

Residency-in-Practice

Elon Law School
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Course Description

Overview

The Residency-in-Practice course includes both a field experience and a class component. The class component is an integral part of the work for which you earn academic credit. As your faculty supervisor, I will review your writing assignments and meet with you periodically as a group and individually to discuss your field experience and issues related to legal practice. I will also communicate with your site supervisor about your progress in the field placement.

To earn academic credit for work in a law or judicial office, ABA Standards require that you participate in substantial lawyering experiences, receive feedback from your site and faculty supervisors, reflect on your experiences throughout the placement, and engage in self-assessment. The Residency course is designed to meet these requirements.

During your residency, you are bound by the attorney disciplinary rules for the jurisdiction of your field placement, and other rules, guidelines, or policies applicable to your particular practice setting. You are expected to resolve any workplace issues and problems with the attorney or others involved. If you cannot resolve the issue yourself, you should discuss it with me. If necessary, we will involve the Residency Program Director.

Learning Goals

The Residency course is intended to advance these learning goals:

- Integrating substantive learning with practical experience and assimilate knowledge from the study of law to the practice of law.
- Transferring knowledge from study to practice, applying legal doctrines learned in class to a practice setting, and bringing knowledge and skills developed in practice back to the classroom;
- Deepening knowledge of the legal profession and lawyers' professional responsibilities, and enhancing professional development; and
- Increasing the ability to learn from experience, through regular feedback from attorneys, self-evaluation, and reflection on the lessons of practice under faculty guidance.

Each student will also identify individual goals and develop a plan for attaining these goals in the residency.

Requirements

To receive credit for the Residency, you must complete these course requirements:

- Field placement hours (based on credit hours for which you have enrolled)

- Reading assignments
- Weekly time logs
- Weekly reports
- One hour of professional development
- Two group meetings with faculty supervisor
- Two individual conferences with faculty supervisor
- Mid-term and final evaluations site supervisor
- Student self-evaluation

Note: If you complete the requisite number of hours early, you may request to end your field placement one week before the end of the term (but no earlier). Your site supervisor and faculty supervisor must both approve this request.

Grading

The course will be graded on a pass/fail basis. The minimum requirements for a passing grade are as follows:

- Completion of required field placement hours;
- Attendance & participation in group meetings and individual conferences;
- Timely submission of all forms, reports, and time logs; and
- Professionalism in dealing with your field supervisor, faculty supervisor, clients, and others during the residency.

Exemplary performance in your field placement, assignments, and group meetings may earn a High Pass. Failure to meet the course standards may result in a Low Pass or a failing grade, depending on the extent of deficiency.

Summary of Assignments & Meetings

Week	Dates (Mon-Fri)	Assignments & Meetings
1	January 3-7	Draft Learning Goals; Memorandum of Understanding; Confidentiality Agreement; Time Log
2	January 10-14	Learning Goals (Final); Time Log
3	January 17-21	Weekly Report 1; Time Log; 1st Individual Conference
4	January 24-28	Weekly Report 2; Time Log; 1st Group Meeting
5	January 31-February 4	Weekly Report 3; Time Log;
6	February 7-11	Weekly Report 4; Time Log; Midterm Evaluation; Site Supervisor/Faculty Supervisor Conference
7	February 14-18	Weekly Report 5; Time Log;
8	February 21-25	Weekly Report 6; Time Log; 2nd Individual Conference
9	February 28-March 4	Weekly Report 7; Time Log; 2nd Group Meeting
10	March 7-11	Time Log; Final Evaluation; Self-Evaluation; Certificate of Completion

- Required forms and detailed prompts for weekly reports are available on TWEN
- All forms, reports, and time logs must be posted on TWEN no later than 11:59 pm on Friday of the week in which they are due.

- If you encounter problems with TWEN, you may send the assignment to me by email to meet the deadline and then post to TWEN when you are able.
- If you are unable to meet a due date because of your site supervisor's schedule, you should notify me to receive an extension.
- Extensions will generally not be granted for other reasons absent extraordinary circumstances.

Weekly Schedule

Week 1 (January 3-7)

Orientation: January 3

- Read before orientation:
 - North Carolina Rules of Professional Conduct (bit.ly/2TrnYcg)
 - North Carolina student practice rule (bit.ly/2TmaUot)
 - Neil Hamilton, *Roadmap: The Law Student's Guide to Meaningful Employment*
 - Marjorie Shultz and Sheldon Zedeck, *Traits of Effective Lawyers: Self-Evaluation*
- Meet with Residency Program Director, 8:30 am - Noon
- Meet with Faculty Supervisor, 12:30 - 1:30 pm (Zoom: <https://elon.zoom.us/j/4601651458>)

Assignments

- Memorandum of Understanding
- Confidentiality Agreement
- Draft Learning Goals
- Time log

Week 2 (January 11-15)

Assignments

- Final Learning Goals
- Time log
- Schedule individual conference with faculty supervisor, to take place during Week 3 (January 17-21): calendly.com/emfink/

Week 3 (January 17-21)

Individual Conference with Faculty Supervisor

- As scheduled above

Assignments

- Weekly Report 1: Site organization & structure
- Time log

Week 4 (January 24-28)

Group Meeting with Faculty Supervisor

- Zoom (<https://elon.zoom.us/j/4601651458>), day and time to be announced

Assignments

- Weekly Report 2: Site supervision
- Time log

Week 5 (January 31-February 4)*Midterm Evaluation*

- Give midterm evaluation form to site supervisor
- Consult with site supervisor about their availability for conference with faculty supervisor during Week 6 (February 7-11) and schedule the conference for them: calendly.com/emfink/

Assignments

- Weekly Report 3: Work to date
- Time log

Week 6 (February 7-11)*Site Supervisor's Conference with Faculty Supervisor*

- As scheduled above

Assignments

- Weekly Report 4 Project analysis
- Time log
- Site Supervisor's Mid-term evaluation

Week 7 (February 14-18)*Professional Development*

- Attend a one-hour professional development program of your choosing. This may include one unit completed on Procertas. See NC Bar Association website (ncbar.org) for CLE options (some are free for student members).

Assignments

- Weekly Report 5 Professional development
- Time log
- Schedule individual conference with faculty supervisor, to take place during Week 8 (February 21-25): calendly.com/emfink/

Week 8 (February 21-25)*Individual Conference with Faculty Supervisor*

- As scheduled above

Assignments

- Weekly Report 6: List of projects and assignments
- Time log

Week 9 (February 28-March 4)

Final Evaluation

- Give final evaluation form to site supervisor

Group Meeting with Faculty Supervisor

- Zoom (<https://elon.zoom.us/j/4601651458>), day and time to be announced

Assignments

- Weekly Report 7: Learning milestones and benchmarks
- Time log

Week 10 (March 7-11)

Communication

- Thank you notes to site supervisor and others you worked with in your residency

Assignments

- Time log
- Site Supervisor's Final Evaluation
- Student's Self-Evaluation
- Certificate of Completion (post after all other requirements are completed)