**LAW 6946 Spring 2018 EXTERNSHIP CLASSROOM COMPONENT––**

**COURSE POLICIES & SYLLABUS**

**Professor Silvia Menendez          University of Florida Levin College of Law**

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**The Levin College of Law Externship Program:**

1. **Field Placement: As you know, our Externship 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, learn essential lawyering skills.  You’ll be monitored by an attorney field supervisor, and will be required to submit to our externship administrator [**Julie Barnes (barnes@law.ufl.edu) (352-273-0604)] **bi-weekly time sheets (signed by you and your field supervisor).**[[1]](https://ufl.instructure.com/courses/340113/assignments/syllabus%22%20%5Cl%20%22_ftn1)
2. **Our Course: In addition to your field placement work, our externship program includes a required, co-requisite course (this one).  Our class ) –** serves as the academic component of your externship, and is designed to supplement and enhance your field placement.

**Assignments:**

For those students in Semester in Practice, you will submit bi-weekly journal entries discussing your field experiences. Semester in Practice students are also enrolled in a Bridge to Practice course, which will cover the majority of your academic content. Additionally, you will determine a set of goals for your externship, review them with you site supervisor and return them to me.

Student who are not in Semester in Practice, you will also submit bi weekly journal entries and set your goals with the help of your attorney supervisor. Additionally I will assign 3-4 assignments that are intended to help you think about your professional and ethical obligations in practice. You will need to meet with me during the semester to discuss, your field experiences, or anything else that may be of interest to you related to lawyering.

**Learning Outcomes and Course Objectives:**

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

**Summer Externship Program Learning Outcomes:**

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| **#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. |

**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. 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.

**III.          Grading Policies**

This course is graded pass/fail. To get passing credits for your externship, 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.
3. Submit to our externship administrator time sheets professionally completed and on time.
4. Furnish bi-weekly journal entries to me on time and of professional quality.
5. Meet with me regularly to discuss your experiences and any concerns or problems you are encountering.
6. Perform work field work on time, and of professional quality.
7. Behave in an ethical and professional manner at all times during the entire externship process. You should consider your entire externship as an extended interview and behave accordingly.

In addition, you must comply with the provisions contained in the MOU you signed when you registered for our course.

1. **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 see me in person.  If that’s not workable, please mark CONFIDENTIAL on your email to me.

 Further, when you send me an email message, please write “2018 Externship” in the subject line along with whatever else you wish to include.

 For concerns regarding time sheets, please direct your questions to Julie Barnes (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 (Links to](https://evaluations.ufl.edu/)