**BRIDGE-TO-PRACTICE**

**COURSE POLICIES**

**LAW 6930**

**Professor Teresa Reid University of Florida Levin College of Law**

[**reid@law.ufl.edu**](mailto:reid@law.ufl.edu) **Room 349 Holland Hall cell: 352-682-4202**

**This document**contains our Course Policies. Our course assignments are found on our Canvas website.

**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 (Bridge-to-Practice) academic component of this course.

**The Levin College of Law Program**

**Our Semester Away 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.**

***Program structure:* Our program includes a required, co-requisite 2 credit Bridge-to-Practice course (this one). I’m your professor for this 2-credit academic class. Your Semester Away experience will also include regular communication with both your attorney on-site “Field Supervisor” and with another law school professor (not me) (”Faculty Supervisor”) assigned to monitor your field progress. As part of the externship part of the program, you’ll also be required to send in on a regular basis the hours you have worked. Ms. Julie Barnes will provide you with instructions regarding that component of the course.**

For concerns regarding time sheets, please direct your questions to Julie Barnes ([barnes@law.ufl.edu](mailto:barnes@law.ufl.edu)) (352-273-0604). For concerns regarding your placement, please contact your faculty field supervisor

**This Bridge-to-Practice course serves as the academic component of your experience and is designed to supplement and enhance your field placement.**

|  |  |
| --- | --- |
| **Course length:** | 14 Weeks |
| **Credit Value, Grading:** | 2 credits, graded on a pass/fail basis as discussed in more detail below, no exam |
| **Required Text:** | *The Curmudgeon’s Guide to Practicing Law, by* Mark Herrmann (copies are available on Amazon and via the ABA)  ISBN-13: 978-1-59031-676-4 |
| **Access to Canvas:** | Our assignments are posted on Canvas, and our Canvas site provides our Syllabus for the course. |

**Bridge-to-Practice and Semester Away Program Learning Outcomes**

|  |  |
| --- | --- |
| **#1: Operation** | Students will be exposed to the practice of law and able to tie the field experience and academic component to the study of law. |
| **#2: Evaluation** | The Faculty Supervisor and the Field Supervisor will evaluate students based on performance in the field placement and work in the course. Prof. Reid will evaluate students based on their performance in the academic component of the course. |
| **#3: Experiential Quality** | The Faculty Supervisor 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. They will also reflect, via weekly writing assignments submitted to Prof. Reid, on the material assigned in the Bride-to-Practice course. |
| **#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. They will also have a better grasp of their professional identity and of the human side to lawyering. |
| **#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. They will also reflect, via weekly writings in the Bridge-to-Practice course, on the more human side of lawyering. |

**Course Objectives**

The work you will be assigned in your field placement and Bridge-to-Practice course work 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 Bridge-to-Practice course, you will:

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

2. Engage in legal research and produce legal writings.

3. Read/view all assigned Bridge-to-Practice materials, verify in writing that you have done so, and produce reflective writings based on what you have learned.

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

5. Understand the links between the study of law and the practice of law, and your role in both.

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

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.

**Grading Policies**

This two-credit Bridge-to-Practice course is pass/fail, and there is no exam. To pass this academic aspect of our Semester Away course, students must do all of the assigned Bridge-to-Practice assignments **on time** and **professionally**. They must also timely respond to any emails from me and to any posted changes in the assigned material. I have designed the course to have the material be interesting, thought-provoking, insightful, and FUN. My hope is that you will enjoy the assignments. They involve material unlike other courses: such as TedTalks, youtube videos, and other interesting (and not fatiguing) articles *that truly will HELP you*. I’m not asking you to read or watch anything I wouldn’t want to read or watch – especially after working 35-40 hours each week! Please note: **ABA Standard 310** requires “that a ‘credit hour’ is an amount of work that reasonably approximates not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks (including one week for final exams) or the equivalent amount of work over a different amount of time.” In terms of total time, 42.5 hours per credit is required: 15 “hours” in class (50 minute “hours”) and twice that – 30 hours – out of class (60 minute hours).

**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 mark CONFIDENTIAL on your email to me.

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

# Student Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course by participating in 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>.

**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](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. Reid.

**Honor Code**

Our course is subject to all Levin College of Law and University of Florida grade, honor code, and other policies. As stated in our College’s policies, academic honesty and integrity are fundamental values of the University community, and our Honor Code “represents a commitment by students to adhere to the highest degree of ethical integrity. Each student who joins the College of Law community is assumed to be trustworthy unless and until proven otherwise.” Moreover, “[s]tudents at the College of Law benefit from the Honor Code because teaching and learning flourish best in an environment where mutual trust and respect form the bedrock of relationships within the community. The Honor Code helps create a community in which students can maximize their intellectual and academic potential.” Further, “[t]he Honor Code furthers the goal of the College of Law to serve the public and the profession by producing attorneys dedicated to promoting justice, excellence, and respect for the law. The success of the Honor Code depends upon the diligence with which members of the College of Law community ensure that they, as well as others, uphold the letter and spirit of the Honor Code.” Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php> and the law school’s policy (quoted in part, above) at <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/additional-information/honor-code-and-committee/honor-code>.

**Assignments**

Your assignments are set forth in detail on our Canvas site. As you’ll see, each week you’ll submit a written assignment to me. Please make every effort to submit your work in a timely and professional manner. If you know that your assignment will be late, please email me and let me know. I understand that you don’t have complete control of your schedules. In a professional setting, if you’re going to be late in submitting your work, you would (of course) promptly notify your supervisor. Please do the same for me. All assignments must be completed for you to receive a passing grade in this course.

**Communicating**

My personal cell phone number is 352-682-4202. Please use it and email to contact me. I, in turn, also ask for your contact number. Please do not be alarmed if I call you! It doesn’t mean you’re in trouble! I’ve found that somehow we’ve forgotten the ease and beauty of just making a call and speaking directly. Please feel free to call me! If I do not answer, please leave a message and I will return your call.

**I’m looking forward to a GREAT SEMESTER with YOU!**