I. The Levin College of Law Externship Program

A. Field Placement

The Externship program allows you to work closely with judges or practicing attorneys while earning academic credit. You’ll be monitored by an attorney field supervisor, and will submit time sheets every other week to our externship administrator, Julie Barnes (barnes@law.ufl.edu; 352-273-0604. A copy of the time sheet is posted here: https://ufl.instructure.com/files/28510776/download?download_frd=1.

B. Overview of Online Course

1. Requirements for Receiving Course Credit

In addition to your field placement work, our externship program requires that you satisfactorily complete all assignments for this online course. Our class is the academic component of the externship.

This course is graded S/U. To get a grade of “S,” you must do the following:

1. Work the requisite number of hours at the field placement to fulfill all your obligations.
2. During your field placement, conduct yourself as a professional, timely submitting work of good professional quality that responds to the supervisor’s specifications and behaving in a responsible and ethical manner.
3. Complete assignments on time.
4. Submit journal entries in the required format that contain the required content.
5. Timely submit time sheets to Julie Barnes, the externship administrator.

In addition, you must meet the requirements of the externship agreement that you and your academic supervisor signed and submitted.

During your externship, I will be in touch with your field supervisor. In addition, I will review your field supervisor’s assessment at the end of the externship period.

2. Assignments (Overview)

(a) Assignment Schedule

The dates and times for assignments appear in the syllabus below (scroll down).

(b) Weekly Submission of Journals

My format and content requirements for Journal Entries are separately posted. You need to post a journal entry for EACH DAY THAT YOU WORK and to submit your journals on a weekly basis for every week that you work.
You will submit your first journal entries by 11:59 PM of the Friday of the first week that you work. Subsequently, you will update your journal each week, posting the new material in the submission box. My format requirements are separately posted (and emailed).

(c) Supplementary Exercises

In addition, you must timely submit each week any required exercise that I have assigned for that week. Exercises are due on Sunday by 11:59 PM. Please post to the appropriate mailbox.

(d) Finding and Posting Assignments

Assignments will be organized into Modules so that all related materials are together. To find (or post) assignments, please look under the mailbox link.

(e) Contact Meetings

In addition, you must attend four mandatory meetings to discuss the work that I have assigned. Three are for 30-40 minutes; the other is for an entire 50 minute period.

3. Contact Information

1. Regarding Confidential Matters

Under Florida law, emails to state employees may be public record subject to public disclosure. Although there are exceptions to this, please do not address confidential matters via email. If you need to discuss any client or other confidential matter, please let me know that you need to speak to me on a confidential matter without disclosing any further details.

We can then set up a phone conference.

2. Regarding Course Matters

Please email me regarding any course matter at temples@law.ufl.edu.

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

If you need to get in touch with me immediately, my home telephone number is 352-372-2672. My office phone number is 352-273-0943 (though I’ll generally be working from home). If no one answers, just leave a message. Don’t hesitate to call.

II. Additional Information Concerning Your Course

A. Course Objectives

Your field placement should give you experience doing work typically handled by a lawyer that is intellectually challenging and that enhances your professional growth and understanding of what it means to be a member of a learned profession. 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.
8. Have fun sharing ideas and experiences and getting to know each other.

**B. 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.

**C. Students Needing Special Accommodation for Disability**

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.

**D. ABA rules regarding field placements**
For the ABA rules governing these placements, please see pages 18 and 19 at the following link:

http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2015_2016_aba_standards_for_approval_of_law_schools_final.authcheckdam.pdf (Links to an external site.) (Links to an external site.)

Externship Assignments

Sunday, January 15: Please post the required contact and other information (questions posted under “assignments”)

Sunday, January 15 exercise: Getting started (SHORT quiz regarding assignment policy and research practice quiz)

Week of Monday, January 16: Introductory 50-minute conference (my office)

Sunday, January 22: First assignment: Professional writing

Week of January 23: Conference 2 (my office in HH Room 312N)

Sunday, February 12: Second Assignment: Professionalism and the ABA

Week of Monday, February 23: Conference 3 (my office)

Sunday, February 27: Paper re: Externship

TBA: Final conference—“exit interview”

Journal assignments are due at 11:59 PM on Friday of ANY WEEK THAT YOU WORK (including Spring Break if applicable)

1. Week of January 9: Due Friday, January 13
2. Week of January 16: Due Friday, January 20
3. Week of January 23: Due Friday, January 27
4. Week of January 30: Due Friday, February 3
5. Week of February 6: Due Friday, February 10
6. Week of February 13: Due Friday, February 17
7. Week of February 20: Due Friday, February 24
8. Week of February 27: Due Friday, March 3
(9) **Week of March 6:** Due Friday, March 10

(10) **Week of March 13:** Due Friday, March 17

(11) **Week of March 20:** Due Friday, March 24

(12) **Week of March 27:** Due Friday, March 31

(13) **Week of April 3:** Due Friday, April 7

(14) **Week of April 10:** Due Friday, April 14

(15) **Week of April 17:** Due Friday, April 21

(16) **Subsequent weeks?** Submit to final mailbox