

LAW6946: Externship Classroom Component (Wolking), Fall 2019

Welcome! This externship course provides an educational framework for your field placement which will help you refine 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 your role in serving your clients, the legal system and the public with a high level of accomplishment and a commitment to the highest ideals of the profession.

COURSE POLICIES & SYLLABUS

Instructor's Contact Information:

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The Objectives of this Externship Course include:

- Enabling students to develop their professional goals through practicing, and reflecting upon, their work at their placements;
- Improving students' lawyering skills, including research, writing, and oral advocacy by putting into action these skills and receiving detailed feedback;
- Developing lifelong habits of reflective learning and self-awareness to help students make good decisions regarding their professional growth in the future;
- Teaching the rules of professional responsibility and the importance of professionalism through participating in, and observing, work in a real-life setting;
- Expanding students' substantive legal knowledge and analytic skills through their work as well as through course readings and discussions; and
- Fostering 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 in which students will identify and describe with specificity their primary professional development goals;
- Identify, describe and apply legal rules and principles as required to practice law;
- Conduct independent legal research;
- Produce legal writing of professional quality;
- Apply laws and rules to different factual settings and engage in legal argument;

- Demonstrate knowledge of the shared values of the legal profession and develop the skills to solve problems ethically; and
- Develop lifelong habits of reflective learning and self-awareness

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 help you capably create a professional identity. 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 reading/viewing assignments and journal submissions. In addition, we'll have several supervision meetings where we'll discuss the assignments and your field experiences.

Grading Policies:

This course is graded pass/fail (satisfactory/unsatisfactory). In order to obtain passing credits for your externship, you must:

1. Work the requisite number of hours at the field placement and report them in a timely and professional manner. 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 weekly journal entries to me on time and of professional quality;
4. Participate in, and be prepared for, all supervision meetings;
5. Perform work in the field of professional quality;
6. Conduct yourself in an ethical and professional manner at all times during the externship program. This externship is a fantastic opportunity for your host organization to interview you and 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 electronically submit weekly time sheets via ELMS.*
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.*

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. Please be sure that you understand the UF Honor Code, which may be found at: <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.

Netiquette Communication Courtesy:

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>.

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/>.

Instructions for Completing Weekly Time Sheets:

Debbie Vincent (vincent@law.ufl.edu) will be monitoring your hours. You'll complete a time sheet which accurately describes work performed in a meaningful way. Please do not record time with a single, recurring description: "work on motion to suppress evidence." Instead, break down the tasks involved:

"research law on standing—2 hours"

"research law on stop and frisk—three hours"

"begin draft memorandum for attorney—2 hours"

Also, think carefully about the words you use to describe your work. Use persuasive verbs. "Motion to suppress brief" is not persuasive; "researched, wrote, and revised motion to suppress brief" is persuasive. No matter what area of law practice you enter, being able to accurately and persuasively describe your work has tremendous value and this semester is a great time to hone these skills!

Feel free to use a time sheet provided by your organization, if it has one. If not, the time sheet you are to use is posted in Canvas and should be completed each week, signed by you and your supervising attorney, and uploaded to Symplicity. Original signatures are required. Please remember that you do not get credit for hours worked while you are on a lunch or dinner break. We do understand that you may participate in a working lunch and if so, please log those hours.

SYLLABUS

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

1. Weekly Reflection Journals

Beginning in the first week of the semester, you must write a paper reflecting on your experiences in your externship over the previous week. 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 work you are doing as well as how it fits in with the legal profession more broadly. Review, reflect on, and think critically about your workplace. Is it fair? What objectives does it seek? What role do different actors play? Do people in your workplace (and clients you serve) experience different outcomes based on their race, gender, socioeconomic class, place of residence, or other characteristics? Do you like your role? How could it be better?

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 has grabbed your attention, please feel free to discuss these other matters. Again, the aim is to *reflect* and 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 class 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 (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 weekly reflection assignments.

2. Supervision Meetings

During the semester, please contact me to schedule two supervision meetings which can be via Zoom or telephone. These should take place in September and early November. Notwithstanding these scheduled meetings, 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!

Course Summary:

Schedule Supervision Meeting during September

September 1, 2019 Weekly Reflection Due

September 8, 2019 Weekly Reflection Due

September 15, 2019 Weekly Reflection Due

September 22, 2019 Weekly Reflection Due

September 29, 2019 Weekly Reflection Due

October 6, 2019 Weekly Reflection Due

October 13, 2019 Weekly Reflection Due

October 20, 2019 Weekly Reflection Due
October 27, 2019 Weekly Reflection Due
Schedule Supervision Meeting during November
November 3, 2019 Weekly Reflection Due
November 10, 2019 Weekly Reflection Due
November 17, 2019 Weekly Reflection Due
November 24, 2019 Weekly Reflection Due