

## Residency Report Prompts and Guide 2023

The following prompts are for every report and are also a rubric to help you know what should be included in each report. It is baseline and non-exclusive because you may want to expand on certain prompts as appropriate to your placement. At minimum, reports and journals should be 2-4 pages with a 2- page minimum, double spaced.

For each report: Include name and Week Reference on each posted assignment.

An important goal of written assignments, including time logs, is to facilitate a purposeful analysis of your experience in different modalities and “spaces”, connecting and integrating classroom experience with practical experience. Stepping away from the experience and reflecting enhances your professional growth. You will find your time logs, reports, and journals are a great look back tool.

The final product will be included in your work portfolio of your time in Residency.

### Weekly Report for Week 1:

Wellness. What does wellness and work life balance mean to you? How do you intend to incorporate wellness into your professional identity? Beginning with Week 1, you will set aside one hour each week for a wellness initiative that you design. In Week 1, you will describe what you have determined to designate as your one-hour time block focused on your wellness. You will include in a report that you post and include the hour in your weekly time log with a reflective component. In all subsequent weeks, you will include one hour each week for wellness, which you will describe and include a reflection. If you change your wellness initiative to include something else, include a new description in your time log with corresponding reflection. You only prepare and file one Wellness Report. You can count one hour of wellness every week- even if your hour of wellness is after the traditional work day hours- the goal is to set aside, designate, and focus on wellness as an integral part of your professional identity.

### Weekly Report for Week 1 and 2: Learning Goals and Objectives

Preparation of a Learning Goals and Objectives develop in different stages: First, complete the self-evaluation that is posted on TWEN. You will be asked to re visit midway through your Residency and at the end. This is for your own benefit; you will post on TWEN for reference and to check back in on your goals, but you do not need to share with your Residency Supervisor. Using the common, shared goals and your own self eval. as a platform, you will prepare a draft of Learning Goals and Objectives, which you will discuss with your site supervisor, and you will post on TWEN. Your faculty supervisor will comment on your draft. Then you will finalize Learning Goal and Objectives, as a plan, which will include all comments and be signed by your Residency Field supervisor and posted on TWEN.

Formulating:

Use the Learning Goal and Plan template. Strive for at least 4-6 Goals. Think Big. Use the S.T.A.R. Platform discussed at Bootcamp.

In preparation for drafting:

Consider the basic suggestions included on the template and ask yourself this question: I came to law school because . . .

It is helpful to start with the practice area:

Enhance my knowledge of . . . I want to learn . . . in this Residency Placement.

Ask yourself, what are the component parts of learning more about the practice area of your placement.

Complete self-assessment: How do you evaluate yourself? This will help if there are soft skills that you want to learn and improve- ie., speaking to clients, judges, supervisors, time management etc.,

(You will circle back to this at the end of the trimester.)

Review.

Your Learning Goals and Objectives is your roadmap to implement your overall goals for this residency.

Discuss with supervisor, you both sign, and you post on TWEN.

For example:

*Residency Placement: Judicial Clerkship*

*Goal1: Improve legal writing.*

*Objectives: Draft Issue Sheet, prepare bench memoranda for argument, prepare standard of review section, prepare for publication one part of court analysis.*

### Weekly Report 3:

Organizational Structure:

What is the organizational structure at your Residency Placement?

Explain. Describe the life of an issue in your placement-and the context, or ecosystem that you are working in.

For example, if you are working in a court based placement, describe the court system, if you are working with a judge- what is the scope and standard of review: trial, appellate, what type of decision, if you are in private practice what is the context and general goal? Describe attorney's job responsibilities at your placement Who is the client and how are conflicts vetted?

Describe the office at your placement- is there a hierarchy of attorneys and staff?

Describe the life of an issue at your placement and in the context of the overall mission and purpose of your placement

Who is the client? How are client conflicts processed or vetted at your placement?

### Weekly Report 4:

Supervision and Feedback analysis.

De- Construct an assignment in the context of Supervision, Feedback, Reflection and Professional Growth.

Pick one assignment and describe.

Start with the assignment information – what did you *do* to understand the assignment: Were you provided written instructions- did you annotate and write instructions to help your understanding.

Whether you are working virtually, or you are physically present at your placement: deconstruct and explain how you approached the assignment and followed up to ask questions, advise of status, seek or receive feedback.

What research and analytical tools did you use?

When and how did you seek out supervision and feedback for this project/assignment?

Did you discuss a time to meet with your supervisor?

Did you seek out feedback after you submitted your assignment?

What feedback were you provided and how did you react to the feedback provided?

Do you feel that the feedback was beneficial?

What constructive feedback did you try to integrate into the next assignment?

What is your overall assessment of your growth and experience with this assignment?

#### Weekly Report 5:

Reflection on Residency to date? Re-evaluate yourself using the original self eval document.

This is somewhat of a ‘free write’ – the expectation is that you first write, ad-hoc, extemporaneously, stream of consciousness- meaning that you write “thinking out loud”.

To do so:

Complete these sentences:

When I matched with this Residency, I thought that my job duties would include the following. . . .

In my original Goal Statement, I really hoped to . . .

From my original self evaluation. . . .

In completing those sentences, you will want to address the following:

Are the job responsibilities and assignments consistent with your expectations?

Review your Goal Statement and Learning Plan. Are you on track with your goals?

Review your self-assessment. How do you evaluate your professional growth?

What competencies are you starting to develop and what competencies do you want to develop more during your time in law school?

Once having written this part of your Reflection, the second part of this assignment is to ‘reverse outline’ meaning that you will itemize the important points from each part of your Reflection above.

The goal of this exercise is ‘to write’ through your experience to date, juxtaposed with yourself reflection, your Goal Statement etc., your work to date, which should also help you to see whether your Residency has met with your goals and expectations.

### Weekly Report 6:

#### Project and Billing Analysis:

De-construct one assignment and create a project analysis.

First: Using your time log, look at all time entries for the assignment to give an itemized list of time spent.

Use the cut and paste feature, pull-out all-time entries for that assignment/project and create an itemized list of time, with corresponding description.

Second: Use all the Reflection journal entries to reflect on that project. Using the same cut and paste feature, pull out all reflective impressions and create an itemized list.

What was the total amount of time spent? How much time would you be comfortable billing?

Are your descriptions adequate to capture the work that you did?

Did your written reflections adequately describe your approach, how often you asked questions, and how your approach, questions, etc., guided your work?

What is your assessment of the amount of time to complete the assignment?

What are your main takeaways from this assignment?

### Weekly Report 7:

#### Professional Development and Leadership.

Attend one hour of professional development of your choosing. Please review the Syllabus for available links to free CLE's. (page 10).

You may also use ProCerta and the equivalent of one hour of training to satisfy this requirement.

Discuss what you attended and why. What did you like and take away, what did you not like?

\* Note that this assignment is targeted to be completed by the end of Week 7; however, the due date is posted on TWEN as the end of the term. If you have not completed at that time, please just notify your faculty supervisor to advise when you will complete.

For the report on Leadership: Read the article referenced in the Syllabus on page 5. Your role as an attorney will include leadership as an integral part of your professional identity. What does that mean to you? Leadership in the legal profession can range from management of a law practice or office to volunteerism in the community and can include both. Prepare a report that discusses what characteristics most resonate with you and your concept of leadership. Think about somebody you admire as a leader and the qualities that you think of and what that will mean in your professional career.

<https://www.natlawreview.com/article/10-leadership-skills-lawyers-to-excel-2022>. If you do not complete your CLE in Week 7, you will still file a report on Leadership and then file a separate report when you do complete your CLE/ professional development.

### Weekly Report 8:

### Portfolio List of Assignments and Projects:

Create an itemized list of **all** projects. Organize by topic (not by week) and quantify the work projects that you have completed. For example- for the student in:

Judicial Residency: Bench Memos- completed 8; Draft of Issue Specific Memos- 6;

For the student in Private Practice Residency: Family Law- drafted 4 complaints for divorce; 4 Custody complaints, Discovery- drafted discovery for Equitable Distribution, Mediation- prepared 4 mediation notebooks, attended 4.

You will want to update and complete at the end of your Residency. This is part of your work portfolio and is intended to be a snapshot view of all that you did documented in a way that you can look back and review all that you accomplished in Residency.

Do not include anything confidential.

### Weekly Report 9:

#### Milestones and Learning Benchmarks:

Using your Learning Plan and Goal Statement as a platform, discuss learning milestones and benchmarks.

Discuss one challenging experience and one experience that you found rewarding.

How do you compare your competencies before and after this residency?

Review your 'reverse resume' from Bootcamp- does your reverse resume accurately capture what you accomplished in this residency placement? Explain.

If not, why not and what steps do you plan to take to fulfill your expectations for the Residency Placement. You will want to formally update your resume to include your Residency.

What steps will you take to continue to grow professionally during your remaining time in law school?

Learning Milestones about wellness. Reflect on the wellness initiative that you designed and developed for yourself and how you incorporated into your Residency.

How will you continue to incorporate into your law school and professional career?

### Weekly Report 10.

#### Power Point of Residency:

Create a power point or its comparable that incorporates Guided Reports and Journals 1-4, 5-6, 8-9, a visual walk through of your Residency in Practice.

Include the following:

Org. Structure, Mission of Entity, Job Duties of Attorney in Placement, Job Duties as Resident in Practice (1-2 slides/pages)

Main job duties performed- quantify (for example: attended 5 mediations for E.D, drafted 20 bench brief memos., drafted or responded . . . 10 personal injury/custody/support complaints and corresponding discovery requests; conducted \_ or \_weekly intake interviews); significant projects. Highlight your experience. (1-2 slides/pages)

“Take- aways” successes and challenges. Use this to answer the question: can you describe a time that: you had a professional accomplishment that highlights substantial contribution, you encountered a challenging work assignment that you completed with success. . . ) ( 1-2 slides/pages). Total: 4-6 pages/slides.