Summer 2015- SYLLABUS

Welcome to the Attorney Practice Externship Seminar. This is a three or four-credit, pass/fail course, with a field placement and classroom component.

The goal of this course 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 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.

The format of the class will be discussion-based and requires your active participation. We will also use TWEN as the 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 Millicent Newhouse
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Course Requirements and Course Grading

Attendance, Participation and Readings 20% of grade
This class is 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 of each class, please review the required readings listed in the syllabus, and be prepared to discuss them. The use of laptops 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.

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 there or in class, either about the substantive law, lawyers, legal institutions, or yourself. The journal entries have several functions. First, they require that you take time to reflect on what you have been doing. 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. Secondly, they 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 your supervisor is using your time, so I can better evaluate the program.

Content
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?

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.

Timing
Journal topics are assigned weekly and should be between one to two typed, double-spaced pages. Journal entries should include your cumulative time for the prior week at the bottom with a brief description of your activities. Journals and time are due on Mondays by noon and should be submitted via the TWEN assignment drop 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. The page requirement need not be one document. Be sure to remove/redact any information that may violate confidentiality or privilege. 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 Written Product, available on TWEN, in lieu of submitting the work itself.

Field Placement 30% of grade
Students 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 and 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.

Students must maintain weekly time sheets 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 “assigned journal” submissions. Keep a cumulative list of your time so you may easily tabulate your total hours at the conclusion of the semester. Your cumulative total is due no later than July 17th.

Additional Course Requirements 10% of grade
• Your learning agreement completed and signed by you and your supervising attorney is DUE on 5/27. Please submit on TWEN.

• 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.

• Students are required to schedule a meeting with the professor. Sign-up sheets will be available during the second week of class. If none of the proposed times works you can request an alternate meeting time with the professor by sending an email.

• Symplicity: Student Experiential Learning placement must be entered into Symplicity. students go on Symplicity to the Exp. Learning tab and click, “add new” then enter the semester and your placement information, lastly click “submit”
CLASS ASSIGNMENTS

WEEK ONE Goals May 19

Reading: Read the syllabus and review the Learning Agreement.

- Learning from Experience, Ch. 1
- Setting goals for the externship-Ch. 2
- Presentations- Ch. 19
- I know what I should have done last summer
- “Be a sponge” and other advice to help students succeed at summer internships

Journal 1-Due Monday May 18th: As you think about your first weeks in the externship and initial meeting with your supervisor what would make this a good experience? What skills would you like to develop? What are your short and long term goals? Consider what is most important to you in the experience.

WEEK TWO Managing the Office: The Work- supervision, assignments, management skills May 26

Reading:

- Learning from Supervision, Ch.3
- Management Skills, Ch. 15
- Skill Development, Ch. 14
- 26 lawyering effectiveness factors
- What every law student needs to excel as an attorney
- MacCrate Report
- Time Management for Lawyers

Journal 2-Due May 25: Are you receiving feedback on your work verbally or in writing? How busy are you? Are there other interns? Are you receiving assignments from more than one person? Are you working individually or in teams? Are you receiving one assignment at a time or multiple assignments? What is your strategy for managing the work?
WEEK THREE  Managing the Office- everything else  June 2

Reading:

- Ethical Issues in Externships- an introduction, Ch. 4
- Recognizing Cultural Lenses and Developing Multicultural Competence, Ch. 16
- A firm’s culture is what matters most
- Mastering the game of law firm politics
- Professionalism in the legal profession

Journal 3-Due June 1: What is the office environment like? What is the attire in the office, for meetings outside the office? Any office rituals or habits you have observed so far? How would you describe the office culture? What does professionalism look like? Is there much interaction amongst staff? Are there regular staff meetings and if so, what is the structure, what types of issues are discussed?

WEEK FOUR  Managing (developing) your Professional Skills  June 9

Reading:

- E-Mail Netiquette for lawyers
- Develop your game plan: building meaningful professional connections
- Networking your way to a great legal career

Journal 4-Due June 8: Describe the communication between you and your supervisor including how often, is it in person? Have you met everyone in the office? Have you had any lengthy conversations with anyone? Have you participated in any social activities?
WEEK FIVE

Managing your Life  June 16

Reading:

- Externships and Career Planning, Ch. 18
- Looking back, Looking forward, ch. 20
- Externships and Career planning, work life balance, ch. 18
- A law students guide to being a happy healthy and honorable lawyer
- The young attorney balancing act: how to have a career and a life

Journal 5- Due June 15:  What do you do for fun? What do you do for stress relief? How do the people in the office handle stress and work-life balance? Any observations re: office hours, staff working extended hours? What does work-life balance mean to you?

WEEK Six  Presentations  June 23

Prepare and deliver a 5-8 minute presentation on your externship experience. Develop a theme and include key points including, what you learned, what you would have changed/done differently, what you hope to do in the future, the impact this experience had, if any, on your career, and/or advice for your classmates.

Journal 6- Due June 22- How has this externship shaped, amended, informed your views of the law, lawyers, the legal system and the legal profession? Anything changed? Any surprises?

WEEK Seven- Presentations (last class)  June 30

Last Journal 7 Due July 17: Review each of your prior journals. What are three of your most important take aways from your overall experience? What skills have you strengthened and how has the externship impacted your professional development? Is there someone in the office that you admired? What was it about them that you admired? What does success as a lawyer look like for you?

Due by July 17th

1. Written work product;
2. Supervisor evaluation of student;
3. Student evaluation of placement;
4. Hours with cumulative total;
5. Final Journal;