**SYLLABUS**

*General Externship LAW 6946 (14114)*

*Semester In Practice LAW 6945 (25771)*

**Fall 2022**

**INSTRUCTOR’S CONTACT INFORMATION:**

Professor Lisa Polak Edgar

Office Location: 370A Holland Hall

Office Phone: (352) 273-0972 Cell Phone: (850) 322-6502

Email: lisa.edgar@law.ufl.edu

Office Hours: Mondays & Wednesdays 12:30-3:30 p.m.

In addition to office hours, students are encouraged to contact me (faculty supervisor) by email or text with questions, concerns, or for discussion.

**COURSE OBJECTIVES AND GOALS:**

* To facilitate as students develop professional goals while practicing and reflecting upon work at an approved legal field placement
* To improve lawyering skills, including research, writing, and oral advocacy by putting these skills into action and receiving feedback from attorney supervisors
* To further develop habits of reflective learning and self-awareness
* To experience the importance of professionalism by working directly for practicing attorneys
* To expand substantive legal knowledge and analytic skills
* To foster initiative—students are encouraged to ask questions, seek assignments, and take appropriate action without waiting to be directed by others

**LEARNING OUTCOMES:**

This course allows you to step out of the classroom to work closely with practicing lawyers and senior executives while earning academic credit. The work assigned in your field placement should be intellectually challenging and contribute to your professional growth and development. You’ll learn by doing and observing, and in the process, grow essential skills for becoming an ethical, skilled, and effective lawyer. This semester is a unique opportunity for the attorneys and others at your field placement to meet you and see your work over an extended period of time--make the most of it!

**GRADING POLICIES:**

This course is graded pass/fail (S/U). You will be working in a law practice setting under the supervision of an attorney. To receive credit for your externship you must:

* 1. Complete your required hours and provide signed time sheets by email to externships@law.ufl.edu. One credit hour equals 45 hours of professional legal work.
  2. Conduct yourself in an ethical and professional manner.
  3. Complete and submit journal entries/reflection papers as described. These should be thoughtful and contemplative, not just a recitation of tasks.
  4. Attend and participate in Zoom class meetings, unless excused in advance.
  5. Schedule and complete a minimum of 2 individual appointments with me (3 for Semester in Practice), Professor Edgar, your Faculty Supervisor.
  6. Complete and submit Student Evaluation Form near the end of your placement.
  7. Other work as assigned.
  8. Respond to all emails, texts or calls from me promptly.

**Forms, instructions, and due dates will be available on the CANVAS class page.**

**SITE PLACEMENT POLICIES**

As a Student Extern you will be expected to comply with the rules, guidelines, and policies of your field placement organization. This includes absences, schedule changes, illness, etc. Most importantly, the Student Extern is required to maintain the confidentiality of any client information or attorney work product. Questions should be directed to your Attorney Supervisor or me, or both.

**LAW SCHOOL COUNSELOR**

At UF Law, we are fortunate to have a mental health counselor, **Ritzy Ettinger**, who is dedicated to the law school community. Ritzy assists with both crisi and non-crisis services. You may reach out to Ritzy by email or call the Student Life main office.

Name: Ritzy Ettinger

Direct Email: [rettinger@ufl.edu](mailto:rettinger@ufl.edu)

Student Life Phone: 352-273-0620

**NOTICE:**

**Watch for and pay attention to announcements and assignments in Canvas and email.** As the semester progresses,changes may, and probably will, be necessary. This applies for the class as a whole and for individual students. Re-read point 8 in Grading Policies.

**Attachment A**

**University of Florida Policies**

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**

Students requesting accommodation for disabilities should first register with the Disability Resource Center (352-392-8565, https://disability.ufl.edu/) and provide appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the Assistant Dean for Student Affairs (Asst. Dean Brian Mitchell). Students are encouraged to follow this procedure and to share their accommodation letter with me as early as possible in the semester as accommodations are not retroactive.

**ONLINE COURSE EVALUATION:**

Students are asked to provide professional and respectful feedback on the quality of instruction in this course by completing the UF course evaluation online via GatorEvals. Guidance is available at https://gatorevals.aa.ufl.edu/students/. This is separate from the required extern student evaluation form. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals in their Canvas course menu under GatorEvals or via https://ufl.bluera.com/ ufl/. Summaries of course evaluation results are available to students at https:// gatorevals.aa.ufl.edu/public-results/.

**UF LAW HONOR CODE:**

Academic honesty and integrity are fundamental values of the University community. The College of Law Honor Code represents a commitment by students to adhere to the highest degree of ethical integrity. The Honor Code helps create a community in which students can maximize their intellectual and academic potential. Further information may be found here: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/additional-information/honor-code-and-committee/honor-code>.

**UF LAW STUDENT LIFE**

Please familiarize yourself with the law school’s Student Life page at <https://www.law.ufl.edu/student-life>. It is a tremendous resource for both law school and university resources and services and includes the following:

* Academics (e.g., Schedules, Calendars, Policies, Experiential Learning)
* Campus Logistics (e.g., Reserving a Study Room)
* Technology (e.g., Zoom, Canvas, ExamSoft, Helplines)
* Research Tools (e.g., Law Library, Westlaw, Lexis)
* Diversity & Inclusion (e.g., Statements, Policies, D&I Dean’s Information)
* Career and Professional Development (e.g., Advisors, Appointments, Symplicity)
* Health And Safety (e.g., Wellness, Title IX)
* Contact Information (e.g., Law School Departments)

**Attachment B**

**Class Calendar**

Week 1 Info Sheet Due Aug. 26

Week 2 Class Zoom TBD

Week 3 Journal 1 Fri., Sep 9

Week 4 Signed MOU

Week 5 Journal 2 Fri., Sep. 23

Week 6 Individual Meetings See CANVAS Calendar

Week 7 Journal 3 Th., Oct. 6

(Homecoming)

Week 8 Class Zoom TBD

Week 9 Journal 4 Fri., Oct. 21

Week 10 Individual Meetings See CANVAS Calender

Week 11 Journal 5 Fri., Nov. 4

Week 12 Wrap Up

Week 13 Journal 6 Fri., Nov. 18 (if needed)

Other work as assigned.

Submit assignments in Canvas.

This will be discussed in detail in our first class Zoom meeting.