

COURSE SYLLABUS
LAW 6946 - EXTERNSHIP
Fall 2021

INSTRUCTOR'S CONTACT INFORMATION:

Sarah H. Wolking

Office Location: 126 Bruton-Geer Hall

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Office Hours: Tuesdays and Wednesdays 1-2pm. Students should feel free to contact the professor at any time to discuss legal issues or to ask questions. Students are welcome to contact the professor via email, text, or phone. In addition to our mandatory classes listed below, I am always happy to meet with students in person or via Zoom.

CLASS DATES AND TIMES:

Location TBD

- Tuesday, September 14th 6-8pm
- Tuesday, October 12th, 6-8pm
- Tuesday, November 9th, 6-8pm

COURSE OBJECTIVES AND GOALS:

The Externship Class is the classroom component for UF Law students enrolled in externships for academic credit. You will reflect on your externships and analyze the ethical and substantive legal issues you encounter on the job, incorporating your new skills into class discussions.

Course goals include teaching students to:

- Reflect on their professional experiences at their externships;
- Explore professional responsibility topics, particularly as they relate to their externships;
- Engage in discussions about topics such as access to justice, government lawyering, and civility/professionalism through the use of hypotheticals and other learning activities;
- Learn from each other how to deal with challenges at their externships and how to deepen their externship experiences;
- Develop and practice their professional skills, particularly the skills of legal research/analysis/reasoning, problem-solving, and written/oral communication in the legal context of their externship;

- Examine the settings where they work and the types of lawyering they are observing with the goal of helping them make more informed choices about their legal careers.

LEARNING OUTCOMES:

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

- Demonstrate an understanding of the life of a criminal case—from investigation and charging to interviewing, motion-writing, jury selection and argument;
- Conduct successful interviews with clients and witnesses;
- Negotiate with opposing counsel in the spirit of a just resolution of cases;
- Identify and work to address challenges within the system in which you work;
- Develop or refine a professional identity which reflects the core values of the legal profession and embraces ethical problem-solving.

ASSIGNED READING:

Wortham, Scherr, Maurer & Brooks, *Learning From Practice*, Third Edition, West 2007, 2016 (Individual chapters can be purchased directly from <https://www.westacademic.com>)

ABA Model Rules of Professional Conduct: https://www.americanbar.org/groups/professional_responsibility/publications/model_rules_of_professional_conduct/model_rules_of_professional_conduct_table_of_contents/

Additional material may be posted on CANVAS throughout the semester.

CLASSWORK AND ASSIGNMENTS:

Weeks 1-2: Getting Oriented/Professional Development Planning

READ *Learning from Practice* (LFP) Chapter 1 (pp. 1-13) and Chapter 2 (pp. 15-32)

Upload to Canvas:

- Externship MOU
- Professional Development Plan (PDP)
- Submit completed, signed timesheet (found in Canvas) to Colleen Miller at externships@law.ufl.edu EACH WEEK of the semester. Detailed instructions below.

Weeks 3-4: Reflective Dialogue and Feedback

READ LFP Chapter 3 (pp. 33-58) and Chapter 8 (pp. 203-35)

Upload to Canvas:

Reflection Essay (500 words min.) on a topic described on pp. 220-26

Week 5: Professional Identity Formation in Context

READ LFP Chapter 7 (pp. 153-98)

Weeks 6-7: Problem-Solving and Decision-Making

READ LFP Chapter 14 (pp. 357-94)

Upload to Canvas:

One Reflection Essay responding to Exercise 14.9

Weeks 8-13:

Assignments posted in Canvas.

ALL STUDENTS MUST SUBMIT THESE BY END OF SEMESTER:

- *Final Externship Evaluation* (found in “files” in Canvas)
- *Portfolio of Written Work* (Your writing sample of real work from your Externship. You may redact this to protect client confidentiality, although it will not be viewed by anyone other than your professor and kept in strict confidence. It can be one document or more than one. Upload it to Canvas at semester’s end)

NOTE ON ASSIGNMENTS:

Initial reading assignments for this course are included in this Syllabus and may be supplemented periodically throughout the semester. In addition to completing the assigned reading / viewing, be prepared to discuss your cases during each class. These “case rounds” enable students to form connections with one another and to 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!

INSTRUCTIONS FOR COMPLETING WEEKLY TIMESHEETS:

Colleen Miller (externships@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 summer 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 will be provided and should be completed each week, signed by

you and your supervising attorney, and sent to Colleen Miller at externships@law.ufl.edu. Original signatures are required, unless you are working remotely due to COVID-19. Please remember that you do not get credit for hours worked while you are on a lunch break, but we do understand that you may participate in a working lunch and if so, please log those hours.

CLASS ATTENDANCE:

Attendance at each of our three class sessions is mandatory. Any missed session may result in a reduction in a student's final grade. Further information about the Levin College of Law's attendance policy is available here: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/academic-policies#3>

PERFORMANCE EXPECTATIONS AND INFORMATION ON GRADING:

This course is graded pass / fail (satisfactory / unsatisfactory) and follows the grading policies at the Levin College of Law, available at <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/uf-law-student-handbook-and-academic-policies>. To achieve a satisfactory grade, students must attend each of our classes and complete all reading and writing assignments. The law school recognizes the following grades:

A 4.00 (excellent)	C 2.00 (satisfactory)
A- 3.67	C- 1.67
B+ 3.33	D+ 1.33
B 3.00 (good)	D 1.00 (poor)
B- 2.67	D- 0.67
C+ 2.33	E 0.00 (failure)

The law school policy on exam delays and accommodations can be found here: <https://www.law.ufl.edu/life-at-uf-law/office-of-student-affairs/current-students/forms-applications/exam-delays-accommodations-form>.

UF LAW HONOR CODE:

Academic honesty and integrity are fundamental values of the University community. 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. Students are bound by 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>.

COMMUNICATION COURTESY AND CIVILITY:

Please follow rules of common courtesy in all email messages, threaded discussions and chats. Do not arrive late to class, leave early, or leave to take a break during class absent extenuating circumstances. Please turn off your cell phone during class. I reserve the right to lower your final grade if you engage in behavior that disrupts the learning environment for your classmates.

STATEMENT RELATED TO ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

Students requesting accommodations for disabilities should first register with the Disability Resource Center (352-392-8565, <https://disability.ufl.edu/>) by providing 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 with disabilities are encouraged to follow this procedure and to share their accommodation letter with me as early as possible in the semester.

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 phone. 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.

You may also change your "Display Name" in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records.

DISCOURSE, INCLUSION, AND THE CLASSROOM ETHOS:

As a law student and future lawyer, it is important that you be able to engage in rigorous discourse and critical evaluation while also demonstrating civility and respect for others. This is even more important in the case of controversial issues and other topics that may elicit strong emotions.

As a group, we are likely diverse across racial, ethnic, sexual orientation, gender identity, economic, religious, and political lines. As we enter one of the great learning spaces in the world—the law school classroom—and develop our unique personality as a class section, I encourage each of us to:

- commit to self-examination of our values and assumptions
- speak honestly, thoughtfully, and respectfully
- listen carefully and respectfully
- reserve the right to change our mind and allow for others to do the same
- allow ourselves and each other to verbalize ideas and to push the boundaries of logic and reasoning both as a means of exploring our beliefs as well as a method of sharpening our skills as lawyers

As part of my commitment to teaching and serving the diverse UF Law community, I have signed the UF Law Anti-Racism Resolution which can be found at <https://www.law.ufl.edu/law-news/support-the-uf-law-anti-racism-resolution>.

GETTING HELP:

For technical difficulties with E-learning in Canvas, please contact the UF Help Desk at: helpdesk@ufl.edu or 352-392-HELP <http://elearning.ufl.edu/> (See “Message Us” at the top of the page)

CLASS RECORDINGS:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, *students may not publish recorded lectures without the written consent of the instructor.*

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class

lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

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/>.

HEALTH AND WELLNESS RESOURCES:

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.

University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

BASIC NEEDS ASSISTANCE:

Any student who has difficulty accessing sufficient food or lacks a safe place to live is encouraged to contact the Office of Student Affairs. If you are comfortable doing so, you may also notify me so that I can direct you to further resources.