

# ATTORNEY PRACTICE EXTERNSHIP COURSE SYLLABUS - 860-511 2052

## UNIVERSITY OF BALTIMORE SCHOOL OF LAW SPRING 2020

**Course:** Attorney Practice Externship  
LAW 860-511  
Section Number 2052

**Instructor:** *Jason Z. Qu*  
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Phone: 617-331-7422  
Office Hours: Wednesdays 5:00 p.m. – 6:00 p.m. (by appointment), or electronically by appointment.

**Class Times + Locations:** Wednesdays 6:15 p.m. – 7:30 p.m. Room AL 109

### **Course Description:**

Under the supervision of a practicing attorney and faculty supervisor, students learn about the lawyering process first-hand by interning in the private or public sector and attending a classroom component. Students develop reflective learning and problem-solving skills, increase their substantive legal knowledge, explore issues of professionalism and ethics, engage in professional planning and development, and gain a deeper understanding of the legal system and the practice of law.

### **Student Learning Outcomes:**

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

1. Build communication skills both orally and in writing
2. Develop range of skills necessary to be successful in the legal profession
3. Understand the importance of professionalism in the legal profession
4. Utilize experiential learning tools to establish professional and personal goals

### **Course Materials and Submissions (TWEN):**

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.

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 are to be submitted through the TWEN assignment box. **Your name should be included at the top of all materials submitted and the document you submit should include your last name as well** (e.g. Jones\_Assignment 1). Please check TWEN weekly so you are knowledgeable of all matters affecting this course.

### **Attendance Policy:**

Class attendance is a primary obligation of each student, whose right to continued enrollment in the course is conditioned upon a record of attendance satisfactory to the professor. Students are required to sign in at the

beginning of class. **Late arrival is unprofessional and disruptive to the entire class. The professor reserves the right to mark a student absent if s/he is late to class.** A student who exceeds two absences from this three-credit course may be compelled to withdraw from the course. Students who are forced to withdraw for exceeding the allowed absences may receive a grade of FA (failure due to excessive absence). This policy is consistent with American Bar Association Standards for Law Schools.

**Course Text Book:**

*No text book required for this course.* Many reading materials will be pulled from *Learning from Practice: A Text for Experiential Legal Education*. If reading is required from this book, excerpts will be posted to TWEN.

For additional reading on the benefits of experiential legal education and self-reflection, the *Learning from Practice* text is recommended and available at the bookstore:

- *Learning from Practice: A Text for Experiential Legal Education*, 3rd Edition, edited by Leah Wortham, Alexander Scherr, Nancy Maurer and Susan L. Brooks.

**Computers:**

Students are permitted to use laptop computers during class time for class-related purposes only. The instructor reserves the right to prohibit use of laptop computers at any time and for any reason.

**Class Cancellation:**

If the instructor must cancel a class, notices will be sent to students via email. 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 [here](#).

**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 are available [here](#).

**Disability Policy:**

If you are a student with a documented disability who requires an accommodation for academic programs, exams, or access to the University's facilities, please contact the Office of Academic Affairs, at [ublacadaff@ubalt.edu](mailto:ublacadaff@ubalt.edu) or (410) 837-4468.

## COURSE EXPECTATIONS AND GRADING RUBRIC

### Summary

*Field placement (including completion of 130-hour requirement and timesheets): 40%*

*Class Participation and Readings (including one-on-one meeting with professor and Final Presentation): 30%*

*Journals: 20%*

*Written Work Product: 10%*

### Field Placement - 40%

During the semester, each student must complete 130 hours in the placement for three credits. Students are encouraged to work in large blocks of time, and are encouraged to be physically present at the field placement site at least two different days each week. 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 complete a weekly time sheet which is available on 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 by 7 PM on Tuesdays via TWEN.** 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 **Friday, May 15, 2020**. *Please note that time spent writing your journal entries does not apply to your field work requirement.*

### ***Additional Field Placement Requirements:***

- **Learning Agreement:** The Learning Agreement must be completed and signed by you and your supervising attorney and is due no later than **Friday, January 31, 2020**.
- **Mid-term Self-Assessment:** You must complete a mid-term self-assessment and review it with your supervising attorney. You and your supervisor should review your learning agreement and discuss your progress towards your learning goals. Your signed mid-term self-assessments are due no later than **Friday, Feb. 28, 2020**.
- **Supervisor Evaluation:** Field placement supervisors must complete an evaluation of the student's performance in the field placement. Supervisor evaluations are due on **Friday, April 24, 2020**.

### Attendance, Participation and Readings - 30%

This class is most valuable if everyone participates in the discussion. As such, you are required to attend each class and should contact the instructor in advance if you need to miss a class or if you will be late.

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. That said, this will not prohibit you from a full and rich discussion in class – during our first class we will discuss how to honor these requirements.

### ***Additional Participation Requirements include:***

- **Individual Meetings with Instructor:** You are required to have two individual meetings with the professor during the course of the semester. Sign-up sheets will be made available.
- **Final Presentations:** Students will give final presentations during class on April 7<sup>th</sup> and 14<sup>th</sup>. Presentations will be 10 minutes long and can be on a topic of your choosing, but must (1) relate to the substantive experiences and work product generated during your externship or (2) relate to a topic that we discussed during the course.

- **Evaluations:** It is a requirement of this course that students complete (1) a **Course Evaluation** and (2) a **field placement evaluation**. Evaluations will due **Friday, April 24, 2020.**
  - The **Course Evaluation** will be available later in the semester and is entirely anonymous. Faculty members will not have access to the feedback provided on course evaluations until after all grades are submitted.
  - The **Field Placement Evaluation** will be visible to the faculty member and/or the Director of Externships but will be confidential from the field placement supervisor.

### **Journal Assignments - 20%**

**Purpose:** Each of you will keep a weekly 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 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 insight for discussion about the demands and constraints of the roles of lawyers and judges, which is a major focus of the course. Finally, your journals will serve as a mode of communication that will help your professor understand the work you are doing and the experiences you are engaging in at externship.

**Content:** Prompts will be provided for your journal entries via TWEN. As a general matter, your journal should focus on what you are thinking and feeling about your experiences. What is exciting or surprising? What is bothering you – is there a problem you are struggling with? 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 your professor. If you err, you must err on the side of non-disclosure.

**Due Date/Length/Formatting:** Journal topics we will be posted weekly on TWEN. Length should be between one to two typed, double-spaced pages. The text should be in Times New Roman, Size 12 font with 1” margins. **Journal entries should be submitted along with your timesheet for the prior week with a brief description of your activities. Journals and timesheets are generally due on Tuesdays by 7 PM** and should be submitted via the TWEN assignment box. *Please see TWEN for a sample prompt for formatting.*

***\*Grading Note: While journal entries are graded for completion, the instructor reserves the right to not afford full credit to any submissions that not comport with the requirements set out in within the assignment. Unexcused late journal submissions will not receive any credit.***

### **Written Work Product - 10%**

At the end of your placement, you must submit a total of 10 pages of 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. 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 and submit the Affirmation of Work Product form which is available on TWEN. Your written work product is due no later than **Friday, May 15, 2020.**

**SYLLABUS**  
(subject to change)

Class	Class Guide	
1	<p><b>Wednesday, Jan. 15, 2020</b></p> <p><b>Introduction and Overview of Course</b></p> <ul style="list-style-type: none"> <li>• Themes and Expectations of the Course</li> <li>• Expectations of Externship</li> <li>• Professional Responsibility</li> <li>• Client Confidentiality</li> </ul> <p><b>Goalsetting</b></p> <ul style="list-style-type: none"> <li>• Establishing short/long terms</li> <li>• Learning how to use the course component to maximize experiential learning</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• A Law Student’s Guide to Being a Happy, Healthy, and Honorable Lawyer</li> <li>• 26 Lawyering Effectiveness Factors</li> <li>• Maccrata Report – Overview of Skills &amp; Values, pgs. 459-463</li> <li>• Learning from Experience - Ch. 1</li> <li>• Setting Goals for the Externship - Ch. 2, pgs. 11-14</li> </ul> <p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Complete Initial Skills Self-Assessment Exercise before class</li> </ul> <hr/> <p><b>Due:</b> Tuesday, January 14<sup>th</sup>, 2020 at 7 p.m.</p> <ul style="list-style-type: none"> <li>• <i>Journal Assignment 1 – Complete Initial Skills Self-Assessment Exercise</i> (available on TWEN)</li> </ul>
2	<p><b>Wednesday, Jan. 22, 2020</b></p> <p><b>Integrating into the Office</b></p> <ul style="list-style-type: none"> <li>• Discussion on office culture, communication, politics and lawyering skills</li> <li>• Assessment of personal values and relationship with work culture</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Skill Development – Ch. 14, pgs. 283-296</li> <li>• Mastering the Game of Law Firm Politics</li> <li>• Firm Culture is What Matters Most</li> <li>• Generation Gaps in Practice</li> <li>• What Every Law Student Needs to Excel as an Attorney</li> </ul> <p><b>Due:</b> Tuesday, January 21<sup>th</sup>, 2020 at 7 p.m.</p> <ul style="list-style-type: none"> <li>• <i>Journal Assignment 2 – available on TWEN</i></li> </ul> <p><b><i>The Learning Agreement must be completed and signed by you and your supervising attorney and is due no later than Friday, January 31, 2020</i></b></p>
3	<p><b>Wednesday, Jan. 29, 2020</b></p> <p><b>Managing the Work</b></p> <ul style="list-style-type: none"> <li>• Discussion on communication, assignments, supervision, feedback, and time/organizational management</li> <li>• Working with different personality types</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Management Skills - Ch. 15 pg. 313-323 and pgs. 326-327</li> <li>• Learning from Supervision – Ch. 3, pgs. 31-39</li> <li>• A Guide for New Attorneys to Decipher Obvious, Vague Advice (linked on TWEN Grade Book)</li> <li>• The Right and Wrong Way to Manage Up</li> <li>• Managing Up Phrases</li> </ul> <p><b>Do:</b></p> <ul style="list-style-type: none"> <li>• Complete Personality-Type Test at: <a href="https://www.truity.com/test/type-finder-personality-test-new">https://www.truity.com/test/type-finder-personality-test-new</a></li> <li>• Review “What’s Your Personality Type” handout</li> </ul>

Class	Class Guide	
		<p><b>Due:</b> Tuesday, January 28<sup>th</sup>, 2020 at 7 p.m.</p> <ul style="list-style-type: none"> <li>• <i>Journal Assignment 3 – available on TWEN</i></li> </ul> <p><b><i>The Learning Agreement must be completed and signed by you and your supervising attorney and is due no later than Friday, January 31, 2020</i></b></p>
4	<p><b><i>Wednesday, Feb. 5, 2020</i></b></p> <p><b>Using Technology Effectively</b></p> <ul style="list-style-type: none"> <li>• Discussion of necessary technology competencies</li> <li>• Using technology to manage your work</li> </ul> <p><i>Guest Speaker: Charles A. Pipins II, Associate Director for Public Services, University of Baltimore Law Library</i></p> <p><b>YOU MUST HAVE A LAPTOP FOR THIS CLASS. IF YOU DO NOT HAVE ONE PLEASE BORROW ONE FROM THE LIBRARY CIRCULATION DESK</b></p>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• What Is a Lawyer's Duty of Technology Competence?</li> <li>• The Most Effective Tech Tools for Lawyers? New Survey Says They Ain't What You Think</li> <li>• E-Mail Netiquette for Lawyers</li> <li>• Stop Letting Modern Distractions Steal Your Attention</li> </ul> <p><b>Due:</b> Tuesday, February 4<sup>th</sup>, 2020 at 7 p.m.</p> <ul style="list-style-type: none"> <li>• <i>Journal Assignment 4 – available on TWEN</i></li> </ul>
5	<p><b><i>Wednesday, February 12, 2020</i></b></p> <p><b><i>*No Class*</i></b></p> <p><i>Students will meet individually with the course instructor this week. The instructor will provide students with a “sign-up sheet” where students may select a meeting time slot.</i></p>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Due:</b> By 7 p.m. the day BEFORE your individual meeting.</p> <ul style="list-style-type: none"> <li>• <i>Journal Assignment 5– available on TWEN</i></li> </ul>
6	<p><b><i>Wednesday, February 19, 2020</i></b></p> <p><b>Ethics and Professionalism</b></p> <ul style="list-style-type: none"> <li>• Discussion on the role/responsibility of lawyers to address ethical and professionalism issues</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Ethical Issues in Externships – An Introduction, pgs. 53-65</li> <li>• Ethical Issues in Externships – Confidentiality, pgs. 67-77</li> <li>• Beyond the Numbers: What We Know—and Should Know—About American Pro Bono, pgs. 83-86, 109-111</li> </ul> <p><b>Due:</b> Tuesday, February 18, 2020 at 7 p.m.</p> <ul style="list-style-type: none"> <li>• <i>Journal Assignment 6 – available on TWEN</i></li> </ul>
7	<p><b><i>Wednesday, Feb. 26, 2020</i></b></p> <p><b>Career Development</b></p> <p><i>Guest Speaker: Assistant Dean for Law</i></p>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Externships and Career Planning – Ch. 18, pgs. 419-425</li> <li>• Externships and Career Planning – Ch. 18, pgs. 429-432</li> </ul> <p><b>Due:</b> Tuesday, February 26, 2020 at 7 p.m.</p>

Class	Class Guide	
	<i>Career Development Alyssa Fieo and/or Associate Dean for Law Career Development Katheryn Anderson</i>	<ul style="list-style-type: none"> <li>• <i>Journal Assignment 7 – available on TWEN</i> Friday, February 28, 2020</li> <li>• <i>Midterm self-assessment (signed by supervisor)</i></li> </ul>
8	<b>Wednesday, March 4, 2020</b>  <b>Resume Building &amp; Networking</b> <ul style="list-style-type: none"> <li>• Discussion of networking and personal “elevator pitches”</li> <li>• Review of resumes and resume-writing best practices</li> </ul>	<b>Reading</b> <ul style="list-style-type: none"> <li>• A Distinguished Career Starts with Networking</li> <li>• The New Elevator Pitch</li> <li>• Elevator Pitch Tip Sheet</li> <li>• Writing a Résumé That Shouts ‘Hire Me’</li> </ul> <b>Due:</b> Tuesday, March 3, 2020 at 7 p.m. <ul style="list-style-type: none"> <li>• <i>Journal Assignment 8 – available on TWEN</i></li> </ul>
9	<b>Wednesday, March 11, 2020</b>  <b>Bias, Diversity &amp; Inclusion</b> <ul style="list-style-type: none"> <li>• Discussion of Cultural Lenses</li> <li>• Exploring the Concept of Implicit Bias &amp; Navigating Bias in Law Practice</li> <li>• Discussion of Diversity, Inclusion, and Retention Issues in the Legal Profession</li> </ul>	<b>Reading</b> <ul style="list-style-type: none"> <li>• Recognizing Cultural Lenses – Ch. 16</li> <li>• Diversity and Inclusion in the Law: Challenges and Initiatives</li> <li>• Women in Law Firms</li> <li>• Effective Policies and Programs for Retention and Advancement of Women in the Law (skim)</li> </ul> <b>Do:</b> <ul style="list-style-type: none"> <li>• Complete two Implicit Bias tests at: <a href="https://implicit.harvard.edu/implicit/takeatest.html">https://implicit.harvard.edu/implicit/takeatest.html</a> (please take on test based on racial/ethnic characteristics and one based on non-racial/ethnic characteristics)</li> <li>• Watch Implicit Bias and the Science of Schemas (part 1 of 6 part series) linked on TWEN Grade Book</li> </ul> <b>Due:</b> Tuesday, March 10, 2020 at 7 p.m. <ul style="list-style-type: none"> <li>• <i>Journal Assignment 9 – available on TWEN</i></li> </ul>
	<b>SPRING BREAK- NO CLASS ON MARCH 18, 2020</b>	
10	<b>Wednesday, March 25, 2020</b>  <b>Stress Management &amp; Work-Life Balance</b> <ul style="list-style-type: none"> <li>• Discussion on methods of stress management and work-life (school) balance</li> </ul>	<b>Reading:</b> <ul style="list-style-type: none"> <li>• Balancing Personal Life and Professional Life – Ch. 17, pgs. 373, 380-385</li> <li>• How Lawyers Can Avoid Burnout and Debilitating Anxiety</li> <li>• The Young Attorney Balancing Act: How to Have a Career—and a Life</li> <li>• Millennial Burnout Is Real, But It Touches A Serious Nerve with Critics. Here's Why.</li> </ul> <b>Due:</b> Tuesday, March 24, 2020 at 7 p.m. <ul style="list-style-type: none"> <li>• <i>Journal Assignment 10 – available on TWEN</i></li> </ul>

11	<b>Wednesday, April 1, 2020</b>  <i>*No Class*</i> <i>Students will meet individually with the course instructor this week. The instructor will provide students with a “sign-up sheet” where students may select a meeting time slot.</i>	<b>Due:</b> By 7 p.m. the day BEFORE your individual meeting. <ul style="list-style-type: none"> <li><i>Journal Assignment 11 – available on TWEN</i></li> </ul> <b>Do:</b> Prepare for class presentations
12	<b>Wednesday, April 8, 2020</b>  <b>Class Presentations</b>	<b>Due:</b> N/A (unless presenting)
13	<b>Wednesday, April 15, 2020</b>  <b>Class Presentations</b>	<b>Due:</b> N/A (unless presenting)
14	<b>Wednesday, April 22, 2020</b>  <b>Final Class – Reflections &amp; Goals Revisited</b> <ul style="list-style-type: none"> <li>This class will provide an opportunity for student reflection on the development you all have made since the first week</li> </ul>	<b>Reading</b> <ul style="list-style-type: none"> <li>Looking Back, Looking Forward</li> <li><i>Review all prior journal entries</i></li> </ul> <b>Due:</b> Tuesday, April 21, 2020 at 7 p.m. <ul style="list-style-type: none"> <li><i>Final Journal – available on TWEN</i></li> </ul> <b>Course Evaluations and Field Placement evaluations are due Friday, April 24, 2020</b>
<b>Final Timesheets and Written Work Product due Friday, May 15, 2020</b>		