

# ADVANCED LEGAL EXTERNSHIP COURSE SYLLABUS

## UNIVERSITY OF BALTIMORE SCHOOL OF LAW FALL 2017

**Course:** Advanced Legal Externship  
LAW 860A-550  
Section NUMBER - 4119

**Instructor:** Millicent Newhouse  
410-837-5890/ROOM AL-116  
OFFICE HOURS: 12:00-1:00 M-F or by Appointment

**Days/Time:** DAYS/TIME – N/A

**Location:** Room assignments are available through MyUB.

### **Course Description:**

Students who have successfully completed Attorney Practice Externship or Judicial Externship, may take this course to continue work in their externship field placement or in a new field placement for an additional semester. Students will continue developing their legal skills and increasing their substantive and practical knowledge. Students engage in guided reflection through journals, report their weekly time at the field placement site, complete the reading assignment, attend individual meetings with the course instructor, and must satisfy the course writing requirements.

### **Course Materials:**

See reading assignment (posted of TWEN)

### **Reading Assignment**

Please see TWEN for a description of the reading for the Advanced Externship. Since there is no class room component, rather than weekly articles and handouts you will be reading a book that is law related or focused on personal growth and development. A list or suggested books are provided on TWEN or you can choose a book of your choice that falls into either of these two categories. You will prepare a one page summary.

### **Student Learning Outcomes:**

At the end of this class, students will be proficient in their ability to:

1. Develop range of skills necessary for successful lawyering
2. Understand the importance of professionalism in the legal profession
3. Utilize experiential learning tools to establish professional and personal priorities

### **Grades:**

Field Placement - 50%, Journals - 20%, Written Work Product - 20%, Additional Course Requirements – 10%

### **Course Expectations:**

- a) **Field Placement** **50% of grade**
  - i) During the semester, each student in the Externship Program must complete 140 hours in the placement for three credits. Each student must extern for approximately ten qualifying weeks to receive credit for the course. A qualifying week is one during which the student completes at least ten hours in the placement. Fewer than ten hours in one week counts as part of the subsequent week for the minimum week requirement.

Students must submit weekly time sheets via email to the Director at least once every other week for review. At the completion of the Externship, students must submit a final time sheet reflecting the total accumulation of time.

- ii) Students must be present at the externship site at least two different days each week. Travel and meal times do not count. All credited externship time must qualify as substantive legal work. Students are responsible for keeping a record of the hours spent in the Externship throughout the semester.
- iii) There is no classroom component for the Advanced Legal Externship. You are welcome to schedule time to meet with me anytime during the semester. At least two individual meetings with the Professor during the semester are required. You can email me at [mnewhouse@ubalt.edu](mailto:mnewhouse@ubalt.edu) to schedule your first appointment.

**b) Journal Assignments**

**20% of grade**

- i) Each of you will keep a journal in which you discuss the progress of your Externship and reflect on what you are learning whether about the substantive law, lawyers, legal institutions, or yourself. Critical reflection is an essential part of learning from experience, and the act of writing about your experiences should help you organize and clarify your thoughts and feelings about your externship. Topics will be assigned as described on TWEN.
- ii) Suggested topics for discussion have been included each week to get you started and are listed on TWEN. Your journal should focus on what you are thinking and feeling about your experiences. What is exciting or surprising? What has been challenging? What are your questions or insights about lawyering? What thoughts do you have about the legal system since your externship? What else interests you or is important to you? What else would you like have happen during your externship?
- iii) Please be careful when writing your journals not to disclose any client confidences. If you have a question about whether it is appropriate to include a particular item, ask your supervisor or ask me. If you err, you must err on the side of non-disclosure. Time spent writing your journal entries does not apply to your field work requirement.
- iv) The journals are an integral part of the course. They will be evaluated in terms of your thoughtfulness and what they reflect about your learning experience.
- v) Journal entries must include your cumulative time for the prior week (or two weeks) at the bottom. Journals and time are due on Thursdays and should be submitted via the TWEN assignment drop box. Journals should be 1-2 pages long.

**c) Written Work Product**

**20% of grade**

At the end of your placement, you must submit your written work product (e.g., memoranda, pleadings, motion papers, interview notes, trial notebook), which represents the array of work that you have performed and skills that you have developed during your placement. Three credit enrollment requires 10 pages. The page requirement need not be one document. Be sure to remove/redact any information that may violate confidentiality or privilege. Your written work product is due no later than December 1.

**d) Reading Assignment – Book Selection**

Please see TWEN for a description of the reading for the Advanced Externship. Since there is no class room component, rather than weekly articles and handouts you will be reading a book that is law related or focused on personal growth and development. A list or suggested books are provided on TWEN or you can choose a book of your choice that falls into either of these two categories. You will prepare a one page summary.

e) **Additional Course Requirements**

10% of grade

- I. **Learning Agreement**- By Friday, September 1, 2017 at 5:00 pm, completed and signed by you and your supervising attorney
- II. **Timekeeping**- externs must maintain weekly timesheets showing hours worked at the externship and a brief description of the major areas in which you worked. Your total weekly hours must be submitted at the bottom of your weekly journal entry. Keep a cumulative list of your time so you may easily tabulate your total hours at the conclusion of the semester. **Due - Thursdays by 5:00 pm weekly along with your journal.**
- III. **Meeting with Professor**. Students are required to schedule at least two individual meetings with the professor. One at the beginning of the semester and one at the conclusion. Email me at [mnewhouse@ubalt.edu](mailto:mnewhouse@ubalt.edu) to request a meeting time.
- IV. **Journals** – weekly- due on Thursdays by 5:00 pm (total of 15, including final journal).
- V. **Supervisor Evaluations** - Schedule a mid-term review and an exit interview with your supervising attorney prior to your last week. During these meetings you and your supervisor should review your Learning Agreement and discuss your performance. For your exit interview, provide your supervisor with the evaluation form to be completed by them and reviewed with you. **Due - December 1.**
- VI. **Student Evaluation** – Externs complete an evaluation of the Field Placement. **Due – December 1.**

f) **Due by Friday, December 1**

1. Written Work Product
2. Supervisor Evaluation of Student
3. Student Evaluation of Placement
4. Final Journal and hours with cumulative total
5. One page summary of reading assignment

**Course Website:**

This course has a TWEN page that links to this syllabus, announcements, the class assignments, and other class materials. You are responsible for self-enrolling in the TWEN page and for checking it regularly for course information.)

**Computers:**

Students may not use laptop computers for class related purposes.

**Class Cancellation:**

If the instructor must cancel a class, notices will be sent to students via email and posted on the classroom door. If there is inclement weather, students should visit the University of Baltimore web site or call the University's Snow Closing Line at (410) 837-4201. If the University is open, students should presume that classes are running on the normal schedule.

**Academic Integrity:**

Students are obligated to refrain from acts that they know or, under the circumstances, have reason to know will impair the academic integrity of the University and/or School of Law. Violations of academic integrity include, but are not limited to: cheating, plagiarism, misuse of materials, inappropriate communication about exams, use of unauthorized materials and technology, misrepresentation of any academic matter, including attendance, and impeding the Honor Code process. The School of Law Honor Code and information about the process is available at [http://law.ubalt.edu/academics/policiesandprocedures/honor\\_code/](http://law.ubalt.edu/academics/policiesandprocedures/honor_code/).

### **Title IX Sexual Misconduct and Nondiscrimination Policy:**

The University of Baltimore's Sexual Misconduct and Nondiscrimination policy is compliant with Federal laws prohibiting discrimination. Title IX requires that faculty, student employees and staff members report to the university any known, learned or rumored incidents of sex discrimination, including sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents. Policies and procedures related to Title IX and UB's nondiscrimination policies can be found at: <http://www.ubalt.edu/titleix>.

### **Disability Policy:**

If you are a student with a documented disability who requires an academic accommodation, please contact Leslie Metzger, Director of Student Services, at 410-837-5623 or [lmetzger@ubalt.edu](mailto:lmetzger@ubalt.edu).

### **ASSIGNMENTS – Journal Topics –**

**Remember that your weekly journals must be at least one page.** You are not limited to the suggested topic for your weekly journal.

#### **Week One – Thinking about the end of the externship now.**

Due 8/25/17, 5 pm You have had the opportunity to do at least one externship. Your goals should be evolving from the goals you set for your first externship. Describe in detail what you hope your supervisor, other lawyers and staff in the office would say about you at the end of this semester.

#### **Week Two – Initial Observations**

Due 9/1/17, 5 pm. Please describe your first impressions of the office-the orientation, introductions to staff, work assignments. How does it differ from your first week at your first externship? If you have not started your externship-talk about your hopes, expectations, what would make it a good first week? If you are continuing on with the same placement, discuss what it feels like to be returning-are you picking up where you left off or will you have new responsibilities.

#### **Week Three – Skills Inventory**

Due 9/8/2017 pm. You may have completed a skills inventory in the past and it is good to periodically reassess. There is a skills assessment posted on TWEN. Please review and discuss in your journal. In addition, take a look at the lawyers in your office. What skills are important for the work assignments, in office interactions, in dealing with clients, judges, etc?

#### **Week Four – Information gathering and self-assessment?**

Due 9/15/17, 5 pm. Choose someone in your office and interview them. It doesn't need to be a formal-have conversation with someone and ask them about themselves. Some suggested questions-When did they start working for the organization? Why did they go to law school? Have they had other law jobs? What do they enjoy about the work and what is frustration? Discuss in your journal. Now, think about your own job satisfaction. What are you enjoying, where are you growing from your last externship experience, what are you concerned about? What is going well?

#### **Week Five – Preparation and Reputation**

Due 9/22/17, 5:00 pm. It is important to pay attention to gather as much information as you can about the practice of law and to pay attention to the work of the lawyers in the office. Observe the level of preparation required by the lawyers in completing assignments. How prepared are they? What does preparation look like? Reputation of lawyers is important. Both what your colleagues in the office think and the attorneys on the opposite side. What are your observations about reputation? What kind of reputation do you want to have and what do you think it takes to have that reputation? What do you think your reputation is as a law student in your externship?

#### **Week Six –Relationship Building/Networking**

Due 9/29/17, 5 pm. How has relationship building been going in your office/at school both with students, faculty and other staff? What are your observations of those in the office are good at building relationships? What are they doing?

What kind of personality do they have? Have you observed different personality types who are effective at building relationships? How has your thinking about networking and relationship building evolved while in law school? What is your assessment of yourself in this area? Identify an event, a meeting, a training or function at office or at school. Go to the event you identify with the goal of meeting at least 2 new people and talk to them for at least 5 minutes each.

### **Week Seven –Is This Really What Being a Lawyer is like?**

Due 10/6/17, 5 pm. This week, watch a TV show or a movie where lawyers have a prominent role. Describe the show or movie you watch and discuss your thoughts on how realistic the show/movie is and describe the attributes of the lawyer and the portrayal of lawyers.

### **Week Eight – The Half-Way Point Check In**

Due 10/13/17 You are halfway through your externship. Summarize your experience so far. Describe where you are on your identified goals and is there more you would like to accomplish and have any of your goals changed or do you now have any new goals? What do you think your supervisor would describe at this point as your strengths and weaknesses? What are you most proud of in your externship?

### **Week Nine – The Client**

Due 10/20/17, 5 pm Who is the client in your work? Think broadly in defining who the client is. Are you having any client contact? If so, describe. What is the nature of your organizations client population? Do they represent businesses, individuals, or a state agency? Is client work something you are interested in? Discuss the attorney client relationship-what makes for an effective one and what can hinder that relationship? Think about your observations in your externship as well and what the client relationship looks like.

### **Week Ten – Work Environment**

Due 10/27/17, 5 pm How does your current externship work environment compare to your previous externship? Describe your current office – office hours kept by the lawyers, open door/closed doors? Do you have sufficient resources – equipment, money to pay for experts, etc? What is your work space like? Is the office quiet or noisy? Could you see yourself working in an environment like this one? What do you hope your work environment will be like upon graduation?

### **Week Eleven – Think About the Future**

Due 11/3/17. What would you ideally like to be doing after graduation? What kind of work? What would you like to be doing 5 years after graduation? Describe in detail. What steps might you take to work toward these goals now?

### **Week Twelve – YOU Outside of Law School**

Due 11/10/17 What do you look forward to doing once law school is over? What are your hobbies, interests and things you would like to do in the future that you haven't done before? What do you hope your work life look like? What do the lawyers in your office do for fun to deal with stress and to maintain balance? If you don't know –ask a few people.

### **Week Thirteen – Your Story**

Due 11/17/17 If I were to run across an article in the newspaper that was all about you, towards the end of your career, what would you like it to say?

### **Week Fourteen -- Lessons Learned/Final Journal-review your past journals (especially your first journal on what you want others to say about you at the end of your externship)**

Due 11/24/17 What are some of the lessons you have learned through this externship about yourself? Your values? What's important to you? Any surprises? How does this externship experience compare to your first externship experience overall?