**Learning Goals Plan Memorandum**

Externship Course

By Professor Cindy Adcock

All externs are required to prepare a learning goals plan that sets forth in detail the student’s learning goals for the term, as well as possible experiences that may further each goal. The purpose of the exercise is twofold.

First, formulating a learning plan is self-directive: it pushes the student to think proactively about what he or she wants to accomplish. Students are encouraged to think broadly about their educational and work experiences to date and to build upon these prior experiences.

Second, the learning plan serves as a communication tool between the student and the Field Supervisor. Each student should meet with his or her Field Supervisor in week one to discuss the student’s goals and the types of experiences that might help the student to achieve those goals. The student and Field Supervisor should together discuss a plan that includes specific experiences designed to maximize the student’s learning. This plan should be as concrete as possible and should consider all available learning opportunities for the student both on and off site.

In addition, the plan can serve as a checklist of “things to do,” a useful tool throughout the term, as well as at assessment time. It should be viewed as a work in progress. Learning opportunities may change or expand over the course of the term.

**Instructions for setting goals:**

* Set 3-5 goals, including one advanced practical legal skill goal and one substantive law goal;
* For each goal, identify 2-6 objectives, specific work assignments and experiences that you think would help in attaining the goal. These should be
* **Specific**, e.g., “observe jury voir dire,” “draft a complaint;”
* **Measurable**, e.g., student can say whether or not they observed jury voir dire and how often;
* **Attainable** in the placement period, e.g., observation of jury voir dire is possible because there are several trials scheduled during term;
* **Relevant** to the student’s long range goals; and
* **Time-bound,** i.e., goal will be accomplished by certain date.
* For each goal, state how you will measure/evaluate whether you have accomplished your goal.

Answering the following questions should help you in preparing your learning goals memo:

1. What are your learning goals for this term? Be concrete. Rather than stating “I want to improve my research and writing,” please be specific about exactly which areas you want to improve.
2. In what way do these goals build upon your prior experience?
3. When your research and writing has been critiqued in the past, what is the general critique?
4. What strengths do you bring to this externship?
5. What areas of this externship will be most challenging for you? What obstacle can you identify that might interfere with your ability to achieve goals?
6. How do you plan to deal with the challenging areas or obstacles?
7. In what ways can your supervisor help you to overcome these obstacles?

Use the template below [or a version that suits you best] to create your learning goals plan. Review plan with supervisor, revise and upload it to TWEN for the Faculty Supervisor to use in her meeting with you. Revise the plan as needed, sign it and obtain Field Supervisor’s signature. Your final step is to upload the finished version to TWEN.

**Goals Memo of [Exemplar Student]**

**Summer Term 20\_\_**

**Goal One: Have a better understanding of immigration cases at a non-profit office**

**Objectives:**

* + Study Comprehensive Overview of Immigration Law Binder (COIL) provided for interns to give a basic understanding of imm. Law and to understand inadmissibility and deportability
  + Conduct Naturalization interview preparation for clients awaiting an interview with USCIS to become a citizen: Civics questions/reading/writing
  + Conduct casework using Immigration Air/Cerenade case management software
  + Contribute to the Legal Services Practice Manual to demonstrate competency in legal service provision

Benchmark: (1) Complete by 6/23 (2) Mid-service evaluation 6/30 to discuss the progress made on each skill since week 1 training

**Goal Two: Conduct a Naturalization Information Session**

**Objectives**

* + Shadow attorney conducting session
  + Study the process steps/power point and prepare to explain to potential clients the requirements and information needed to complete N-400
  + Conduct a Naturalization Information Session while being supervised
  + Solo facilitation of a Naturalization Information Session by: (a) reserving a conference room, (b) contacting potential applicants, and (c) then conduct it

Benchmark: Solo Facilitation by 7/1

**Goal Three: Complete an N-600 for a Client**

**Objectives:**

* + Observe a consultation and finalization
  + Prepare a script to contact (call/email) former natz clients and offer our services in assisting with getting their children a certificate of citizenship
  + Input steps into intern manual to show preparation for solo facilitation
  + Contact clients
  + Be shadowed while completing an N-600 consultation and finalization
  + Solo facilitation of an N-600 case

Benchmarks: (1) Observe and prepare by 6/23 (2) Solo Facilitation by 7/7

**Goal Four: Complete a Green Card Application for a Client (I-485, Refugee AOS)**

* + Shadow a consultation and finalization of GC application
  + Conduct a consultation and finalization while being shadowed
  + Facilitate an information session if applicable (there are currently no potential clients on the waiting list)

Benchmark: (1) Shadow c/f by 7/1 (2) Conduct by 8/1