**EXTERNSHIP / SEMESTER IN PRACTICE**

**COURSE POLICIES & SYLLABUS**

**LAW 6946 Classroom Component (Wolking)**

**SPRING 2021**

Welcome! This course provides an educational framework for your field placement which will help you identify and cultivate your professional goals. In this class, you will develop habits of reflective learning through engaging in written and oral analysis, and you will critically examine the role of the parties and your position in your criminal law field placement. You will also explore the efficacy of our criminal legal system and identify opportunities for you to be agents of change.

INSTRUCTOR’S CONTACT INFORMATION:

Professor Sarah H. Wolking

Office Location: 126 Bruton-Geer Hall

Office Phone: (352) 273-0815 Cell Phone: (510) 376-7837

Email: wolking@law.ufl.edu

Virtual Office Hours: Mondays 4-6pm and by appointment. Please join Sarah Wolking’s Personal Meeting Room https://ufl.zoom.us/my/wolking.meeting.room. Students should feel free to contact the professor at any time to discuss legal issues or to ask questions, but email is not a good vehicle for all substantive questions. If I don’t respond to an email asking such questions, or don’t respond to your satisfaction, I will be happy to discuss the matter during office hours or by appointment. Students are welcome to contact the professor via email, text, or phone.

ZOOM CLASS MEETINGS:

Monday, February 8, 6-8pm (Group A)

Monday, February 22, 6-8pm (Group B)

Monday, March 8, 6-8pm (Group A)

Monday, March 22, 6-8pm (Group B)

COURSE OBJECTIVES AND GOALS:

* Enable students to develop their professional goals through practicing, and reflecting upon, their work at criminal field placements;
* Improve students' lawyering skills, including research, writing, and oral advocacy by putting into action these skills and receiving detailed feedback from attorney supervisors;
* Develop lifelong habits of reflective learning and self-awareness to help students make good decisions regarding their professional growth in the future;
* Teach the rules of professional responsibility and the importance of professionalism through participating in, and observing, work in a legal setting;
* Expand students' substantive legal knowledge and analytic skills through their work at their placement sites as well as through course readings and discussions; an
* Foster initiative--encouraging students to judge what needs to be done and take action, especially without suggestion from others.

LEARNING OUTCOMES:

These goals are achieved by structured reflection and learning opportunities during this companion course, in which students will:

* Create a Professional Development Plan (PDP) to identify and describe with specificity the primary professional development goals to be achieved at their criminal law placements;
* Identify innovative solutions to criminal legal system challenges, including racism, bail, implicit bias, extreme prison sentences, and poverty;
* Develop or refine a professional identity which reflects the core values of the legal profession and embraces ethical problem-solving in the criminal justice arena.
* Enhance practical skills like communication, time management, and cultural competence;
* Conduct accurate legal research and write competent legal memoranda;
* Exemplify professionalism with unimpeachable ethical behavior;
* Explain the role of various actors in the criminal legal system and the relationship between prosecutors, police, defense lawyers and the court; and
* Reflect deeply on experiences through “case rounds” and bi-weekly Reflection Papers.

This course allows you to step out of the classroom to work closely with practicing lawyers while earning academic credit. The work you will be assigned in your field placement should be intellectually challenging and it should contribute to your professional growth and development. You’ll learn by doing and observing, and in the process, garner essential skills for becoming an ethical and skilled lawyer. You’ll be monitored by an attorney field supervisor, and will be required to submit detailed time sheets every week.  This class includes assignments which consist of bi-weekly reflections and readings/recordings. In addition, we’ll have two required online synchronous chat sessions where we’ll discuss your cases, experiences and anything else that may be of interest to you related to your field placement. With our large class, students will be divided into “Group A” and “Group B” to facilitate discussions. These assignments will be made during the first week of class.

GRADING POLICIES:

This course is graded pass/fail (S/U). In order to obtain passing credits for your Externship, I expect you to:

1. Work the requisite number of hours at the field placement and report them weekly and in a professional manner to Debbie Vincent ([vincent@law.ufl.edu](mailto:vincent@law.ufl.edu)). If you know 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. Satisfactorily and timely complete all reading and assignments;
3. Furnish bi-weekly journal entries to me on time and of professional quality;
4. Participate in, and be prepared for, all Zoom or in-person meetings;
5. Perform work in the field of professional quality;
6. Conduct yourself in an ethical and professional manner at all times during your Externship or Semester in Practice. This semester is a fantastic opportunity for the attorneys at your field placement to see your work over an extended period of time--make the most of it!

In addition, you must adhere to the following provisions:

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 sheets, and all other requirements established by my Field Supervisor and my Faculty Supervisor.
2. I will complete all documentation required by the Field Supervisor and the Levin College of Law, including a Memo of Understanding.
3. I understand that the Field Supervisor will supervise me while I am at the field placement site.
4. I understand that I must act professionally and ethically and that I must maintain the confidentiality of information provided to me through this Externship/SIP.
5. I will prepare for and participate in all meetings, including orientations, tutorials, and evaluation meetings scheduled by my Field Supervisor and my Faculty Supervisor.
6. I will participate with my Faculty Supervisor in an online course, or other form of guided reflection, related to my Externship/SIP and I will complete the written assignments necessary to satisfy this requirement.
7. I understand that I am responsible for my own health, accident, and automobile insurance.
8. I understand that I may not receive financial compensation for the work I perform during the course of this Externship without prior approval from Dean Menendez.
9. 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/SIP course.

**A Word on Time Sheets**

Please use the time sheet template in "Files" to log your hours worked. Time sheets should be typed and signed by you and your site supervisor. These should be submitted weekly to Debbie Vincent at [vincent@law.ufl.edu](mailto:vincent@law.ufl.edu). Please save and send the timesheet using the first day of the week (e.g., Wolking Time Sheet 2/8/21, Wolking Time Sheet 2/15/21, Wolking Time Sheet 2/22/21, etc.).

LEARNING ENVIRONMENT AND PREFERRED NAME:

It is important to the learning environment that you feel welcome and safe in this class; and that you are comfortable participating in class discussions and communicating with me on any issues related to the class.  If your preferred name is not the name listed on the official UF roll, please let me know as soon as possible by e-mail or otherwise.  I would like to acknowledge your preferred name, and pronouns that reflect your identity.  Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your UF-rostered name. I welcome you to the class and look forward to a rewarding learning adventure together!

ZOOM PROTOCOLS:

To ask a question on Zoom, use the “participant view” to click the “raise your hand” button. You can also send me questions through the “chat” function, but I may answer those after class or at our next class session. When you join a Zoom meeting, please use the following rules of video conferencing etiquette:

* Use your own name (preferred first name, last name) and do not change it;
* Choose a stationary location;
* Choose a location where there are no disruptions;
* Do not change your background;
* Dress appropriately for video conferencing;
* I will mute you upon entry to the class, but it is your responsibility to be “present” for the class to be counted for attendance purposes. You must “show video” and yourself to be counted as present;
* Turn off cell phones and other electronic devices;
* Close any other computer programs, websites, and email to give you classmates and speakers your full attention; and
* Do not join Zoom in the same room as someone else in the class as this creates feedback.

Other helpful tools to help you master Zoom technology and get IT support:

* Zoom Student Quick Start Guide: <https://video.ufl.edu/conferencing/zoom/>.
* Zoom tutorials and help desk: <https://support.zoom.us/hc/en-us>
* e-Learning support: 352-392-4357 and UF Law IT support: 352-273-0760.

Please follow rules of common courtesy in all email messages, threaded discussions and chats. See <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

COVID-19 PROTOCOLS:

We will have participatory instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of any in-class interactions:

* You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution. You also will no longer be permitted on the UF Law campus. Finally, any noncompliance will be reported to the relevant state board of bar examiners.
* This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between one another. Please do not move desks. Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class. Practice physical distancing to the extent possible when entering and exiting the classroom.
* If you are experiencing COVID-19 symptoms (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), please do not come to the State Attorney’s Office or campus or, if you are already on site at either of those places, please immediately leave. Use the UF Health screening system and follow the instructions about when you are able to return too campus. https://coronavirus.ufhealth.org/screen-test-protect/covid-19-exposure-and-symptoms-who-do-i-call-if/. Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/.

PROHIBITION ON STUDENT RECORDING, PHOTOGRAPHY & SOCIAL MEDIA POSTING:

Students may not take, circulate, or post photos or videos of classroom discussions, whether they are in-person, hybrid, or completely online.  Students failing to follow this rule will be referred to the UF Law Honor Code Council and UF’s Office of Student Conduct and Conflict Resolution. We will have frank discussions about important, and sometimes difficult or uncomfortable, issues in every class session, and therefore cannot permit recording.

UF LAW HONOR CODE:

The University of Florida College of Law Honor Code represents a commitment by students to adhere to the highest degree of ethical integrity. Teaching and learning flourish best in an environment where mutual trust and respect form the bedrock of relationships. 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>

STATEMENT RELATED TO ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Students with disabilities requesting accommodations should first register with the Disability Resource Center  (352-392-8565, <https://disability.ufl.edu>) Once registered, students will receive an accommodation letter which must be presented to the Assistant Dean for Student Affairs. Students with disabilities should follow this procedure as early as possible in the semester.

STATEMENT REGARDING ONLINE COURSE EVALUATION:

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. 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/.

ASSIGNMENTS:

Reading/viewing assignments for this course are listed below and may be supplemented periodically throughout the semester. In addition to completing the assigned reading/viewing, be prepared to discuss your cases during each Zoom meeting. These “case rounds” enable students to form connections with one another and help you analyze legal, ethical, and practical problems more easily than doing it on your own. Learning by rounds is one of the best aspects of experiential education!

A summary of assignments is below. Please complete your work in a timely manner and complete all assignments prior to our online Zoom sessions.

1. Bi-Weekly Reflection Journals

Beginning January 31st, you must submit a paper reflecting on your experiences at your field placement over the previous weeks or on the criminal legal system more broadly. Reflection papers are due before midnight on six (6) Sundays throughout the semester. Delivery via Canvas upload is best, but email is also acceptable.  It is helpful—but not required—to begin these papers with a brief description of what you did or saw in the previous weeks. Please do not merely recite events. The purpose of these papers is to encourage you to comment on your work or 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 uneventful at the office or if something else in the news or in the class readings or in your life experience has grabbed your attention, please feel free to discuss these other matters. Again, the aim is to reflect on your work or 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 classroom component. You may note that you would prefer a different focus; that you would like different kinds of cases; or that you are having difficulties at the office and want extra guidance. There is no upper page restriction on these papers, but ***they should be no less than three (3) double-spaced pages***. Please be sure to include your name and indicate the dates covered in your reflection. Please feel free to contact me if you have any questions regarding your bi-weekly reflection assignments.

2. Zoom Class Meetings

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

Monday, February 8, 6-8pm (Group A)

Monday, February 22, 6-8pm (Group B)

Monday, March 8, 6-8pm (Group A)

Monday, March 22, 6-8pm (Group B)

Notwithstanding these scheduled online meetings, please feel free to contact me via email or telephone at anytime 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. I’m eager to support you in whatever ways I can during your field placement, including brainstorming case theories and defenses, helping with legal research, discussing supervisor challenges, etc.

Your synchronous group Zoom or in-person 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, please let me know as soon as possible, and I will try to work with you to accommodate your schedule.

3. Reading/Viewing Assignments

* Watch Taiye Selasi "Don't Ask Where I'm From Ask Where I'm a Local" <https://www.ted.com/talks/taiye_selasi_don_t_ask_where_i_m_from_ask_where_i_m_a_local?language=en> (16:00)
* Watch Amy Cuddy "Your Body Language May Shape Who You Are"  <https://www.ted.com/talks/amy_cuddy_your_body_language_may_shape_who_you_are#t-224637> (20:48)
* Read "21 Principles for the 21st Century Prosecutor," The Justice Collaborative in “Files"
* Read "Disrupting the Cycle: Reimagining the Prosecutor's Role in Reentry," NYU Center on the Administration of Criminal Law in “Files"