**LAW 6946 (SPRING 2018)**

**Externship Course Syllabus**

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# 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/Credit Hours**

 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.**

 The number of credits awarded for this course varies for each extern. If you complete all course requirements, I award credit according to the information I receive from the registrar’s office.

 **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. NOTICE: 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: Academic Honesty Guidelines

 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>.

## 6. NOTICE: 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\_201 6\_aba\_standards\_for\_approval\_of\_law\_schools\_final.authcheckdam.pdf (Links to an external site.) (Links to an external site.)](http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/2015_2016_aba_standards_for_approval_of_law_schools_final.authcheckdam.pdf)

# 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

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| 1. Operation | Students receive practical experience that relates to their law courses and enhances their appreciation and understanding of their course work. |
| 2. Evaluation | Both the faculty supervisor (MTS) and the field supervisor evaluate the student’s performance in the field placement and provide feedback.  |
| 3. Experiential Quality | Faculty evaluate the overall quality of the field placement based on the type of work given to the student, the opportunities provided to him or her, and the assignments completed by the student. |

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| 4. Contemporaneous Reflection | Students reflect on their experiences through journaling and in synchronous online or in person classroom discussions led by the faculty supervisor.  |
| 5. Application of Laws, Policies, Procedures, and Operational Techniques | Through experiences in the field, students will recognize the purpose of, and learn to ethically apply, laws, policies, procedures, and practical skills to the practice of law.  |
| 6. Legal Research, Analysis, and Writing | Students will have the opportunity to use (and refresh) their research, analytical, and writing skills and to receive valuable feedback from practitioners.  |
| 7. Opportunity to Learn from, Assist, Observe, and Receive Feedback from Professionals  | Students will use information relating to various areas of practice as the basis of briefs, analytical memoranda, orders, and other documents. They will have the opportunity to observe experienced practitioners in the field and to observe and discuss various types of legal proceedings, such as hearings, mediations, and trials.  |
| 8. Professionalism | During the field placement, students will have the opportunity to deepen their understanding of the requirements of professionalism in the practice of law. |

**Projected Schedule (Fall 2017)**

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

**Journals**

For each week that you complete externship hours, you must submit a journal meeting requirements specified in the COURSE REQUIREMENTS MANUAL (a separate document). Weekly submissions are due not later than 11:59 PM on the Sunday following the week to which the entries apply. (Because the beginning and ending dates for each student may vary, I have not included dates for the journals. )

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

**Additional Assignments/Meetings**

**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.**

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| **DUE SUNDAY, JAN. 21 BY 11:59 PM** |
| **Assignment 1** | Assignment 1A--Contact Information  |

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| 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.

Instructions/Materials are under the ASSIGNMENT MATERIALS link at TWEN in the folder identified as ASSIGNMENT 1.

**Assignment (2) & Meeting**

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| **DUE SUNDAY, FEB. 14 BY 11:59 PM** |
| **Assignment 2**: Exercise 1 re: Background on Civility and Professionalism Codes Due: QUESTIONNAIREInstructions/Materials are under the ASSIGNMENT MATERIALS link at TWEN in the folder identified as ASSIGNMENT 1.  |
| **SCHEDULE FIRST CLASSROOM DISCUSSION FOR WEEK OF FEB. 14**  |

Unless I instruct you otherwise, we will meet online for a 50-minute discussion of civility and professionalism issues on Tuesday or Thursday at 8:00 PM. You may sign up for either session for which space is available.

**Assignment (3) & Meeting**

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| **DUE SUNDAY, FEB. 25 BY 11:59 PM** |
| **Assignment 3**: Exercise 2 re: Civility and Professionalism Codes and Creeds: Post SurveyMaterials will be posted at TWEN under the ASSIGNMENT MATERIALS link. Please refer to the applicable folder.  |

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| **SECOND CLASSROOM DISCUSSION FOR WEEK OF FEB. 25**  |

Unless I instruct you otherwise, we will meet online for a 50-minute discussion of civility and professionalism issues on Tuesday or Thursday at 8:00 PM. You may sign up for either session for which space is available.

**Assignment (4) & Meeting**

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| **DUE SUNDAY, MARCH 11 BY 11:59 PM** |
| Assignment 4: Exercise 3—Prepare for Civility/Professionalism discussionDue: Prepare responses to discussion questions regarding civility and professionalism. Materials will be posted at TWEN under the ASSIGNMENT MATERIALS link. Please refer to the applicable folder.  |

**THIRD CLASSROOM DISCUSSION FOR WEEK OF MARCH 11**

Unless I instruct you otherwise, we will meet online for a 50-minute discussion of on Tuesday or Thursday at 8:00 PM. You may sign up for either session for which space is available.

**Assignment (5) & Meeting**

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| **DUE SUNDAY, MARCH. 25 BY 11:59 PM** |
| Assignment 5: 3-Page Essay--Guided Reflection on ProfessionalismMaterials will be posted at TWEN under the ASSIGNMENT MATERIALS link. Please refer to the applicable folder.  |