

# LEGAL EXTERNSHIP COURSE SYLLABUS

Spring 2011

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## I. INTRODUCTION

Your externship consists of two separate experiences: your on-site “field” experience supervised by an attorney in your assigned office and your weekly class meeting at the law school. The classes primarily are resources for you--they provide a place to gain information and exchange ideas as you begin working in the profession.

## II. CLASS MEETINGS

Class attendance is mandatory and will affect the letter graded portion of your externship. Unexcused class absences may result in your failing the class regardless of your completion of the required hours at your externship office.

## III. TEXT

*The Moral Compass of the American Lawyer: Truth, Justice, Power and Greed*, by Richard Zitrin and Carol M. Langford.

## IV. ASSIGNMENTS

- A. **Reading Assignments:** Reading assignments will be assigned each week. Please read all assignments in advance of the class listed, and be prepared to discuss the material and topics in class. Supplemental readings will be provided by the instructor during the course of the semester.
- B. **Written Assignments:** You must prepare a **typed** journal and a **separate typed** log that is kept during the course of your externship. A hard copy of the final journal and log is due upon completion of your externship, and no later than the last day of exams unless other arrangements are made in advance with your professor. You may not email your journal or log.

The journal should contain specific details (as appropriate based upon the confidentiality of the work) and an analysis of each assignment you are given. Journal entries may include a discussion of a group of similar assignments rather than each specific assignment. The assignments may vary based on the nature of the externship, but they may include things such as a witness interview, client meeting, research

assignment, deposition preparation, trial, etc. Each entry should describe briefly the nature of the assignment, the work done, and at least a paragraph analyzing the outcome. The purpose of the analysis is to allow you to critique your performance, raise questions about how things should have been handled, and possibly compare that experience with an earlier similar experience.

The journal also should contain an analysis of non-assignment aspects of the externship setting and experience. These entries might address things such as whether you enjoy working in a government or agency office and why, how easy or difficult it is to access the materials you need at your office, or they may compare your extern experience to other work experiences you have had. You also may want to consider such topics as the following: Of what value was the externship to you? What were the primary types of work you did? What was the work setting like? What problems did you encounter? What, if anything, would you change if you were setting up the same externship for other students? You also might write about extern experiences that relate to topics that are covered in class. The journal should end with at least one entry that summarizes your impressions of the externship and revisits your goals and assesses whether and how you have met them.

The journal will be your own creation since each student will have a different externship experience. Journal entries should be made weekly. The completed journal must be a minimum of ten to twelve double-spaced pages with normal margins, normal size type and normal spacing and may not be submitted electronically. You will be required to submit a partial journal prior to spring break. This submission is not graded and may be submitted electronically.

The log should contain dated time entries, showing the number of hours worked on each date and the cumulative hours worked to date. The final log must show that you completed at least the required number of hours (100 hour minimum) at the externship. The log must be a document **separate** from your journal. Do not list your hours only as a part of dated entries in your journal. Examples of both logs and journals are available in the instructor's office.

- C. **Oral Presentation:** Each student will make an oral presentation of approximately 6-8 minutes regarding their externship experience. Presentations should include a brief orientation regarding the work done by or the mission of your externship placement office. Remember that the other students in your class may have no idea what regulations or statutes your office is charged with enforcing or interpreting, in what court system the attorneys from your office appear, or what your externship agency does. You may bring in brochures or literature to distribute. You should highlight the experiences you have had that you found most interesting, entertaining or surprising. Please feel free to include negative as well as positive experiences as you may find that other students are struggling with the same problems or issues. The class is encouraged to ask questions during or after the presentations, so be prepared! **If you have AV needs for your presentation, please advise the instructor one class in advance by email, or contact the Law Library directly.**

#### IV. GRADING

Your **field experience** is graded High Pass, Pass, Low Pass, or Fail and will be based on your on-site supervisor's evaluation. A copy of your evaluation will be made available to you. Your passing grade is reliant upon the satisfactory performance of your assigned work and responsibilities, as well as the timely completion of 100 hours at your placement. Your **in-class experience** will receive a letter grade based equally upon your written work, your oral presentation, class attendance and overall participation.

#### CLASS SCHEDULE \*

Class meets every Thursday from 12:25 pm – 1:20 pm in Room 204.

January 20, 2011	Introduction/What Externs Should Know: Ethics/Licensure/UPL
January 27, 2011	Professionalism, Supervision and Feedback
February 3, 2011	<i>Moral Compass</i> , Chapters 1 & 2: Client Confidentiality
February 10, 2011	MC, Chapter 3: Discovery & Ethics
February 17, 2011	MC, Chapters 5 & 9 ( <i>Fentress v. Eli Lily</i> )
February 24, 2011	Witnesses, Experts and 3 <sup>rd</sup> Party Contacts
March 3, 2011	Mid-semester evaluation/Half Journal Review
March 10, 2011	MC, Chapter 6: Juries
March 17, 2011	MC, Chapter 7: Advertising & Solicitation
March 24, 2011	Spring Break
March 31, 2011	Class Presentations
April 7, 2011	Class Presentations
April 14, 2011	Class Presentations
April 21, 2011	Class Presentations

*\*Week to week reading assignments may vary depending on the progress of the class with the assigned material, the opportunity to have guest speakers, and the number and length of student presentations. If you are absent, please check with the instructor to verify the following week's assignment.*