td>
</tr>
<tr>
<td>6</td>
<td>due by noon, Thursday, June 23</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>due by noon, Thursday, June 30</td>
<td>Wednesday, June 29</td>
</tr>
</tbody>
</table>

May 16-20

WEEK 1 Complete assignments from Module 1: Presenting Yourself Well

Assignment: Due Thursday, May 19 by noon: Weekly Journal Assignment

Watch the following videos:

https://www.youtube.com/watch?v=RoHCUX5P0ow
http://www.oxforddictionaries.com/words/i-or-me (Links to an external site.)
http://www.alphadictionary.com/articles/drgw002.html (Links to an external site.)
https://marilynlatham.wordpress.com/2009/08/03/%E2%80%9Ci%E2%80%9D-%E2%80%9Cme%E2%80%9D-%E2%80%93-one-of-the-easiest-grammar-rules-to-learn-really-and-truly/ (Links to an external site.)
http://www.merriam-webster.com/video/i-vs-me (Links to an external site.)

Read: Curmudgeon: Foreward, Chapters 9, 10, 11

Great Legal Writing and Oral Argument Tactics That Work Reid Pflaum.pdf

May 23 - 27

WEEK 2  Complete assignments from Module 2: Steadying Yourself for the Unknown

**Sign up for now an on-line chat.** Wednesday, May 25

Assignment: **Due Thursday, May 26 by noon:** Weekly Journal Assignment

Read: *Curmudgeon*: Chapters 2, 3

Watch: Working with Partners or Judges:
https://www.youtube.com/watch?v=3R9TuRhsFUU

The Imposter Syndrome:
http://nymag.com/scienceofus/2016/04/
http://www.apa.org/gradpsych/2013/11/fraud.aspx (Links to an external site.)
https://www.youtube.com/watch?v=xe9oSV9tZE0 (Links to an external site.)

Avoiding Disasters:
https://www.youtube.com/watch?v=EByr7Ty6hCE (Links to an external site.)
Avoiding Disasters: What shouldn’t I wear? Should I drink at social events? What about at lunch?

May 30 – June 3

WEEK 3  Complete assignments from Module 3: Ethics and Confidentiality

Assignment: **Due Thursday, June 2 by noon:** Weekly Journal Assignment

Read: Maintaining the Public Trust – Ethics for Federal Judicial Law Clerks (2011):

In re Crossen 450_Mass_533.pdf

Guide to Judiciary Policy – Advisory Opinions No. 111 and 112:
PublishedEthicsOpinionsJudicialvol02b-ch02.pdf
June 6 - 10

**WEEK 4**  
**Complete assignments from Module 4: Researching, Writing, and Speaking**

**Sign up now for an on-line chat.**  Chat will be Wednesday June 8.

**Assignment:**  Due Thursday, June 9 by noon:  **Weekly Journal Assignment**

**Read:**  
*Curmudgeon:* Chapters 1, 7

Advice to Law Clerks: How to Draft Your First Judicial Opinion:  
[Advice to Law Clerks.pdf](#)

[For further information re writing the judicial opinion, please see next week’s reading.]

**Watch:**  
Managing Assignments:  
[https://www.youtube.com/watch?v=tnX7SvjoVCK](https://www.youtube.com/watch?v=tnX7SvjoVCK)

What is the first thing I should do when I get an assignment?  How do I become a better writer?  What do I say when I have too much work?  How do I get work from the department that I'm most interested in?  Should I submit rough drafts for review?  Should I be concerned about the budget for my matter?

How to have a better conversation:  
[http://www.ted.com/talks/celeste_headlee_10_ways_to_have_a_better_conversation](http://www.ted.com/talks/celeste_headlee_10_ways_to_have_a_better_conversation)

**Review:**  
Summer Legal Research Handbook – University of Florida Levin COL:  
[http://guides.law.ufl.edu/LegalResearchHandbook](http://guides.law.ufl.edu/LegalResearchHandbook)

If you have any questions about this handbook or about legal research issues, please contact Taryn Marks, tlmarks@law.ufl.edu

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June 13 - 17

**WEEK 5**  
**Complete assignments from Module 5: Judicial Writing Manual**

**Sign up now for an on-line chat.**  Chat will be Wednesday, June 15.

**Assignment:**  Due Thursday, June 16 by noon:  **Weekly Journal Assignment**

**Read/Scan:**  

**Read:**  
Order re Proper Attire:  

Order for Extension of Time:  
June 20 - 24

**WEEK 6** Complete assignments from Module 6: Dealing with Others

**Assignment:** Due Thursday, June 23 by noon: Weekly Journal Assignment

**Read:** Curmudgeon: Chapters 4, 6

**Watch:**
- Dealing with Colleagues: [https://www.youtube.com/watch?v=EkJ-GYNcZQw](https://www.youtube.com/watch?v=EkJ-GYNcZQw)
- Defusing Difficult People: [https://www.youtube.com/watch?v=QzXLfLjzNJE](https://www.youtube.com/watch?v=QzXLfLjzNJE)

June 27 – July 1

**WEEK 7** Complete assignments from Module 7: Listening Skills

**Assignment:** Due Thursday, June 30 by noon: Weekly Journal Assignment

**Watch:**
- Five Ways to listen better: [http://www.ted.com/talks/julian_treasure_5_ways_to_listen_better](http://www.ted.com/talks/julian_treasure_5_ways_to_listen_better) (Links to an external site.)
- Body language: [http://www.ted.com/playlists/171/the_most_popular_talks_of_all](http://www.ted.com/playlists/171/the_most_popular_talks_of_all) (Links to an external site.)
- Lie spotting: [http://www.ted.com/playlists/171/the_most_popular_talks_of_all](http://www.ted.com/playlists/171/the_most_popular_talks_of_all) (Links to an external site.)
- Groupthink: [https://web.stanford.edu/group/scie/Career/Wisdom/groupthink1.htm](https://web.stanford.edu/group/scie/Career/Wisdom/groupthink1.htm) (Links to an external site.)
July 4 - 5

WEEK 8 Complete assignments from Module 8: Thinking Back and Ahead

Read: Curmudgeon: Chapters 5, 8, 12

Watch: Increasing Odds of an Offer: https://www.youtube.com/watch?v=0RbUztCCfn4

Is it ever OK to complain? Should I accept every lunch invitation and attend all social activities? Do I get “bonus points” for being the “most-improved” at the end of the summer? Is my personality and demeanor as important as the quality of my work?
Instructions for Completing Your Weekly Assignment Journal Entry:

In the space provided in the boxes, please type in the relevant information. Make sure you include the correct day and date and the correct week/assignment number. All assignments are due Thursday by noon of the week of the assignment. In other words, assignment 1 is due Thursday by noon of week 1.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Jane Smith</th>
<th>Externship:</th>
<th>Judge Alex Piper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day/Date:</td>
<td>Thursday, May 19, 2016</td>
<td>Weekly</td>
<td>Journal Re Week #1</td>
</tr>
</tbody>
</table>

Next, in a concise, yet informative manner, answer the questions asked using no more than three paragraphs for each question. Your journal entry cannot exceed two pages. Indent each paragraph. Use Times New Roman font, 12, and do not right justify your margins. Single space your sentences and skip a line between paragraphs. Proofread your work.

1. What is the most interesting thing you’ve learned from this assignment that you had not previously known about yourself?

   Example:
   I had no idea that I was not using pronouns correctly in my daily speech. I now find myself listening …..

2. What is the most interesting thing you’ve learned from this assignment that you had not previously known about the practice of law?

   Example:
   My entire externship is like one long interview. I am being watched and evaluated …..

3. How will what you’ve learned help make you a better lawyer?

   Example:
   I will be much more mindful and aware of what I do and say. In particular, …..

The following is the form you are to copy and complete for your journal entries.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Externship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day/Date:</td>
<td></td>
</tr>
</tbody>
</table>

1. What is the most interesting thing you’ve learned from this assignment that you had not previously known about yourself?

2. What is the most interesting thing you’ve learned from this assignment that you had not previously known about the practice of law?

3. How will what you’ve learned help make you a better lawyer?