

Course-Related Requirements for Externships: LAW 6946, Cupples, Spring 2018

I. Meeting Deadlines (Required)

- **Failure to meet any deadline may result in a grade of “U” or “I”:** to get an “I” changed may require a long research paper or other assignments: that policy applies to weekly journals, biweekly conferences, chats, and other assignments.
- You are allowed **one late** assignment without penalty: either one journal submission or conference or written assignment—but online chats must be participated in during the scheduled time.
- Students are responsible for keeping track of and meeting course deadlines—the same way that practicing lawyers are. ☺

II. Weekly Journal Submissions (due each Friday: schedule on page 4)

- Please keep an externship journal and update it every day that you are at the work site. Please *don't try to update it weekly*, as the journal will likely be deficient.
- Use only **one MS-Word document** and add to it throughout the semester, so that each journal submission will include all of your journal entries up to that date.
- The journal should include the types of tasks you are doing at the work site and your thoughts or observations about the tasks or the work site. Each entry should be at least a few sentences long and should answer the following questions:
 - (1) Which task(s) did you undertake?
 - (2) How did it go?
 - (3) What did you learn?
 - (4) What were your observations or reactions?
- If confidentiality is an issue, (1) state that you cannot discuss the case and (2) state the type of work that you did (e.g., researching a certain issue or drafting a memo).

III. Bi-weekly Conferences (Mondays or Tuesdays: schedule on page 4)

You may have conferences with me (1) by phone via my home number or (2) in person at my office during my office hours.

IV. Live Chats and Additional Assignments *

There are 3 reading assignments that involve answering questions and discussing the reading during live chats. After a Canvas site is created, the assignments will be uploaded, and you'll be alerted via email:

* The live chats and additional assignments do not apply to students who are part of the **Semester in Practice** program (they are enrolled in a separate course).

The journal- and phone-conference **requirements apply to all externs**, even students in the Semester in Practice program.

Email or call me if you aren't sure whether this applies to you: please don't assume.

V. Learning Outcomes

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

#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 journaling, other assignments, and discussions with their faculty supervisor.

#5: **Application of Laws, Policies, Procedures, and Techniques:** Students will recognize the purposes for and be able to ethically apply laws, policies, procedures, and operational techniques.

#6: **Legal Research and Analysis:** Students' research and analysis skills will be refreshed and used effectively in their placements.

#7: **Use of Information:** Students will use practice area or subject matter information to write briefs, orders, and other documents for the field placement.

VI. Course Objectives

The work you will be assigned in your field placement should be the type typically handled by a lawyer, be intellectually challenging, and contribute to your professional growth and

development. To promote these objectives, throughout your field placement and this course, you will:

- Examine the purpose and function of legal professionalism.
- Engage in legal research and produce legal writings.
- Develop a greater understanding of the technical and human aspects of practicing law.
- Understand the links between the study of law and the practice of law.
- Examine various laws, regulations, and other legal sources to develop a better understanding of their practical application.
- Examine the purpose and function of your specific externship / type of law.
- 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.

VII. Honor Code

UF students are bound by The Honor Pledge, which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code.” On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: **“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”**

The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies various behaviors that are in violation of the code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel.

VIII. Credit Hours and Workload

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. Credit hours vary based on the number of hours worked at the field placement.

IX. Accommodations

Students requesting classroom 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.

Contact Information & schedule for journals and conferences are on next page

Schedule for Fulfilling Externship Requirements

Please *mark on your calendar* the dates below or put this schedule where you will see it regularly (e.g., your refrigerator), as you are responsible for meeting deadlines.

I. Journal-Submission Schedule

(Due each Friday)

On or before the following dates, please submit via email (cupples@law.ufl.edu) the most recent, updated version of your journal:

Aug. 17	Aug. 24	Aug. 31
Sep. 7	Sep. 14	Sep. 21
Sep. 28	Oct. 5	Oct. 12
Oct. 19	Oct. 26	Nov. 2
Nov. 9	last day of externship	

II. Conference Schedule

(Mondays or Tuesdays)

By phone or in person at my office during my office hours

Aug. 27 or 28	Sep. 10 or 11	Sep. 24 or 25
Oct. 8 or 9	Oct. 22 or 23	Nov. 5 or 6
* Final conference		

* The final conference should be within 3 days after your last day at the work site.

III. Contact Information

- Email: Cupples@law.ufl.edu
- Please use my **main cell number**: (352) 271-9498 (*not* my office #).
- If you get my voice mail, please leave your name, phone number, and the latest time that I may call you back.

Note: if you will be late in starting your externship, please let me know so that we can work out a different schedule for your journal submissions and conferences.