

LAW6946: Externship, Fall 2018

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LAW6946: Externship Classroom Component (Wolking), Fall 2018

Welcome! This externship course focuses on providing an educational framework for your field experience. The course is designed to supplement what you learn in your externship, and to provide additional information regarding the role of a prosecutor, the ethics of charging and the efficacy of our criminal justice system. In addition to discussions about your work in the State Attorney's Office, we will explore issues surrounding prisons, race, defense counsel and law enforcement as they relate to our system of justice.

FALL 2018 EXTERNSHIP CLASSROOM COMPONENT

LAW6946 (Section 283H)

COURSE POLICIES & SYLLABUS

Instructor's Contact Information:

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Office Location: Room 132 Bruton-Geer Hall

The Levin College of Law Externship Program is comprised of two parts:

1. *Field Placement:* The Externship Program allows you to step out of the classroom to work closely with practicing Assistant State Attorneys while earning academic credit. You'll learn by doing and observing, and in the process, garner essential skills for becoming an ethical and skilled prosecutor. You'll be monitored by an attorney field supervisor, and will be required to submit bi-weekly time sheets to our externship administrator which should be signed by you and your field supervisor.

2. *This Course:* In addition to your field placement work, our externship program includes a this required, co-requisite course. Our class – Law 6946 (283H) – serves as the academic component of your externship, and is designed to supplement and enhance your field placement. Our class includes weekly assignments consisting of readings and journal submissions describing your field placement experiences at the State Attorney's Office where you work. In addition, we'll have four required online synchronous chat sessions (via Zoom) where we'll discuss the readings, your field experiences, current events and anything else of interest related to the criminal justice system in which you are working.

Course Objectives:

The work you will be assigned in your field placement should be the type typically handled by a prosecutor in a State Attorney's Office--intellectually challenging, and it should contribute to your professional growth and development. To promote these objectives, throughout your field placement and this course, you will:

1. Reflect upon the importance of professionalism and unimpeachable ethics in a prosecutor's office.
2. Engage in legal research and produce legal writings.
3. Demonstrate a greater understanding of the technical and human aspects of the art and craft of being a prosecutor.
4. Explain the connection between the study of law and the practice of law.
5. Examine the laws and rules which inform the work of a prosecutor and develop a keen understanding of their practical application.
6. Develop an awareness of the power and responsibility which accompanies the position of prosecutor in our society.
7. Become more aware of the critical importance of acting ethically and professionally in all settings.

Externship Program Learning Outcomes:

At the conclusion of this course, students will be able to:

1. Conduct accurate legal research and write competent legal memoranda;
2. Demonstrate an understanding of the nuts and bolts of presenting a case to a jury, including jury selection, opening statements and closing arguments;
3. Recognize the critical role of a prosecutor in our criminal justice system and the relationship between prosecutors, police, defense lawyers and the court;
4. Practice making informed charging decisions based on review of police reports and an understanding of 4th, 5th and 6th Amendment principles;
5. Exemplify professionalism with unimpeachable ethical behavior.

Grading Policies:

This course is graded pass/fail (S/U). To get passing credits for your externship, you must do the following:

1. Complete the requisite number of hours at the field placement and report them in a timely and professional manner. If you know that you will be absent, you must let your field supervisor know beforehand. Under no circumstances may you fail to appear at work without telling your supervisor.
2. Prepare and be ready to discuss all reading and assignments.
3. Punctually submit time sheets to our externship administrator.
4. Deliver weekly journal entries to me on time and of professional quality.
5. Participate in all synchronous chat groups via Zoom.
6. Perform work in the field of professional quality.
7. Conduct yourself in an ethical and professional manner at all times during the externship program. This externship is a fantastic

opportunity for the State Attorney's Office to interview you and to see your work over an extended period--make the most of it!

In addition, you must adhere to the following provisions contained in the agreement you signed when you registered for this course:

I have reviewed and agree to the following requirements and responsibilities:

1. I will follow the rules and policies established by the Field Supervisor and the Levin College of Law, including but not limited to the rules for hours of office operation and absences, rules governing office procedures, requirements governing the submission of time logs, and all other requirements established by my Field Supervisor and my Faculty Supervisor.

2. I will meet with my Faculty Supervisor before starting my externship, in order to understand the requirements for fulfilling the academic portion of my externship.

3. I will complete all of the work hours required for this externship.

4. I will complete all documentation required by the Field Supervisor and the Levin College of Law.

5. I understand that the Field Supervisor will supervise me while I am at the externship site.

6. I understand that I must act professionally and ethically and that I must maintain the confidentiality of information provided to me through this externship.

7. I will prepare for and participate in all meetings, including orientations, tutorials, and evaluation meetings scheduled by my Field Supervisor and my Faculty Supervisor.

8. I will participate with my Faculty Supervisor in an online course, or other form of guided reflection, related to my externship and I will complete the written assignments necessary to satisfy this requirement. I understand that I must observe restrictions mandated by confidentiality and privilege when describing my work to my Faculty Supervisor.

9. I will prepare and submit regular time logs to the Coordinator of the Externship Program.

10. I understand that I am responsible for my own health, accident, and automobile insurance.

11. I understand that I may not receive financial compensation for the work I perform during the course of this externship.

12. I understand that if I fail to complete and report all of my hours or fail to complete any work assigned by my Faculty and Field Supervisors, I may fail the externship.

Statement related to accommodations for students with disabilities:

Students requesting accommodation for disabilities must first register with the Disability Resource Center (<http://www.dso.ufl.edu/drc/>).

(Links to an external site.)

Links to an external site.

Once registered, students will receive an accommodation letter which must be presented to the Assistant Dean for Student Affairs (Dean Mitchell) when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Student Course Evaluations:

Students are requested to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>

(Links to an external site.)

Links to an external site.

. Evaluations are typically open during the last two or three weeks of the semester.

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SYLLABUS

A summary of assignments is below. Please submit your reflections punctually and complete all assignments prior to our Zoom meetings.

1. *Weekly Reflection Journals:*

Beginning in the second week of the semester, you must write a paper reflecting on your experiences in your externship over the previous week or on the criminal justice system more broadly. Reflection papers are due each Sunday at midnight. Delivery via Canvas upload is best, but email is also acceptable. You may take off one free week during the semester. It is helpful—but not required—to begin these papers with a brief description of what you did or saw in the previous week. Please do not merely recite events. The purpose of these papers is to encourage you to comment on the justice system as you see it. Ask yourselves whether the system is working, whether the various players are doing their jobs, and whether defendants are getting a fair shake. How could the system work better? Do you like your role? If it's been a slow week at the office or if something else in the news or in the class readings or in your life experience bearing on the criminal justice system has grabbed your attention, please feel free to discuss these other matters. Again, the aim is to reflect on the justice system. Within that realm you are free to explore widely. These papers also may serve as a forum for you to air concerns or suggestions about your externship or its virtual classroom component via Zoom. You may note that you would prefer a different classroom focus; that you would like different kinds of cases; or that you are having difficulties and want extra guidance. There is no page restriction on these papers, but it is unlikely you could reflect well on a week's work in less than three double-spaced pages. Please be sure to include your name and indicate the dates covered in your report. Please feel free to contact me if you have ANY questions regarding your journal assignments.

2. Online Chat groups

Our four synchronous group chats will be conducted via Zoom and take place on the following dates and times:

Tuesday, August 28th 6-8:30pm

Tuesday, September 25th 6-8:30pm

Tuesday, October 23rd 6-8:30pm

Tuesday, November 13th 6-8:30pm

Notwithstanding these scheduled chats, please feel free to contact me via email or telephone at any time during the semester to talk about issues which arise during your externship. This is an outstanding learning experience and opportunity to explore a time-honored, deeply respected profession--enjoy it!

Your chat group participation is mandatory, in order to receive credit for your externship. If you believe that because of a work or academic conflict, you will not be able to participate at any of the times I have set you need to let me know as soon as possible, and I will try to work with you to accommodate your schedule.

Course Summary:

Date	Details
Sun Aug 26, 2018	
Tue Aug 28, 2018	
Sun Sep 2, 2018	
Sun Sep 9, 2018	
Sun Sep 16, 2018	
Sun Sep 23, 2018	

Tue Sep 25, 2018	
Sun Sep 30, 2018	
Sun Oct 7, 2018	
Sun Oct 14, 2018	
Sun Oct 21, 2018	
Tue Oct 23, 2018	
Sun Oct 28, 2018	
Sun Nov 4, 2018	
Sun Nov 11, 2018	
Tue Nov 13, 2018	
Sun Nov 18, 2018	
<u>WEEKLY REFLECTION DUE</u>	due by 11:59pm
<u>ONLINE CHAT VIA ZOOM</u>	6pm to 8:30pm
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