

Residency Report Prompts and Guide 2021

Include name and Week Reference on each posted Weekly Assignment.

An important goal of written assignments 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 and reports and journals a great look back tool and helpful as you prepare for other different professional endeavors.

The following is a non-exclusive list of prompts for your benefit. Feel free to add as appropriate to your placement. Reports and journals should be 2-4 pages with a 2-page minimum, double spaced.

Weekly report for Week 1 and 2: Goal Statement

Preparation of a Goal Statement and Learning Plan will unfold in different stages: you will draft a plan 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 a Learning Goal and Learning Plan, which will be signed by your site 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 and ask yourself this question: I came to law school because . . .

I want to learn . . . in this Residency Placement.

Complete self-assessment: How you evaluate yourself?

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

Review.

Your Learning Goals and Learning Plan 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 virtual office look like at your placement- fully remote, fully present in the physical space, hybrid arrangement?

Describe attorney's job responsibilities at your placement.

Who is the client?

How are client conflicts processed or vetted at your placement?

Describe the life of an issue at your placement?

Describe the life of an issue in the context of the mission and purpose of 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:

Project and Billing Analysis:

Pick one assignment and create a bill and an 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 6:

Reflection on Residency to date?

Are the job responsibilities and assignments consistent with your expectations?

Review your 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?

Weekly Report 7:

Professional Development:

Attend one hour of professional development of your choosing.

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 6; however, if you have not completed at that time please just notify your faculty supervisor to advise when you will complete.

Weekly Report 8:

Portfolio List of Assignments and Projects:

Create an itemized list of **all** projects, you will want to update and complete at the end of your 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 from this placement.

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

Weekly Report 10.

Power Point of Residency:

Create a power point or its comparable that incorporates Guided Reports and Journals 1, 2, 4-5,6-7, 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). 3-6 pages/slides.