Advanced Legal Externship
SYLLABUS & COURSE REQUIREMENTS

Below are the requirements for successful completion of the Advanced Externship. Please read all requirements carefully. Externship Program credits are awarded on a pass/fail basis. A passing grade requires complying with all placement requirements and completing all academic requirements. No academic component can be waived.

Goals
The goal of this advanced externship is to promote meaningful reflection on your legal practice, both during your externship and in the future. In addition, we will consider various challenges and issues that arise in the practice of law. More specifically the goals include:

a. SKILLS DEVELOPMENT
   Students have opportunities to gain an understanding of the basic competencies required to practice law including: interpersonal skills, analytical, research and writing, drafting, issue identification, etc.

b. PROFESSIONAL RESPONSIBILITY
   Field work offers a forum in which students can analyze and consider legal ethics.

c. SUBSTANTIVE LAW
   Students gain an understanding not only of the legal theory but more importantly the practical application of the law pertaining to the areas in which their placement focuses.

d. SELF EVALUATION AND REFLECTIVE LEARNING
   The field placement in conjunction with the classroom component and journal writing provide opportunities for learning from experience, feedback, and reflection.

We will use TWEN as our primary out-of-class communication link. The syllabus for the course, additional reading assignments, the course calendar, and other vital information will be posted on TWEN. Please plan to check the TWEN regularly so you are abreast of all matters affecting this course.

Contact Information

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410-837-5890
I. COURSE REQUIREMENTS & GRADING

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 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 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 classroom 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 Monday, August 31st, 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 to request a meeting time.

IV. Journals - weekly - due on Thursdays by 5:00 pm (total of 14, 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 Tuesday, 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