SYLLABUS & COURSE REQUIREMENTS

Welcome to your second semester of the Legal Internship Program. Below are the requirements for successful completion of the course. Please read all requirements carefully. Internship 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.

The goal of this course is to promote meaningful reflection on your legal practice, both during your internship and in the future. In addition, we will consider various challenges and issues that arise in the practice of law. We will also carefully examine the ethical obligations of lawyers and how they play out in various practice settings. 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

Professor D. Jill Green
dgreen@ubalt.edu
410-837-4184
LC 201
I. COURSE REQUIREMENTS & GRADING

a) Required Reading

i) **Outliers: The Story of Success**, by Malcolm Gladwell. “Gladwell’s goal is to adjust our understanding of how people like that get to where they are. Instead of the Horatio Alger story of success — a gifted child who through heroic striving within a meritocratic system becomes a successful (rich, famous, fill in your life goal here) adult — Outliers tells a story about the context in which success takes place: family, culture, friendship, childhood, accidents of birth and history and geography.” Please read throughout the semester and note the journal assignment specific to the reading.

b) Field Placement 40% of grade

i) During the semester, each student in the Internship Program must complete 140 hours in the placement for three credits and 190 hours for four credits. Each student must intern 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 internship, students must submit a final time sheet reflecting the total accumulation of time.

ii) Students must be present at the internship site at least two different days each week. Travel and meal time do not count. All credited internship time must qualify as substantive legal work. Students are responsible for keeping a record of the hours spent in the internship throughout the semester.

iii) Students are not required to attend class. Students are required to schedule at least one individual meeting with the Director during the semester. Meetings may be conducted via telephone.

c) Journal Assignments 30% of grade

i) Each of you will keep a journal in which you discuss the progress of your internship and reflect on what you are learning there or in class, either 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.

ii) The communications 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?

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) **There are 9 journal assignments** including the final journal topics and instructions are on TWEN. Journals should be between one to two typed, double-spaced pages. Journal entries should include your cumulative time for the prior week (or two weeks) at the bottom with a brief description of your activities. Journals and time are due on Mondays and should be submitted via the TWEN assignment drop box.

d) **Written Work Product**  

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. 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 5th.

e) **Additional Course Requirements**  

i) By Friday of the second week of the semester--Submit your learning contract, completed and signed by you and your supervising attorney.

ii) Interns must maintain weekly time sheets showing hours worked at the internship 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. Your time sheets including your cumulative total are due no later than December 5th.

iii) **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 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.

iv) Students are required to schedule two individual meetings with the professor—one within the first week of the internship and one at the conclusion of the internship. **Sign up on TWEN or email sskiles@ubalt.edu to request an alternate meeting time with the professor.**

f) **Due by July 22nd:**
1. Written work product;
2. Supervisor evaluation of student;
3. Student evaluation of placement;
4. Hours with cumulative total; and
5. Final journal.
II. JOURNAL ASSIGNMENTS

1. Describe your goals for the internship; include professional development and legal skills. If you are interning in the same placement, rework your goals and set new goals.

2. Consider which lawyers at your placement or otherwise have good reputations. Try to determine what makes them a source of information for others, why they are given deference. Is it specialized knowledge? Greater candor? An engaging personality? Can you account for the lesser reputations of other attorneys?

3. What is the demographic composition of your organization/firm? How do sex, race, age, religion, educational level, physical appearance, family background, and other differences affect people’s roles at your work place? How are the persons you work with most closely different from you and similar to you? Does this affect your work?

4. Explain two new concepts you learned as if you were explaining them to a non-law student, friend, or spouse.

5. Outliers: Gladwell draws upon Robert Sternberg’s idea of “practical intelligence.” What is practical intelligence, and how does it differ from IQ?

6. Describe a situation where you thought that a lawyer at your externship behaved honestly or dishonestly with the court, a client, or another attorney. Were you surprised by the actions of the attorney? Would you have behaved similarly, why or why not?

7. Outliers: What personal experiences—people and incidents in your own life—can you think of that support or challenge Gladwell’s ideas?

8. Discuss your perception of your talents and shortcomings as a soon-to-be lawyer, what do you do well or poorly, how are you perceived, how do you feel about your performance. What does your internship offer by way of opportunities to work on filling gaps in your skills?

9. FINAL JOURNAL. Reflect on your internship experience and discuss the three most important take-away lessons from your experience. What skills did you strengthen and how has the internship impacted your professional development. Define what professional success means to you including the relative importance of money, recognition, influence, providing help to others, work/life balance, etc.