

**Spring 2018 Externship Classroom Component**  
**Course Policies and Syllabus**  
LAW 6946 – Section 186C

**Professor Pflaum**  
[pflaum@law.ufl.edu](mailto:pflaum@law.ufl.edu)

377 Holland Hall  
Office phone: 352-273-0885

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**Course Policies**

**I. The Levin College of Law Externship Program**

**A. Field Placement**

The Externship Program at the University of Florida Levin College of Law provides you with the opportunity to work closely with judges or practicing lawyers as legal externs in public interest, governmental, and private non-profit organizations while earning academic credit. The program is designed to enhance your educational experience through exposure to judicial clerkships or the actual practice of law in accordance with ABA Standards and Rules of Procedure for Law Schools. See the ABA rules on field placements, Standard 305, pages 18 and 19:

[http://www.americanbar.org/content/dam/aba/publications/misc/legal\\_education/Standards/2014\\_2015\\_aba\\_standards\\_chapter3.authcheckdam.pdf](http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2014_2015_aba_standards_chapter3.authcheckdam.pdf)

**B. Our Course**

This is a required co-requisite course in which you will be supervised by an attorney/judge field supervisor and a law school faculty member. Your externship experience will include regular communication and feedback from both the field supervisor who is assigned to you and instructional faculty guidance which combine to offer you a unique opportunity to gain practical experience and continue to build upon your law school education. You'll be required to submit to the Coordinator for the Externship Programs [**Julie Barnes** ([barnes@law.ufl.edu](mailto:barnes@law.ufl.edu)) (352-273-0604)] bi-weekly time sheets (every two weeks) signed by you and your field supervisor.

**Course description:**

This course serves as the academic component of your externship and is designed to supplement and enhance your field placement. If not already signed up, **you must sign up for Prof. Pflaum's Spring 2018 Externship on Canvas – Law 6946/Section 186C**

**Course co-requisite:** All students must participate in a field placement for academic credit.

**Course length:** 14 Weeks

**Course credit:** Variable, depends upon the number of hours worked at the field placement.

**Assignments:** Our class includes weekly assignments consisting of readings, videos, and short (no more than 2-3 pages) journal submissions relating to your field experiences. In addition,

we'll have four (required) on-line synchronous chat sessions where we'll discuss the readings, your field experiences, or anything else that may be of interest to you related to lawyering.

**II. Externship Program Learning Outcomes and Course Objectives:**

Regulations require me to provide you with the (rather formal) “learning outcomes” and “course objectives” for your externship experience. That information is as follows:

**Learning Outcomes:**

|  |   |
|--|---|
| <b>#1: Operation</b>   | Students will be exposed to the practice of law and able to tie the field experience to the study of law.   |
| <b>#2: Evaluation</b>  | Faculty and the Field supervisor will evaluate students based on performance in the field placement and work in the course.   |
| <b>#3: Experiential Quality</b>  | 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. |
| <b>#4: Contemporaneous Reflection</b>  | Students will reflect on their experiences and goals, through regularly scheduled online classroom assignments and synchronous discussions with their faculty supervisor.   |
| <b>#5: Application of Laws, Policies, Procedures, and Operational Techniques</b> | Students will recognize the purposes for, and be able to ethically apply, laws, policies, procedures, and operational techniques to law.  |
| <b>#6: Legal Research and Analysis</b>   | Students' research and analysis skills will be refreshed and used effectively in their placements.  |
| <b>#7: Utilization of Information</b>  | 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. Examine the purpose and function of your specific externship / type of law, learn how to define terms and analyze key concepts related to your specific externship / type of law.
7. Become more aware of your power, responsibility, and professional identity as a lawyer.
8. Become more aware of the critical importance of acting ethically and professionally in all settings.
9. Have fun sharing ideas and experiences and getting to know each other.

### **III. Grading policies**

This course is pass/fail, and there is no exam. The number of credits is based upon the hours assigned to the individual externship. To pass the course, you must do the following:

1. Work the requisite number of hours at the field placement in a timely and professionally manner. If you know you will be absent, you must let your field supervisor know ahead of time. Under no circumstances do you just not show up to work without telling your supervisor.
2. Complete all reading / video assignments on time. Please carefully edit your work (no typos) just as I hope you are doing in your work for your field placement, and review it to make sure it complies with all format requirements. I'll communicate with you via comments I make to your work, so please make sure you review my comments. If I make a suggestion for a change, and then see the same error in the next assignment, I'll know you have not reviewed my comments. That will leave me with a poor impression of your work.
3. Submit to our Externship Coordinator time sheets professionally completed and on time.
4. Furnish weekly journal entries of professional quality to me on time (these are included as part of the required writing weekly writing assignment).
5. Participate fully in all synchronous "chat" discussions with me, professionally and timely.
6. Perform field work that is timely and of professional quality.
7. Behave in an ethical and professional manner at all times during the externship process. You should consider your entire externship as an extended interview and behave accordingly.
8. Comply with *all* of the provisions contained in the Memo of Understanding agreement you signed as required for this course.

Please note:

**ABA Standard 310** requires a 2 to 1 ratio between the out-of-class hours a student devotes to every 1 hour of in-class instruction. For these purposes, 50 minutes equals 1 hour of in-class instruction, but an out-of-class hour must be 60 minutes.

#### **IV. Special Concerns re Email and time sheets**

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 or call me at 352-273-0885. If neither of these options is convenient, please mark CONFIDENTIAL on your email to me. Further, when you send me an email message, please write "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](mailto:barnes@law.ufl.edu) (352-273-0604)].

#### **V. 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>.

#### **VI. Accommodations for Students with Disabilities**

Students requesting special accommodation must first register with the Office of the Dean of Students. The Dean will provide documentation to the student who must then provide this documentation to me when requesting accommodation.

#### **VII. 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](mailto:menendezs@law.ufl.edu), and the Program Coordinator, Julie Barnes, [barnes@law.ufl.edu](mailto:barnes@law.ufl.edu). If you have any questions using Canvas, please direct your questions to them, and *not* to Prof. Pflaum.

#### **VIII. University Policy on Academic Misconduct**

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>.

## IX. Syllabus

### A. Required Text

*The Curmudgeon's Guide to Practicing Law*, Mark Herrmann (new and used copies available on Amazon and new from the ABA: ISBN-13: 978-1-59031-676-4). This guy is smart, witty, and to the point – I think you'll enjoy the book. Other readings and videos will be accessible from the Canvas site or online.

### B. Approach to this Course

Please complete all required videos / readings by Tuesday of each week. If you do so, this will allow you enough time to complete your writing assignments (2-3 pages max), which are **due (you submit them to me on-line) each Wednesday by noon**. The format for those assignments is in the next section. **IMPORTANT:** If you have not yet started your externship by the first week of this course (week of January 22), please write "HAVE NOT YET BEGUN EXTERNSHIP" under the question regarding your journal entries. If your externship continues AFTER other video / reading assignments have ended (March 23), please continue to send me the journal entry segment of the Writing Assignment until the completion of your externship.

### C. Instructions for Completing Your Weekly Writing Assignment (including Journal Entries)

(1) **Here's the Format for Your Writing Assignment (including Journal Entries):** Please **copy** this format (*the text between the wide gray lines and not these instructions*) for each assignment and fill it in for each submission. You will send your submission to me via the on-line text file feature of Canvas.

|                             |  |
|-----------------------------|--|
| <b>Name:</b>                | <b>Externship:</b>                           |
| <b>Day/Date: Wednesday,</b> | <b>Weekly Journal Re Week #</b>              |
| <b>Name of Supervisor:</b>  | <b>Supervisor's phone #:</b>                 |
| <b>Your phone #:</b>        | <b>Prof. Pflaum's office #: 352-273-0885</b> |

#### 1. Journal component - What have you done this week?

In drafting the entries, please answer the following questions for each day of work (if you are working on something over a couple of days you may discuss it in a single entry):

What did you do?

What did you learn?

How did it go?

2. **What is the most interesting thing you've learned from this week's readings/videos that you had not previously known about the practice of law?**
3. **How will what you've learned this week (experience, readings, videos) help make you a better lawyer?**

**(2) Here are the Instructions for Filling in the Form, Along with Brief Examples of How to Answer the Questions.**

In the space provided in the boxes, please type in the relevant information. Please make sure you include the correct day and date and the correct week/assignment number. All assignments are due Wednesday by noon of the week of the assignment. In other words, assignment 1 is due Wednesday by noon of week 1 (Jan. 24th).

|   |  |
|---|--|
| <b>Name: Jane Doe</b>                     | <b>Externship: Circuit Court</b>             |
| <b>Day/Date: Wednesday, Jan. 24, 2018</b> | <b>Weekly Journal Re Week # 1</b>            |
| <b>Name of Supervisor: Sara Dawes</b>     | <b>Supervisor's phone #: 555-555-555</b>     |
| <b>Your phone #: 222-222-222</b>          | <b>Prof. Pflaum's office #: 352-273-0885</b> |

Next, in a concise, yet informative manner, answer the questions asked. Your journal entry cannot exceed three pages. Yes, these entries are very short. You will be essentially be answering the same questions each week, using the template above. **Please (these are required) (1) indent each paragraph as shown below and use paragraphs properly (no wall of words, please), (2) use Times New Roman font size 12, (3) do not right justify your margins, (4) single space your sentences, (5) skip a line between paragraphs, (6) edit your writing, (7) proofread your work so there are no errors, and (8) include no less than 2 and no more than 3 pages.**

I'm looking for your insights regarding the assigned information you have read, reviewed, and watched. Did anything you learned surprise you? I am also looking for your insights regarding your externship experience. Because of the brevity of the writing assignment, I don't expect you to cover every aspect of what you were assigned to review. I'd like you to focus on what caught your attention and interested you the most. Challenge yourself to write clearly, succinctly, and thoughtfully. It's much harder to write 2-3 pages than it is to write 10.

**1. Journal component - What have you done this week?**

On Monday, I researched the law involving summary judgment motions, and composed a draft memo regarding ....

On Tuesday, I ....

2. **What is the most interesting thing you've learned from this week's readings/videos that you had not previously known about the practice of law?**

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?**

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

Please feel free to contact me if you have ANY questions regarding any assignment. Please READ any comments I may make regarding your assignment and incorporate any suggested changes to the next assignment. Thank you!

The following is an overview of the due dates for your journal and on-line chat assignments:

|      |  |  |
|------|--|--|
| week | The following are the due dates for your weekly journal assignments. The instructions for completing these assignments are contained above in this Syllabus, as well as in the on-line Course Module sections. | This semester we will have four synchronous on-line group chats every three weeks. They will be scheduled for 15 minutes, from 7:00 pm to 7:15 on the dates below. Note that my home computer has satellite internet, so if I ever seem to disappear from a chat, please continue speaking with your fellow externs, as the chats are archived. These chats are mandatory. |
| 1    | due by noon, Wednesday, Jan. 24  |  |
| 2    | due by noon, Wednesday, Jan 31   |  |
| 3    | due by noon, Wednesday, Feb. 7   | Wednesday, Feb. 7  |
| 4    | due by noon, Wednesday, Feb. 14  |  |
| 5    | due by noon, Wednesday, Feb. 21  |  |
| 6    | due by noon, Wednesday, Feb. 28  | Wednesday, Feb. 28   |
| 7    | due by noon, Wednesday, March 7  |  |
| 8    | due by noon, Wednesday, March 14   |  |
| 9    | due by noon, Wednesday, March 21   | Wednesday, March 21  |
| 10   | due by noon, Wednesday, March 28   |  |
| 11   | due by noon, Wednesday, April 4  |  |
| 12   | due by noon, Wednesday, April 11   | Wednesday, April 11  |

E. Assignments

The following are the assignments due each week. Although you may access most of the links and pdf files simply by clicking on them as they appear in the Syllabus below (some external links require you to hold "Ctrl + click" to access the links; if that doesn't work, try copying and pasting the link into your browser, and I will also post most items on the "FILES" link which sometimes makes them more accessible), please use Canvas and the Modules links. For example, Week 1 assignments are contained in Module 1, Week 2 assignments are contained in Module 2, and so forth. **IMPORTANT:** If you have not yet started your externship by the first week, please write "HAVE NOT YET BEGUN EXTERNSHIP" under the question regarding your journal entries. If your externship continues AFTER the weekly assignments

have ended (March 23), please continue to send me the journal entry segment of the Writing Assignment each week until you complete your externship.

## WEEKLY ASSIGNMENTS

### WEEK ONE (January 22 – January 26)

**Topic:** **Making a good impression.** Please complete the reading, video, and weekly writing assignment as set forth below from Module 1.

**Submit:** **Wednesday, Jan. 24 by noon:** Weekly Writing Assignment #1

**Read:** *Curmudgeon*: Foreward, Chapter 1

**Watch:** <https://www.youtube.com/watch?v=RoHCUX5P0ow> (4:31)

**Watch:** <https://marilynatham.wordpress.com/2009/08/03/%E2%80%9Ci%E2%80%9D-vs-%E2%80%9Cme%E2%80%9D-%E2%80%93-one-of-the-easiest-grammar-rules-to-learn-really-and-truly/> (quick read)

**Watch:** <http://www.oxforddictionaries.com/words/i-or-me> (Links to an external site.) (quick read)

**Watch:** <http://www.merriam-webster.com/video/i-vs-me> (Links to an external site.) (1:56)

**Include in this first assignment a section entitled “Goals for externship” and list your 3 goals for your externship. Also, complete the information sheet if you haven’t already given it to me and attach as the last page of your weekly assignment, or send to me separately by email.**

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### WEEK TWO (January 29 – February 2)

**Topic:** **Professionalism, Ethics, Confidentiality, and nuts and bolts of the legal profession – Part I.** Please complete the reading and weekly journal assignments as set forth below from Module 2.

**Submit:** **Due Wednesday, Jan. 31 by noon:** Weekly Journal Assignment #2

**Read:** Ethics and Professionalism (*Design* – Chapter 27)



rambo pflaum  
chapter 27.pdf



**Judicial externs, please read:**

Guide to Judiciary Policy – Advisory Opinions No. 111 and 112 (pages 215-225):  
[PublishedEthicsOpinionsJudicialvol02b-ch02.pdf](#)

Familiarize yourself with The Law Clerk’s Guide to Success. Please read pages 3-20 (can skip page 11), and feel free to scan the rest. Here’s the link:

<http://www.nxtbook.com/nxtbooks/thomsonreuters/lawclerks/index.php?startid=7> ([Links to an external site.](#)) (Note: This link may not work on the Firefox browser, so you may need to use Chrome or another browser and copy and paste the link)

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**WEEK THREE** (February 5 – February 9) [On-line chat Feb. 7]

**Topic:** **Professionalism, Ethics, and Confidentiality – Part II.** Please complete the reading and weekly journal assignments as set forth below from Module 3.

**Submit:** **Due Wednesday, February 7 by noon:** Weekly Journal Assignment #3

**Read:** *Curmudgeon* book: Chapters 9 & 10

**Judicial externs, please read:**

[http://blogs.findlaw.com/greedy\\_associates/2012/06/5-things-law-students-should-avoid-doing-in-a-judges-chambers.html#sthash.vm6nShUI.dpuf](http://blogs.findlaw.com/greedy_associates/2012/06/5-things-law-students-should-avoid-doing-in-a-judges-chambers.html#sthash.vm6nShUI.dpuf)

**Judicial externs, please scan:**

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

[https://oscar.uscourts.gov/assets/Maintaining\\_the\\_Public\\_Trust\\_Ethics\\_for\\_Federal\\_Judicial\\_Law\\_Clerks\\_2011.pdf](https://oscar.uscourts.gov/assets/Maintaining_the_Public_Trust_Ethics_for_Federal_Judicial_Law_Clerks_2011.pdf)

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**WEEK FOUR** (February 12 – February 16)

**Topic:** **Professionalism, Ethics, and Confidentiality, and Building Confidence -- Part III.** Please complete the reading and weekly journal assignments as set forth below from Module 4.

**Submit:** **Due Wednesday, February 14 by noon:** Weekly Journal Assignment #4

**Read/scan:** [In re Crossen 450 Mass. 533.pdf](#)

**Read:** The Imposter Syndrome:

<http://www.apa.org/gradpsych/2013/11/fraud.aspx> (short read)

**Watch:** The Imposter Syndrome:

<https://www.youtube.com/watch?v=xe9oSV9tZEO> (8:55)

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**WEEK FIVE** (February 19 – February 23)

**Topic:** **Working with partners, judges, and clients, and avoiding disasters.** Please complete the reading and weekly journal assignments as set forth below from Module 5.

**Submit:** **Due Wednesday, February 21 by noon:** Weekly Journal Assignment #5

**Read:** *Curmudgeon* book: Chapter 11

**Watch:** Working with Partners or Judges:

<https://www.youtube.com/watch?v=3R9TuRhsFUU> (3:47)

**Watch:** Avoiding Disasters:

<https://www.youtube.com/watch?v=EByr7Ty6hCE> (4:47)

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**WEEK SIX** (February 26 – March 2) **[On-line chat Feb. 28]**

**Topic:** **Researching, Writing, and Speaking – Part I.** Please complete the reading, video, and weekly writing assignments as set forth below from Module 6.

**Submit:** **Due Wednesday, February 28 by noon:** Weekly Journal Assignment #6 – include in your assignment this week, in lieu of answering questions 2 & 3, the Externship Legal Research Homework Assignment. [Externship Legal Research Homework.docx](#) (Note: You can access the Research Homework on the “File” link on the Canvas site).

**Thus, Weekly Journal Assignment #6 will consist only of your journal component and the research assignment.**

**Read:** Summer Legal Research Handbook – University of Florida Levin COL:

<http://guides.law.ufl.edu/LegalResearchHandbook> (Links to an external site.)

If you have any questions about this handbook or about legal research issues, please contact Taryn Marks, [tlmarks@law.ufl.edu](mailto:tlmarks@law.ufl.edu)

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## WEEK SEVEN (March 5 – March 9)

**Topic:** **Researching, Writing, and Speaking – Part II.** Please complete the reading, video, and weekly writing assignments as set forth below from Module 7.

**Submit:** **Due Wednesday, March 7 by noon:** [Weekly Journal Assignment #7](#)

**Review:** *Curmudgeon*: Chapter 1

**Watch:** Youtube videos -- Writing Felonies:

- Passive voice (3:58)
- Its and it's (2:46)
- Commas and clauses (Part I – 1:48)
- Commas and clauses (Part II – 3:19)
- Comma splices (2:56)
- Pronoun disagreement (1:40)
- Pronoun reference (Part I – 3:19)
- Who and whom (3:59)

### Judicial externs please read:

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

[Advice to Law Clerks.pdf](#) (11 pages)

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## WEEK EIGHT (March 12 – March 16)

**Topic:** **Researching, Writing, and Speaking – Part III.** Please complete the reading, video, and weekly writing assignments as set forth below from Module 8.

**Submit:** **Due Wednesday, March 14 by noon:** [Weekly Journal Assignment #8](#)

**Read:** [Great Legal Writing and Oral Argument Tactics That Work Reid Pflaum.pdf](#)

**Watch:** [Managing Assignments: https://www.youtube.com/watch?v=tnX7SvjoVCK](https://www.youtube.com/watch?v=tnX7SvjoVCK) (6:26)

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## WEEK NINE (October 9 – October 13) [On-line chat Oct. 11]

**Topic:** **Judicial Writing and Decorum.** Please complete the reading, video, and weekly writing assignments as set forth below from Module 9.

**Submit:** **Due Wednesday, October 11 by noon:** [Weekly Journal Assignment #9](#)

**Read:** [Order re Proper Attire:](#)

<https://www.scribd.com/doc/238460391/Sock-memo> (Links to an external site.)

**Read:** *Curmudgeon*: Chapter 8

**Read:** Order for Extension of Time:

<https://www.scribd.com/doc/268393912/15-Minute-Time-Extension-Order> (Links to an external site.)

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## WEEK TEN (October 16 – October 20)

**Topic:** **Dealing with others.** Please complete the reading, video, and weekly writing assignments as set forth below from Module 10.

**Submit:** **Due Wednesday, October 18 by noon:** Weekly Journal Assignment #10

**Read:** *Curmudgeon*: Chapters 2, 3, 4, & 6

**Watch:** Dealing with Colleagues: <https://www.youtube.com/watch?v=EkJ-GYNcZQw>

**Watch:** Defusing Difficult People: <https://www.youtube.com/watch?v=QzXLfLjzNJE>

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## WEEK ELEVEN (October 23 – October 27)

**Topic:** **Listening, Thinking, and Speaking Skills.** Please complete the reading, video, and weekly writing assignments as set forth below from Module 11.

**Submit:** **Due Wednesday, October 25 by noon:** Weekly Writing Assignment #11

**Read:** *Curmudgeon*: Chapter 7

**Read:** Groupthink:

<https://web.stanford.edu/group/scie/Career/Wisdom/groupthink1.htm> (short read)

**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.) (7:50)

**Watch:** How to speak so that people want to listen:

[https://www.ted.com/playlists/171/the\\_most\\_popular\\_talks\\_of\\_all](https://www.ted.com/playlists/171/the_most_popular_talks_of_all) (9:54)

**Watch:** 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) (11:44)

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## WEEK TWELVE

(October 30 – November 3)

[On-line chat Nov. 1]

**Topic:** **Thinking Back and Ahead.** Please complete the reading, video, and weekly writing assignments as set forth below from Module 12.

**Submit:** **Due Wednesday, November 1 by noon:** Weekly Writing Assignment #12.

**Read:** *Curmudgeon*: Chapters 5, 12

**Watch:** Increasing Odds of an Offer:

<https://www.youtube.com/watch?v=0RbUztCCfn4> (6:16)

**Include:** In completing your journal assignment, include your thoughts on the following:

- 1) What were your goals for your externship, and did you accomplish them?
  - 2) What was the most valuable part of your experience and why was it valuable?
  - 3) Based on your externship, what would you change about our legal system or legal processes? What most bothered you and what most impressed you about the practice of law as you witnessed it? This might include things you've seen in the courthouse, in the office, in client meetings, negotiations or transactional settings with other lawyers, etc. Be sure to consider a broad range of factors, including physical environment, access to justice, client roles, attorney roles and quality of lawyering, professionalism, etc.
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