General Information

I am your faculty supervisor and will assist and guide you through your externship experience. While you may be located miles away, I am available by phone, email and video conferencing to discuss your externship and work with you through any challenges you may face.

Written Requirements

Externs are required to submit a bi-weekly journal reflecting on your experiences during the externship. This guided reflection should be comprehensive, exploring issues related to your work and learning experiences, substantive legal issues you find interesting or challenging, and general commentary related to your professional development.

Each journal entry must be two to three pages. The journal should be in 12 point font, double spaced, with one inch margins on the paper.

Please be sure to submit your journal entry via email to steinberg@law.ufl.edu every 14 days. Your first journal is due two weeks after your first day at your externship site. Failure to abide by this policy could result in a grade adjustment or possibly being dropped from the course.

Faculty Conferencing

Each student must sign up at www.SignUpGenius.com/go/10C0D4AAA92BAAAF58-externship1 for a conference within their first two weeks of their externship. The conference will take place via phone and each student is responsible for calling me at their conference time.

Other Externship Requirements

Julie Barnes is your Externship Coordinator. Please submit your timesheets directly to Ms. Barnes. You can contact her via email with additional questions or concerns.

Semester in Practice/Bridge to Practice Participants

You have additional requirements to complete this semester. Please contact Professor Reid for details.

Plagiarism

All work in this class must be your own. You may discuss cases and ideas; however you may only show your written work product to me and your assigned TA.

Plagiarism is a very serious offense. There is a detailed policy regarding plagiarism in your student handbook. Ignorance of the policy is not a defense to a charge of plagiarism.
Accommodation Policy

Students requesting classroom accommodation must first register with the Dean of Student’s Office. The Dean of Student’s Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

Assignments and Course Schedule (subject to change – always check Canvas for the up to date schedule)

Grade Scale

Grades are recorded permanently by the Office of the University Registrar. This course is graded on a pass/fail basis.

Writing Studio


Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations 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/results/.

Health and Wellness

U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc/Default.aspx, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS) Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies). http://www.police.ufl.edu/ Academic Resources E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learningsupport@ufl.edu. https://lss.at.ufl.edu/help.shtml.