Class Meeting:

Section 551- Wednesdays from 10:30-11:45 am in room AL 407

Instructor Contact Information:

Professor Millicent Newhouse

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Phone: 410.837.5890

Room: AL 113 (LCDO Offices)

Goals:

Students participating in the Externship Program gain professional development and practical lawyering skills as well as valuable insights into how the legal system works. The Externship Program provides a forum for students to be exposed through their field placement and class discussion to a wide range of practice areas while working on substantive law projects. The Externship Seminar allows for students to engage in critical reflection about the legal practice, ethical issues and future career options.

Course Materials/ Assignments

The format of the class will be discussion-based and requires your active participation. We will use Westlaw's TWEN system as our primary out-of-class communication. The syllabus for the course, additional reading assignments and other important information will be posted on TWEN. All assignments & other paperwork are to be submitted through the TWEN assignment box. Your name should be included at the top of all materials submitted. Please plan to check TWEN regularly so you are knowledgeable of all matters affecting this course.
COURSE REQUIREMENTS & GRADING

Attendance, Participation and readings 20% of grade

This class is most useful only if everyone attends and participates in the discussion. As such, you are required to attend each class and should contact me in advance if you need to miss a class or if you will be late. In advance, please review the required readings listed in the syllabus. The use of laptops and cell phones during class is prohibited as it interferes with discussion.

In your placement, you will have access to confidential and privileged information and materials. The rules of Professional Responsibility bar you from revealing confidential or privileged information. During class do not discuss any privileged or confidential information.

There is no required text. All assigned readings will be available on TWEN. There will periodically be handouts given in class.

Journal Assignments 20% of grade

Purpose:

Each of you will keep a journal in which you discuss the progress of your externship and reflect on what you are learning in your externship or in class, 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. The journals also provide data for discussion about the demands and constraints of the roles of lawyers and judges, which is a major focus of the course. Finally the communications will help me understand how you are spending your time so I can better evaluate the program.

Content:

Your journal should not be primarily accounts of what you did each day. Rather, they should focus on what you are thinking and feeling about your experiences. What is exciting or surprising? What is bothering you? What are your questions or insights about lawyering? What criticism or praise do you have for the legal system? What else interests you or is important to you? What else would you like to be taking place in your experience?

Confidentiality:

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.
Timing:

Journal topics are assigned weekly and should be between one to two typed, double-spaced pages. Journal entries should be submitted along with your timesheet for the prior week with a brief description of your activities. Journals and timesheets are due on Mondays by 5:00 pm and should be submitted via the TWEN assignment box.

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 and four credit enrollment requires 15 pages of written work product. The page requirement need not be one document and can be a series of smaller writing assignments. If your work is almost entirely confidential and/or your placement does not allow your submission, you and your supervising attorney may complete the Affirmation of Work Product form which is available on TWEN.

Field Placement 50% of grade

Weekly hour/days of the week

During the semester, each student must complete 130 hours in the placement for three credits and 180 hours for four credits. Students are encouraged to work in large blocks of time, must be present at the field placement site at least two different days each week and must work at least 10 weeks of the semester. Travel and meal time do not count. Placements may not bill for your time and you may not receive monetary compensation for your work.

Timesheets

Students must maintain weekly time sheets via TWEN. The time sheet should include hours worked at the externship site and a brief description of the major areas in which you worked. Your total weekly hours must be submitted along with your journal submission. Keep a cumulative list of your time so you may easily tabulate your total hours at the conclusion of the semester. Your cumulative total time is due no later than December 2nd.
Additional Course Requirements

- A Learning Agreement completed and signed by you and your supervising attorney is due no later than September 5.

- Schedule a mid-term review and exit interview with your supervising attorney prior to your last week. During these meetings you and your supervisor should review your learning contract and discuss your performance. For your exit interview, provide your supervisor with the evaluation form to be completed by them and reviewed with you. The form is available on TWEN.

- Submit your Student Evaluation through TWEN.

- Students are required to have individual meets with the professor during the course of the semester. Sign-up sheets will be made available in class. If you are unable to meet during the times offered, you will need to request an alternate meeting time.
Class Assignments

For your weekly journals included below are suggested discussion topics. You are not limited to these topics and are encouraged to write about projects you are working on each week, any observations, reflections etc.

Class One – August 19 - Goals

Journal: Due 8/17/15, 5 pm. As you think about your first weeks in the externship and initial meetings with your supervisor consider what would make this a good experience? What skills would you like to develop? What are your short term and long term goals? How do you plan to accomplish these goals?

Reading:
1. Learning From Experience - Ch. 1
2. Setting Goals for the Externship - Ch. 2, pg. 11-14
3. Be a Sponge & Other Advice to Help Students Succeed at Summer Internships

Class Two – August 26 – Integrating Into the Office – Office Culture, Politics, and Professionalism

Journal: Due 8/24/15, 5 pm. What is the office environment / judicial chambers like? What is the attire in the office, for court, for meetings with clients? Any office rituals or habits you have observed so far? How would you describe the culture? What does professionalism look like? Give some examples. Is there much interaction amongst staff? What is the interaction like amongst staff at different levels? Does the office have regular staff meetings and if so, how often, is there an agenda, is it mainly reports, case discussion? How are issues addressed/resolved?

Reading:
1. Management Skills - Ch. 15 pg. 313-323 and pg. 326-327
2. Skill Development – Ch. 14, pg. 283-296
4. Mastering the Game of Law Firm Politics
5. A Firm’s Culture is What Matters Most

* Sign up for Individual Meetings
Week Three – Week of August 31 – No Class

Individual meetings scheduled.

Class Four – September 9 – Managing the Work – Supervision, Feedback, Assignments

Journal: Due 9/7/15, 5 pm. Are you receiving feedback on your work verbally or in writing? How busy are you? Not enough work, too much or about right? Are there other interns? Are you receiving assignments from more than one person and if so, how is that working? Are you working individually or in teams and what has that been like? Are you receiving one assignment at a time or multiple assignments? What is your strategy for managing the work? If you are working with a judge, describe the process for supervision, feedback, and assignments. If you are receiving work from the judge and/or the court clerk how is that working?

Reading:
1. Learning From Supervision – Ch. 3, pg. 31-39
2. What Every Law Student Needs to Excel as an Attorney
3. 26 Lawyering Effectiveness Factors

Class Five – September 16 – Ethics, Conflicts, Confidentiality

Journal: Due 9/14/15, 5:00 pm. As you reflect on your last few weeks have you had the opportunity to have conversations about Ethics, Conflicts of Interest or Confidentiality or received any written guidance from the field placement? How could you envision ethics, conflicts and confidentiality coming up or have actual issues come up? Describe.

Reading:
1. Ethical Issues in Externships – An Introduction, pg. 53-65
2. Ethical Issues in Externships – Confidentiality, pg. 67-77

Class Six – September 23 – Communications – Tools and Styles

Journal: Due 9/21/15, 5 pm. How are you communicating with your supervisor? How does she/he communicate with you? Is it by email, phone or in person? Is the style of communication formal, casual or does it vary? Any email protocol or use of social media policies at your externship site? Any thoughts on inter office communication as it compares to client communications? How are communications with the general public handled?
Reading:

1. Management Skills/Communicating with Clients - Ch. 15, pg. 323-325
2. E-Mail Netiquette for Lawyers

Class Seven – September 30 – Cultural Competency

Journal: Due 9/28/15, 5 pm. How are you observing cultural competency issues as it relates to clients? How is this reflected in the composition of the staff? Is this a topic discussed or addressed in your work or in office dynamics that you have observed? How do you anticipate that cultural competency could arise as it relates to lawyering?

Reading:

1. Bias - Ch. 6, pg. 346-359
2. Five Habits for Cross Cultural Lawyering

* Sign Up for Individual Meetings

Week Eight – October 7 – Individual Meetings with the Professor; No Class

Reading:

1. Presentations - Ch. 19, pg. 437-450

Class Nine – October 14 – Relationship Building & Networking

Journal: Due 10/12/15, 5 pm. Have you met everyone in your office or in your department? Have you had a longer conversation beyond “hello” and “how are you” with anyone besides your supervisor? Are you getting to know any of the support staff? Have you participated in any social activities? What, if any challenges are there as a law student in developing relationships and networking?

Reading:

1. Balancing Personal Life and Professional Life – Ch. 17, pg. 373, 380—385 and 393-395
2. Developing Your Game Plan – Building Meaningful Professional Connections
3. A Distinguished Career Starts with Networking
Class Ten – October 21 – Work-Life Balance, Stress Management

Journal:  Due 10/19/15, 5 pm.  What are you doing for fun when you aren’t working?  What do you do for stress relief?  What is your assessment of how the people in the office handle stress and work life balance?  Are you noticing any differences based on gender or position in the office?  Any observations on office hours and staff working extended hours?  Does this vary depending on the person’s position in the office?  What does work-life balance mean to you?

Reading:

1. Externships and Career Planning – Ch. 18, pg. 419-425
2. A Law Student’s Guide to Being a Happy, Healthy, and Honorable Lawyer
3. The Young Attorney Balancing Act – How to Have a Career and a Life

* Sign up for Presentations

Class Eleven – October 28 – Career Development

Journal:  Due 10/26/15.  Could you see yourself working in an office like the one where you are currently externing?  What have you learned about yourself in terms of your interests, projects you enjoy and tasks you don’t like?  How has this experience impacted your thoughts on how you might want to use your law degree?  What are you looking for in terms of office environment, culture, supervision, training and work life balance?

Reading:

1. Externships and Career Planning – Ch. 18, pg. 423-424 and 429-432
2. Balancing Personal Life and Professional Life – Ch. 17, pg. 373, 380-385

Class Twelve – November 4 – Public Speaking

Journal:  Due 11/2/15, 5 pm.  This week, observe someone who is making a presentation:  It could be someone on a national news program or a TV show where a lawyer is making an argument in court.  What did you notice about the presentation?  How long was it?  Did it keep your attention?  What was the person’s body language, verbal and nonverbal cues?  How was the presentation organized?  Was it persuasive or informative?  Anything you take away that either you want to incorporate or would want to avoid when you make presentations?

Reading:

1. Looking Back, Looking Forward – Ch. 20, pg. 451-458
Classes Thirteen & Fourteen – November 11 & 18 – Class Presentations

**Presentations** Prepare for a 5-8 minute presentation on your externship experience. Develop a theme. You should think about what you want the audience to take away from your presentation. Include in your presentation what you have learned through your externship, how this experience has impacted you, how this experience relates to what you are learning in your studies, any surprises, any particularly positive or eye opening experience? Is there anything that you found concerning that is either a systemic issue or regarding the practice or the profession? How has the externship impacted your view of your future career choices? Any advice for your classmates based on your experience?

**Final Journal:** Due 11/9/15, 5 pm. Review each of your prior journal entries. Did any of your views or goals change from the beginning of the externship to now? What skills did you develop? How has the externship impacted your thoughts on the role of lawyers, what it means to be professional, ethical, and competent? Share your thoughts on the kind of lawyer you would like to be and the kind of work you might want to do in the future.