



# Residency-In-Practice Course

**Spring 2018**

## **Faculty Supervisor**

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Conferences and other appointments: <https://calendly.com/emfink/office-hours>

## **Director of Residencies**

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## **Overview of Course Goals**

Elon Law's Residency-in-Practice course is designed to facilitate the transfer of knowledge from the classroom study of law, skills, and values to the "real world" practice of law. It promotes "learning from practice" by strategically placing students with supervising judges and attorneys in practice, giving students valuable hands-on experience and providing students with the opportunity to interact and think critically in different functional areas of the legal profession. This field experience is part of your iterative immersion into practice settings, which culminates with full integration in the legal profession after graduation.

In Residency, students gain experience and improve in a range of lawyering, leadership and professional competencies, specific to the placement. These competencies include problem-solving, communication, and basic lawyering tasks. In addition, the course is structured so that there are learning outcomes common to all students. These include:

- Transferring your knowledge from study to practice, applying the legal doctrine you've learned in class to a practice setting, and bringing the new knowledge and skills you develop during the residency back to the classroom;
- Deepening your knowledge of the legal profession and lawyers' professional responsibilities, enhancing your professional development; and
- Developing your ability to learn from experience, through regular feedback from attorneys, self-evaluation, and reflection on your experience under faculty guidance.

You will identify and pursue personal learning objectives for your placement within these general objectives, in consultation with your Field Supervisor and Faculty Supervisor. Your learning objectives will be shaped by your self-assessment of strengths and challenges, and by the opportunities at your workplace.

## Roles

You have the benefit of two differently-situated teachers: a Field Supervisor and a Faculty Supervisor. Your Field Supervisor is a practicing attorney or judge who is directly responsible on-site for ensuring a quality educational experience. They will work with you to set goals, provide opportunities for substantial lawyering experiences, and provide feedback.

As your Faculty Supervisor, I will interact with you and your Field Supervisor to ensure a quality educational experience. Throughout the term, you and I will meet individually and with other 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 journals.

As a Resident, you are stepping into the role of a lawyer-in-training and a professional in the workplace. As such, 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 placement.

*Prior to the start of your residency*, you are required to complete a Conflicts Check on TWEN and to read the applicable rules of professional responsibility for your jurisdiction.

You are expected to resolve any workplace problems with the attorney or staff person involved. The next step for resolving such problems is with your Field Supervisor. If the issue cannot be resolved at the workplace, you should then discuss it with me. If necessary, we will involve the Director of Residencies, Prof. Cindy Adcock.

Other student responsibilities are set forth in the *Residency Trimester Agreement* (available on TWEN), which you will sign with both supervisors.

## Components of Residency Course

To obtain academic credit for work in a law or judicial office, in accordance with relevant ABA Standards and sound educational principles, you must participate in substantial lawyering experiences, receive feedback from your Field and Faculty Supervisors, reflect on your experiences throughout the placement, and engage in self-assessment. This course is designed to help you satisfy these requirements.

## Fieldwork

For each academic credit unit, you must complete 45 hours of qualifying work. Therefore, for 7 academic credits, you must complete 315 hours, or about 32 hours a week; for 8 academic credits, you must complete 360 hours, or about 36 hours a week.

At the beginning of the term, you will arrange a regular work schedule, including your end date, with your Field Supervisor. (You must do this before your start date, if you want to take an accompanying course during work hours.) You may revise the work schedule or seek a temporary adjustment to accommodate some competing obligation only with the consent of your Field Supervisor.

*You are required to record your hours worked and upload your Time Log each week by 11:59 pm that Friday* (do not email copies of your Time Logs to me). Like most lawyers, you may only record time spent working. For example, you may not include meal breaks unless you are working during that time. To receive academic credit, you must complete at least the minimum number of required; if you miss work because of illness, weather, or any other reason, you must make up the hours.

Residents who will be representing the Government or indigent clients may become certified by the NC State Bar to practice law as a student under the supervision of a lawyer. Information on how to become certified in NC can be found on the Registrar's website.

## Learning Goals and Plan

Your first writing assignment is to complete your *Learning Goals and Plan*. This plan serves several purposes:

- Because the learning plan process is self-directive, it pushes you to think proactively about what you want to accomplish over the term
- It serves as a communication tool for you and your Field Supervisor, helping to keep the educational nature of your work experience in the forefront.
- It serves as a checklist of “things to do,” a useful blueprint throughout the term to keep you on track for getting the most out of your placement.
- It serves as a guide in your conferences with me and with your Field Supervisor as we assess how well the placement is going.

As reflected in the schedule below, you must complete a first draft of your Learning Goals and Plan *during the first 7 days of your placement, in consultation with your Field Supervisor*. A form and explanatory memo is on TWEN. As you draft your goals, you have a related reading and learning journal assignment (see below).

Once you have completed your draft Learning Goals and Plan, *upload it to TWEN and email a copy to me*. We will discuss it at our Initial Advising Conference. You will then revise and submit the final version to your Field Supervisor and to me.

## Learning from Practice Journals

To accomplish the course goals, you must be reflective. The best lawyers are reflective lawyers, because without reflection, there can be little personal or professional growth.

To aid you in developing the habit of reflection, you have weekly journal assignments. Some weeks you will be given a specific topic, perhaps with a reading assignment, on which to reflect. Other weeks you will choose from a list of topics provided in a memo on TWEN. These topics are intended to compel you to record, observe, reflect upon and critically evaluate your experiences.

Unless otherwise instructed, your journal entries must be posted each week by Friday at 11:59 PM on TWEN. Each entry must have your name and date at the top of page one, be at least two full pages long (not counting repeat of writing prompts), double-spaced, 12-point font, with one inch margins. I will use your journals entries to keep track of what you are doing and learning.

## Residency Conferences

Over the course of the term, we will meet, either in person or by telephone, at least twice for an individual conference to review your goals, to reflect on your progress, and to address any other issue important to your success. You will also participate in two group conferences with me and the other Residents in your Practice Affinity Group (i.e. course section). These group conferences are an opportunity for you to share your experiences and address common issues that arise in your Residencies. The dates and times for these group conferences are noted in the schedule below. If your Residency is away from Greensboro, or if you are otherwise unable to attend the group conferences in-person, we will arrange for you to participate remotely.

## Self-Assessments

Self-knowledge is important for success and happiness in your personal and professional life. In seeking professional growth, critical self-knowledge serves as a baseline from which to improve. Our individual and group conferences, your journal entries, and the feedback you receive from your Field Supervisor and Faculty Supervisor are all tools to help you examine your experience, assess your legal skills, and measure your progress during the term.

## Assessments of Student by Field Supervisor

Your Field Supervisor will provide regular feedback on work assignments and will complete written mid-term and end-of-term assessments.

Getting quality feedback and assessment is essential to your learning. My midterm conference with you and your Field Supervisor will facilitate that process. This conference will take place during the week indicated in the schedule below.

## Site Evaluation by Student

You are required to complete an end-of-term evaluation of your placement. A link to the online form will be provided to you through TWEN.

## Final Grade

This course is graded on a pass/fail basis. Minimum requirements to Pass are:

- Completion of the required number of hours.
- Timely submission of all assignments, including weekly journals and time logs.
- Professionalism in dealing with Field Supervisor, Faculty Supervisor, and clients.

Exemplary performance on-site and in written assignments may result in a High Pass. Failure to meet standards will result in either a Low Pass or a Fail, depending on the degree of shortcoming.

## Schedule of Conferences and Assignment Deadlines

Please read this schedule carefully and put all deadlines on your calendar. *If you cannot meet a deadline because of your Field Supervisor's schedule*, contact me to request an extension. Deadlines will not be extended or excused for any other reason.

The course materials and assignment memos (on TWEN) will provide you with more detailed information about the assignments listed here.

You must submit all written assignments by uploading them to the TWEN assignment drop boxes by the deadline indicated. *Please also send a copy of each assignment (except for time logs) to me by email.* If you have trouble with TWEN, be sure to send me the email copy by the deadline, and then upload a copy to TWEN once you have resolved the problem. As in law practice, it is best not to wait until the last moment to submit documents.

### March 15

Residency orientation with Practice Affinity Group

#### Assignments Due By April 2

- Complete conflicts check survey on TWEN
- Upload updated resume to TWEN
- Read the rules of professional conduct for your jurisdiction for lawyers or judges (as applicable for your residency)
  - North Carolina Rules of Professional Conduct: <https://www.ncbar.gov/for-lawyers/ethics/rules-of-professional-conduct/>
  - North Carolina's Code of Judicial Conduct: <http://www.nccourts.org/Courts/CRS/Councils/JudicialStandards/Documents/Amendments-NCJudicialCode.pdf>

**Week of April 2**

Begin work and meet with Field Supervisor

- Review and sign Residency Trimester Agreement (form on TWEN)
- Discuss Learning Goals and Plan (form on TWEN)

Sign-up online (<https://calendly.com/emfink/office-hours>) for individual conference with Faculty Supervisor next week. *Do not use TWEN to schedule your conference with me.*

*Assignments Due Friday, April 6, 11:59 pm*

- Completed Residency Trimester Agreement
- Draft Learning Goals and Plan
- Journal 1 (getting started)
- Time Log

**Week of April 9**

Read: *Charting Your Path to Success—Professional Development Planning* (on TWEN)

Initial conference with Faculty Supervisor

*Assignments Due Friday, April 13, 11:59 pm*

- Time Log
- Journal 2 (goal-setting)

**Week of April 16**

Read: *Reflection and Writing Journals* (on TWEN)

*Assignments Due Friday, April 21, 11:59 pm*

- Time Log
- Journal 3
- Final Learning Goals and Plan

**Week of April 23**

Group conference with Practice Affinity Group

*Assignments Due Friday, April 28, 11:59 pm*

- Time Log
- Journal 4

**Week of April 30**

Review Completed Midterm Assessment with Field Supervisor

*Assignments Due By Friday, May 4, 11:59 pm*

- Time Log
- Journal 5

**Week of May 7**

Midterm conference with Faculty, Field Supervisor, and student (if available)

*Assignments Due Friday, May 11, 11:59 pm*

- Time Log
- Journal 6

**Week of May 14**

*Assignments Due Friday, May 18, 11:59 pm*

- Time Log
- Journal 7

**Week of May 21**

Group conference with Practice Affinity Group

Sign-up online (<https://calendly.com/emfink/office-hours>) for individual conference with Faculty Supervisor next week. *Do not use TWEN to schedule your conference with me.*

*Assignments Due Friday, May 25, 11:59 pm*

- Time Log
- Journal 8

**Week of May 28**

Final conference with Faculty Supervisor

*Assignments Due Friday, June 1, 11:59 pm*

- Time Log
- Journal 9

**Week of June 4**

Review Completed Final Assessment with Field Supervisor

*Assignments Due Friday, June 8, 11:59 pm*

- Time Log
- Final Self-Assessment (Journal 10)
- Student Evaluation of Placement