SYLLABUS PART I

1. 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).

B. Overview of 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.

Part II of the syllabus covers all course requirements. It discusses weekly journaling requirements, submission of time sheets, and all information concerning the additional assignments and required meetings.

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. Grading

We grade externs in compliance with law school policy.

This course is graded S/U. To get a grade of “S,” you must meet all course requirements identified in Part II.
3. Contact Information

(a) 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.

(b) 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.

4. 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.

5. Notice: ABA rules regarding field placements

For the ABA rules governing these placements, please see pages 18 and 19 at the following link:

2. Course Objectives & Learning Outcomes

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:

- Examine the purpose and function of legal professionalism in a (court / private practice / government office / public interest organizational) setting.
- Engage in legal research and produce legal writings.
- Demonstrate a greater understanding of the technical and human aspects of the practice of law.
- Understand the links between the study of law and the practice of law.
- Examine various laws, regulations, and other legal sources and develop a better understanding of their practical application.
- Become more aware of your power, responsibility, and professional identity as a lawyer.
- Become more aware of the critical importance of acting ethically and professionally in all settings.
- Have fun sharing ideas and experiences and getting to know each other.

B. Learning Outcomes

- Students will be exposed to the practice of law and able to tie the field experience to the study of law.
- Faculty and the Field supervisor will evaluate students based on performance in the field placement and work in the course.
- 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.
- Students will reflect on their experiences and goals, through regularly scheduled online classroom
Syllabus (Part I) for Temple-Smith’s externs
Externship Program; Objectives; and Learning Outcomes

#4: Contemporaneous Reflection assignments and synchronous discussions with their faculty supervisor.

Students will recognize the purposes for, and be able to

#5: Application of Laws, Policies, ethically apply, laws, policies, procedures, and Procedures, and Operational Techniques

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.

REMINDER: PART II OF THE SYLLABUS SETS OUT THE COURSE REQUIREMENTS AND THE SCHEDULE FOR ASSIGNMENTS AND MEETINGS.
Syllabus Part II

A. Course Requirements for Externship (pages 1-5)
   (1) Requirements for Course Credit
   (2) Client Confidentiality Protection
   (3) Journal Requirement
      (a) Content of journals: “Guided reflection” and what this means
      (b) Minimum length of daily entries
      (c) Format requirements for journals
      (d) Procedure for weekly submission [what to submit, when, where, and how]
   (4) Completion of All Assignments
   (5) Attendance at All Required Meetings
   (6) Weekly Submission of Time Sheets to Julie Barnes
   (7) Resolution of Problems or Questions

B. Projected Assignment and Meeting Schedule for Fall 2017 (pages 6-8)

FALL 2017

A. COURSE REQUIREMENTS FOR EXTERNSHIP

Hi, everyone! Below is an explanation of the requirements for you to receive externship course credit and my requirements for journals and other materials.

The “Policy Quiz” (due by 11:59 PM on August 20) requires you to respond to questions about these requirements and course policies.

(1) Requirements for Course Credit

To receive credit for this course, you must complete all of the following requirements by complying with the protocols set out below:

(1) Submit a weekly journal reflecting each day’s experience during the externship.

(2) Submit documents or memoranda that your supervisor is willing for you to share [redacted as described in Section (1)].

(3) Complete the assignments relating to our work—a project relating to professionalism codes and professionalism in general.

(4) Attend the required 50-minute class discussions.

(5) Submit time sheets for every week that you work to Julie Barnes during the following week.

If you do not satisfy each of these requirements, I cannot award you academic credit for this course.
(2) Client Confidentiality Protection

You will be posting information about your externship experience at TWEN.

If you do not know whether or not information is confidential, by all means consult the field supervisor!

I don’t need to know the names of clients or confidential information that would allow me to identify the client. In your journals, you can refer to the client as “the client” or adopt some other convention to protect confidentiality (such as highlighting in black over the name). If in doubt, consult your supervisor at the site.

As you will see, I ask that you post each written assignment that you do during the externship provided that you receive your supervisor’s consent. Please redact these documents as well. I am primarily interested in research/analysis and document drafting.

(3) Journal Requirement

(a) Content of journals: “Guided reflection” and what this means

To complete the externship, you must meet this requirement. Unless I am satisfied with the quality of your weekly journals, I do not award credit for the academic component of the externship. If your journal is incomplete or unsatisfactory, I will award you a grade of “incomplete” and require you to do a writing assignment to make up for the missing work.

I sometimes fall a week or two behind in semesters when I have a lot of externs. It’s your job to make sure that you comply with the content and formatting requirements.

Note that I have imposed FORMAT requirements for all journals. Please ensure that you comply.

Throughout the semester, you will keep a journal tracking your externship experience. The journal is NOT just a list of assignments and the time you spent on them—FAR FROM IT.

The goal is to give me a good, solid sense of the work you’re doing and what you are learning as you go. This requirement is easy to meet if you do your journal entries each day; otherwise, it might prove to be a bit annoying.

The entries must include an account of your experiences for each day that you work in a particular week and your reflections on the experience. Each day’s entry should address:

(1) The date and day of the week and the total number of hours that you worked (though you must still submit your hours to Julie Barnes).
(2) A brief description of each assignment that you were given OR a description of any meeting or hearing you attended or any interaction with a client.

(3) Your thoughts and reflections on the experience as you go through the process, i.e.,
- What you did (including interactions with clients, supervisors, or other persons working at the office).
- What you learned from the experience (and particularly any insights you gain by observation or talking to supervisors into professionalism and what it requires in Florida).
- (And especially) what you thought about the experience.

(4) Your supervisor's or any other feedback you receive on an assignment, including any constructive comments or suggestions.

If for any reason you don’t work during a particular week in the term, don't post your journal. Just pick up again the following week.

(b) Minimum Length of Daily Entries

You can write as much as you wish, so long as you produce a minimum of half a page of single-spaced or a full page double-spaced for most of the days that you work. If you cover the content described above, you should have no trouble meeting the minimum submission requirement for any day.

NOTE: To do a satisfactory journal, it is important to write the entry on the day that you work so that you can provide the required information.

(c) Format Requirements for Journal

Please comply with the following guidelines (which ensure consistency and fairness).

(1) 1 inch margins all around.

(2) 11-point font in Cambria (preferred), Times New Roman, or Rockwell.

(3) DAY OF THE WEEK, DATE, and number of hours (approximately) that you worked highlighted in yellow and in BOLD at the beginning of each new entry.

(4) Pages numbered (bottom center).

(5) Your name in the top right-hand corner or included as a header.

In ADDITION, please ensure readability by complying with the following:
(1) Limit the number of sentences in paragraphs to 3-4 AT MOST (preferably not exceeding four lines).

(2) If you single space, please leave ONE SPACE between each paragraph.

(d) Procedure for journal submission

Each Sunday by 11:59 PM, you will post to Canvas your entire journal BUT WITH THE MOST RECENT ENTRIES on the first page (i.e., in reverse chronological order). (This is a change from my procedure in previous semesters.)

Your filename should be in the following format: Week #.Your last name. In other words, your entries will look like this (except with your last name, of course!): Week1.Milton; Week 2.Milton.

Be consistent about filename format (including spacing); otherwise, your journal entries won’t post chronologically.

Again: if for any reason you don’t work during a particular week in the term, don’t post your journal. Just pick up again the following week.

(4) Completion of Assignments

In addition to the journals, you will complete all assigned projects. This is now an ABA requirement. The assignments are listed on the Assignment Schedule below. This semester, we will discuss Florida professionalism codes and professionalism in practice.

I have made the assignments due on Sunday nights by 11:59 PM. I do allow some flexibility as to these dates, but if you are going to be very late, you need to let me know.

(5) Attendance at all Required Meetings

Each student must attend three required 50-minute discussion meetings and one required 30-minute discussion. We will arrange mutually inconvenient times to get together in my office. I will email you the week before and we’ll work together to sort out the times.

The meeting topics are shown on the syllabus.
(6) **Weekly Submission of Time Sheets (to Julie Barnes)**

Please report your hours EVERY WEEK to Julie Barnes by submitting the time sheet provided to you (and signed by your supervisor).\(^1\) Please be disciplined about submitting time sheets!

For me to give you academic credit, Julie Barnes has to notify me that you have completed your hours.

What if you are unable to complete your hours during the semester?

If you still owe some hours, I am willing to give you a grade of “I” so long as your supervisor is willing for you to complete your hours. An “incomplete” does not affect your GPA, and I will change it as soon as you have completed your work.

(7) **Resolution of Problems or Questions**

If you have a problem with any person at the externship site (unlikely), you should let me know **immediately** by emailing me to let me know you have a problem. Please don’t report problems via journals; it’s possible I might lag behind in my reading.

If you report a problem and **would like for me to intervene**, I will consult the Director of Externships to determine the best course of action. I will notify you before taking action of any kind.

**Unlikely problems** include the following:

1. Any person asks or requires you to work outside your scheduled hours (unless, of course, you are willing to do so).

2. You feel that you are being treated unfairly or disrespectfully for any reason.

3. You are not being given projects that a lawyer would normally be expected to do.

4. You are not receiving regular feedback from the person supervising your work.

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\(^1\) Although I ask you in the formatting requirements to tell me the number of hours you worked, those hours need not be exact. The report that matters is your time sheet (which your supervisor must have signed).
Projected Assignment & Meeting Schedule (Fall 2017)

*MTS reserves the right to make adjustments to syllabus if necessary

In addition to your weekly journal submissions, the ABA requires an additional classroom component. This semester, we will focus on the professionalism rules that the Florida Supreme Court has adopted.

Assignment (1) & Introduction

Please drop by my office during the first or second week of classes to introduce yourself! I am on the third floor of Holland, on the same hall as the Faculty Dining Room, directly across from Professors Sokol and Hutchinson.

DUE SUNDAY, AUG. 20 BY 11:59 PM

| Assignment 1 | Assignment 1A--Contact Information | Assignment 1B: Duration of externship; schedule | Assignment 1D: Policy Quiz |

The first assignment requires you to do two things:

(1) provide me with information that I need to do my part in supervising you (1A and 1B); and

(2) demonstrate that you have read the guidelines and understand the course requirements.

For 1A and 1B, please cut and paste the questions provided in the SUBMISSION FOLDER into the box where you respond. Type your answers in after them.

For 1D, you complete the quiz miss no more than ONE of the questions (and should consult the course guidelines to ensure you know the correct response). TWEN will allow you to take the quiz until you get to this point.

Assignment (2) & Meeting

DUE SUNDAY, SEP. 3 BY 11:59 PM

Assignment 2: Exercise 1 re: Background on Civility and Professionalism Codes
Due: QUESTIONNAIRE

Instructions and Materials will be posted at TWEN in a folder under ASSIGNMENT MATERIALS.

SCHEDULE FIRST CLASSROOM DISCUSSION FOR WEEK OF SEP. 10
We will meet in a group in my office in Holland Hall. I will email you so that we can work out a time convenient for everyone. We will discuss Professionalism and Civility Codes in general. We will also discuss the Florida Supreme Court’s order regarding professionalism guidelines and the incorporation in the oath for admission to the Bar of a civility standard.

### Assignment (3) & Meeting

**DUE SUNDAY, SEP. 17 BY 11:59 PM**

**Assignment 3**: Exercise 2 re: Civility and Professionalism Codes and Creeds: Post Survey

Materials will be posted at TWEN under the ASSIGNMENT MATERIALS link. Please refer to the applicable folder.

### SCHEDULE SECOND CLASSROOM DISCUSSION FOR WEEK OF SEP. 24

We will meet in a group in my office in Holland Hall. I will email you so that we can work out a time convenient for everyone. We will discuss your responses to the survey and take a quick look at the Florida professionalism guidelines.

### Assignment (4) & Meeting

**DUE SUNDAY, OCTOBER 8 BY 11:59 PM**

Assignment 4: Exercise 3—Prepare for Civility/Professionalism discussion

Due: 2-page response to a question regarding one or more Florida Professionalism provisions (analyzing language and application; identifying questions; critiquing the language)

Materials will be posted at TWEN under the ASSIGNMENT MATERIALS link. Please refer to the applicable folder.

### SCHEDULE THIRD CLASSROOM DISCUSSION FOR WEEK OF OCTOBER 15

We will meet in a group in my office in Holland Hall. I will email you so that we can work out a time convenient for everyone. We will discuss your analyses and critiques of the language.

### Assignment (5) & Meeting

**SCHEDULE FOURTH CLASSROOM DISCUSSION FOR WEEK OF OCT. 22**

We will meet in a group in my office in Holland Hall. I will email you so that we can work out a time convenient for everyone. We will discuss four questions on which you may base an essay. You can then choose which one to answer.
DUE SUNDAY, OCT. 29 BY 11:59 PM

Assignment 5: 3-Page Essay--Guided Reflection on Professionalism

Materials will be posted at TWEN under the ASSIGNMENT MATERIALS link. Please refer to the applicable folder.

Assignment (6) [no further meetings]

DUE SUNDAY, NOV. 5 BY 11:59 PM

Assignment 6: Final Reflection on Externship Experience (respond to questionnaire)

Materials will be posted at TWEN under the ASSIGNMENT MATERIALS link. Please refer to the applicable folder.