



SYLLABUS Residency 2021

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OVERVIEW OF COURSE GOALS and REQUIREMENTS

Welcome to the academic component of your Residency-in-Practice!

An essential part of how you earn academic credit for your field experience in Residency is the work you do with me, your Faculty Supervisor. In this role, I will interact with you and your Field Supervisor to ensure a quality educational experience. Throughout the term, as reflected in the schedule below, you and I will meet individually (in person or virtually) and with similarly-situated students in a Practice Affinity Group, to provide feedback and to wrestle with issues and problems that arise in the Residency context. I will maintain a weekly presence with you, as I read your learning reports and journals.

As a Resident, you are stepping into the role of a lawyer-in-training and as a professional in the workplace. To obtain academic credit for work in a judicial or law office and to comply with relevant ABA Standards and applicable best practices for pedagogy in experiential learning, you **must** participate in substantial lawyering experiences, receive feedback from your Field and Faculty Supervisors, report and reflect on your experiences throughout the placement, and engage in self-assessment. The structure of the course will help to ensure that you meet these requirements. As a legal professional in residency, you are bound by the Rules of Professional Conduct for lawyers in your jurisdiction, as well as other rules, guidelines, or policies applicable to your specific field placement. You are required to know those rules and policies. You are expected to resolve any workplace problems with the attorney or staff person involved. The next level of working through a problem is with your Field Supervisor. If the issue cannot be resolved at the workplace, please come to me to discuss. If need be, we can involve the Director of Residencies, Professor Katherine E. Holtzinger Conner, kconner2@elon.edu, 336-279-9311.

LEARNING GOALS AND OBJECTIVES

In Residency, your learning goals and objectives are front and center. Somewhat uniquely, your learning objectives include those shared by all students in the Residency course and objectives personal to you. The shared or common learning outcomes are:

- Integrate substantive learning with practical experience and assimilate knowledge from the study of law to the practice of law.
- Transfer of knowledge through the application of doctrine in practice, and the bringing back of new knowledge and skills to the classroom;
- a deepening in knowledge of the legal profession and a lawyer's professional

- responsibilities, enhancing students' development as legal professionals; and
- an increased ability to learn from experience during and after law school, through regular feedback from attorneys, self-evaluation, and regular reflection on the lessons of practice under faculty guidance.

Within these general objectives, you will identify and pursue personal learning objectives for your Residency in consultation with your Field Supervisor and with me, using a tool called a *Learning Goals and Plan Memo*. The due dates for this assignment, along with other assignments, are set forth below.

Students who have a disability that will require accommodation during a trimester must complete a disability accommodation request form. Information about required forms and documentation are available at the following address:

http://www.elon.edu/e-web/academics/support/disabilities_services.xhtml. If you have a question about this information, the contact at Elon Law is Tammy Horn.

RESIDENCY COMPONENT COURSE

To obtain the best possible educational experience and to meet ABA requirements, you **must** participate in substantial lawyering experiences, receive feedback from your Field and Faculty Supervisors, reflect, report, and self- assess on your experiences throughout the placement. The course component for your Residency is designed to implement these broad goals and has the following components:

- Hours in Residency in Practice (dependent on credit requirements of placement and accompanying course)
- Assigned Readings from Faculty Supervisor
- Time Logs, Journals, and Reports
- 1 Hour of Professional Development with Report and Analysis
- Class with Faculty Supervisors and Students in your Affinity Group (2 x)
- Individual Conferences with your Faculty Supervisors (2 x)
- Supervisory and Student Evaluation

Successful and timely completion of course work is essential to receiving credit: High Pass, Pass, or Low Pass. *Students who complete their hourly obligation for the requisite number of credits may request to complete their on -site residency obligation one week prior to the last day of the classes and no earlier. To do so, Students must give prior notice and obtain permission of site supervisor and faculty supervisor.*

FINAL GRADE:

Your grade will be based upon the following criteria and **minimum requirements for a grade of Pass:**

1. Completion of required number of hours.
2. Timely submission of all assignments, including weekly reports and journal entries and time logs.

3. Professionalism in dealing with Field Supervisor, Faculty Supervisor, and clients.

Exemplary performance on-site as reported by your site supervisor and demonstrated in your written assignments and in Affinity Group meetings may result in High Pass. A guide for written assignments and a rubric for written assignments is posted on TWEN. A grade of high pass requires timely posting of all written requirements. If an assignment cannot be posted when due and you notify your faculty supervisor and receive permission to post late, the posting will not be counted late. If you post a report or journal late 3 times or if you post a time log late 3 times your faculty supervisor has the discretion to lower your grade from High Pass to Pass or Pass to Low Pass. Written assignments re included in the Syllabus Failure to meet the above standards will result in either a Low Pass or a Fail, depending on the degree of the gap.

REQUIRED READING

1. Rules of Professional Conduct applicable in the jurisdiction of your Residency in Practice. The North Carolina Rules of Professional Conduct can be found: <https://www.ncbar.gov/for-lawyers/ethics/rules-of-professional-conduct/>. Regardless of your jurisdiction, you want to be sure to understand the rule applicable to Confidentiality, Rule 1.6 in North Carolina, and the Model Rules of Professional Conduct.
2. Neil W. Hamilton, Roadmap: The Law Students' Guide to Meaningful Employment (2nd ed.) (2018).
Section 1, A, B (page 1-4)
Section I, C (page 9-17), D (page 18-26).
Section II, C (page 47*-53) D (page 54*).
Section III, C (page 69-77, D (page 78-97*), J (page 134-143).
(As students you can purchase with a discount in print or as an e- copy from the American Bar Association. * Note that readings referenced above will also provide you with a link to applicable online materials. Make sure that you get the second edition.)

REQUIRED REPORTS and JOURNALS: Faculty Guided Reports and Journals (*Summary list*)

1. Memoranda of Understanding with Permission for Day-Time Course (posted Week 1)
2. Confidentiality Agreement (maintained at site and posted if required by site supervisor)
3. Time Logs (posted weekly by c.o.b. on Friday and marked late if posted Monday)
4. Reports and Journals: Summary List of your Residency Class Work Portfolio

SCHEDULE OF READING, FACULTY GUIDED ASSIGNMENTS, AFFINITY GROUP MEETINGS, INDIVIDUAL CONFERENCES AND OUTREACH TO SITE SUPERVISORS

Reading before Residency Bootcamp: 1/4/21 8:30- noon.

Lunch session to follow with your faculty supervisor in rooms tba.

Rules of Professional Conduct Applicable to your jurisdiction and specifically reviewing Jurisdiction Rule on Responsibility to Client and Confidentiality

Roadmap: Section I A-D, Section III, J

Bootcamp:

Beginning Self Assessment: How do you self assess your "lawyering traits" and what do you hope to learn and to improve.

Research review and Primer on Resources Available to you while on Residency

Upload time log for tracking time

Week 1: **BOOTCAMP:**

1/4/21 8:30-noon, meet with Faculty Supervisor for Break- Out lunch Session.

Read: Roadmap, Students Guide to Meaningful Employment.

Post: Memoranda of Understanding, MOU, on TWEN.

Week 1 Assignment: Post Rough draft of Learning Goals and Learning Plan:

Using S.T.A.R. platform to be discussed at Bootcamp, draft your Learning Goals and Plan in outline form, discuss with your site supervisor, and post on TWEN as Rough Draft of Learning Goals and Learning Plan. Your faculty supervisor will post comments. Comments from the Residency Site Supervisor and the Faculty Supervisor must be incorporated into Final Goal Statement and Learning Plan.

Week 2: **Week 2 Assignment:** Finalize Goal Statement and Learning Plan.

1/11-1/15 **Post:** time log and Goal Statement and Learning Plan on TWEN.

Sign Up: Schedule Individual Conferences with Faculty Supervisor for Week 3 or 4.

Week 3: **Week 3 Assignment:** Organizational Structure and your Virtual Office:

1/18/-1/22 What is the primary substantive law applicable in your placement and what are the job duties of an attorney in this placement? Who is the client? Describe the life of an issue in your placement?

Post: time log and Week 3 Assignment on TWEN.

Individual Conferences in Week 3 or Week 4.

->Individual Conference in either week 3 or week 4.

Week 4: **Week 4 Assignment:** Supervision and Feedback?

1/25-1/29 How has student sought out supervision and incorporated and reflected on feedback? Use one project or assignment to date to reflect and to explain.

Post: time log and Week 4 Assignment on TWEN.

FIIndividual Conference (Week 3 or week 4).

Week 5:
2/1-2/5

Week 5 Assignment: Project Analysis: Use one project or assignment and create bill and analysis.
Using the bill as a reflection tool, self evaluate yourself, amount of time spent on tasks for the assignment and what/how you would bill a client for this work.
Give field supervisor your mid- trimester evaluation for completion, to be posted by end of Week 6.
Post: time log and Week 5 assignment on TWEN.

FI Affinity group meeting. Students should double check that they are track with # hours.

Week 6:
2/8-2/12

Week 6 Assignment: Reflect on your work to date. Are the assignments and job responsibilities consistent with your expectations? Review and revisit your self evaluation and consider how you have grown professionally. How would you self-evaluate yourself at this point in the placement? Discuss. What competencies are you starting to develop and what competencies do you want to develop more while you are in law school?
Schedule a time to meet with your supervisor to discuss progress to date.
Post: time log and WEEK 6 Assignment on TWEN.
Post: Site Supervisor mid-trimester evaluation.

*FI Site Supervisor consult (some point between Week 6 and Week 8)
Student may or may not be invited.*

Week 7:
2/15-2/18

Week 7 Assignment: Professional Development: Attend a one-hour professional development of your choosing. The one hour can include one unit completed on Procertas. The main overarching goal is to learn about the concept of Continuing Legal Education (CLE) when you do become a lawyer. An important objective is to learn how to navigate the different resources and to find resources for further in- depth learning.

For this assignment you **do not** need to purchase anything or join any group. For example: if you are law student member of the NCBA some of the CLE on demand is free:

<https://ncbar.org/covid-19/cle/>

<https://www.ncbar.org/power/expert-series-cle>

Discuss: what did you attend or complete.

What did you learn, like, take away, or what did you dislike?

Post: time log and Week 7 Assignment on TWEN.

Sign Up: Schedule Individual Conference for Week 8 or Week 9.

Week 8:

Week 8 Assignment: Create a list of all projects and assignments.

2/22-2/26 Remember: do not include anything confidential.
Post: time log and Week 8 Assignment on TWEN

FI Individual Conference (Week 8 or Week 9)

Week 9:
3/1/-3/5 **Week 9 Assignment:** Learning Milestones and Benchmarks:
Using your Goal Statement as a platform, discuss your goals and compare with learning milestones and benchmarks and takeaways. Discuss one challenge and one rewarding experience. How do you compare your competencies before and after and what do you want to strive to continue to improve during your remaining time in law school?
Post: time log and Week 9 Assignment on TWEN.
Give supervisor final evaluation.

--Affinity Group Meeting (Wrap Up Week 9 or Week 10)

Week 10:
3/8-3/12 **Week 10 Assignment:** Create a power point or comparable document that incorporates what you have reported in Assignments for Weeks 2-4,6,8-9. Complete all residency placement paperwork and assignments. Complete Certificate of Completion.
Post: time log, Week 10 Assignment.

FI Affinity Group Meeting (Week 9-10)

Students: Post Supervisor's Final Evaluation

Students: Complete and Post Student Evaluation of Residency Placement

Students write a thank you note to supervising judge or attorney and others who made your residency meaningful.