

**CORPORATE COUNSEL EXTERNSHIP COURSE SYLLABUS – 860C-550-3023**

**UNIVERSITY OF BALTIMORE SCHOOL OF LAW  
SPRING 2020**

**Course:** Corporate Counsel Externship  
LAW 860C 550  
Section NUMBER- 3023

**Instructor:** Christopher Rahl, Member  
Gordon Feinblatt LLC  
233 E. Redwood St.  
Baltimore, MD 21202  
410-576-4222  
[crahl@gfrlaw.com](mailto:crahl@gfrlaw.com)  
OFFICE HOURS- By Appointment

**Days/Time:** Tuesday: 4:45-6:00 pm

**Location:** AL 607; Room assignment changes are available through MyUB.

**Course Description:**

Under the supervision of a practicing attorney and faculty supervisor, students will learn about the in-house lawyering process first hand and attend a classroom component. Students will develop reflective learning and problem-solving skills, increase their substantive legal knowledge, explore issues of professionalism and ethics, and gain a deeper understanding of the legal system and the practice of law. This course will explore the skills needed for successfully serving internal corporate clients, including: building trusted relationships, effective communication, collaboration with internal business units, and becoming a resource to assist a company achieve its goals.

**Course Materials:**

There is no required textbook. Reading materials will be posted on TWEN.

**Course Web Site:**

This course has a TWEN page that links to this syllabus, class assignments, and other class materials. You are responsible for self-enrolling in the TWEN page and for checking it regularly for course information. All assignments must be submitted through the TWEN assignment box.

**Student Learning Outcomes:**

At the end of this semester, students will be proficient in the following areas:

1. Understand the role and legal responsibilities of in-house counsel
2. Develop legal skills including research, analytical skills, writing and problem solving
3. Build knowledge of corporate ethics and professionalism in the legal profession

**Grades:**

This is a Pass/Fail course. Completion of each of the assignments listed below is required to receiving a passing grade.

- Field placement (including completion of hour requirement and timesheet) - 50%
- Attendance, participation and reading (including final presentation) – 20%
- Journals- 15%
- Written work product- 10%
- Additional course requirements-5%

**Course Expectations:**

The American Bar Association Accreditation Standards establish guidelines for the amount of work students should expect to complete for each credit earned. Students should expect approximately one hour of classroom instruction and two hours of out-of-class work per week for each credit earned in a class, or an equivalent amount of work for other academic activities, such as simulations, externships, clinical supervision, co-curricular activities, and other academic work leading to the award of credit hours.

**Attendance:**

Part of your grade includes your attendance, timely arrival to class and class discussion. Our class meets once a week and it is important that you attend all the classes. 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 they are late to class. You will be expected to actively participate in each class and complete all reading assignments to demonstrate that you have read and reflected on the issues raised in the assignment. A student who exceeds the maximum allowed absences (generally 20% of class sessions) as illustrated below 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. Other than an emergency, if you must miss a class please send me an email at least 24 hours in advance of your absence.

Regular Semester Hours		
Credit Hours	Meetings Per Week	
	1	2
2	2 absences	5 absences
3	2 absences	5 absences
4	--	5 absences

**Journal & timekeeping Assignments:**

**Each journal must include your name and the date at the top of the page. Journals are due the day before each class by 5:00 pm.**

1. 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 the externship and in class about substantive law, lawyers, legal institutions and yourself. The journal entries have several functions. First, they require that you take time to reflect on what you have been doing. Secondly, they also provide content for discussion about the demands and constraints of the role of in-house counsel. Finally, the communications help the course instructor understand how your time is being allocated and your participation in the field placement. Each journal entry should be in Times New Roman, size 12 font and be 1 ½ to 2 pages in length, double-spaced.

2. Content:

The journals 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 the law? What criticisms or praise do you have for the legal system? What interests you or is important to you? What else would you like to be taking place during the externship? Weekly prompt questions may be provided during particular classes for the following journal entry.

### 3. Confidentiality

In your corporate 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 or share any confidential or privileged information that you have access to during your externship.

### 4. Timesheets

Students must complete a weekly time sheet which is available on TWEN in Excel format. The time sheet should include hours worked at the externship site and a brief description of the major areas in which you worked. There is a tab on the spreadsheet for each week, and a totals page that tabulates your total hours for the semester. Your cumulative total time is due no later than May 1, 2020. Please note that time spent writing your journal entries does not apply to your field work requirement.

### **Written Work Product:**

At the end of your field placement, you must submit 10 cumulative pages of written work product (e.g. agreements, research projects or other documents you specifically worked on and contributed to with the approval of the corporate client), which represents the array of work that you have performed and skills you have developed during your placement. 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 to submit redacted copies of your work product, you may contact the instructor or the Director of Exterminations for permission to submit an Affirmation of Written Product in lieu of submitting the work itself.

### **Field Placement:**

You must complete 130 hours in the placement for three credits. You 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 meals do not count. Placements may not bill for your time and you may not receive monetary compensation for your work.

### **Cumulative timesheet:**

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 May 1, 2020.

### **Additional Course Requirements:**

- ▶ **Learning Agreement**-The Learning Agreement must be completed and signed by you and your supervising attorney and is due no later than January 31, 2020.
- ▶ **Individual Meetings with Instructor**-Students are required to have individual meetings with the professor during the course of the semester. Meeting dates/times will be scheduled.
- ▶ **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 Feb. 28, 2019.

- ▶ **Supervisor Evaluation:** Field placement supervisors must complete an evaluation of the student's performance in the field placement. Supervisor evaluations will be sent to the field placement supervisors by the Externship Program and are due on May 1, 2020.
- ▶ **Evaluations:** It is a requirement of this course that students complete (1) a Course Evaluation and (2) a field placement evaluation. Evaluations will be due May 1, 2020
  - **The Course Evaluation is administered by the University and will be available to students later in the semester. These evaluations are 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 is administered by the Externship Program will be visible to the faculty member and/or the Director of Externships but will be confidential from the field placement supervisor.**

#### **Computers:**

Use of laptop computers for class related purposes is prohibited unless related to a classroom activity.

#### **Class Cancellation:**

If the instructor must cancel a class, notices will be sent to students via email and posted on the classroom door. 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 the School of Law. Violations of academic integrity include, but are not limited to: cheating; plagiarism; misuse of library materials; use of another's book or study materials without consent; unapproved multiple submissions; material misrepresentation of one's academic history or standing; misrepresentation of any academic matter; intentionally giving another student false or inaccurate information about class requirements; inappropriate discussion of exams; and misrepresenting or falsifying class attendance reports. [Reference to School of Law Honor Code, [https://law.ubalt.edu/academics/policiesandprocedures/honor\\_code/index.cfm](https://law.ubalt.edu/academics/policiesandprocedures/honor_code/index.cfm)]

#### **Title IX Sexual Harassment and Sexual Misconduct Policy:**

The University of Baltimore's Sexual Harassment and Sexual Misconduct policies are 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 can be found at: <http://www.ubalt.edu/titleix>.

#### **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 Topics/Assignments:**

Suggested weekly journal topics & reading assignments are posted on TWEN.

January 14, 2020—Course Introduction/Goals + Making the most of the externship experience- managing the work, understanding office dynamics and developing skills

January 21, 2020--Discuss Readings + Role of General Counsel and who is the Client (who are other stakeholders) + Guest Presentation

January 28, 2020--Individual Meetings with course instructor—NO CLASS

February 4, 2020--Discuss Readings + Time Management/How to Get Work Done + Guest Presentation

February 11, 2020--Discuss Readings + Contract Drafting and Review

February 18, 2020--Discuss Readings + Guest Presentation

February 25, 2020--Discuss Readings + Managing Litigation/Outside Counsel

March 3, 2020--Discuss Readings + Practical tips for communicating/advising clients + Guest Presentation

March 10, 2020--Individual Meetings with course instructor—NO CLASS

March 17, 2020--Spring break, no class

March 24, 2020--Discuss Readings + Where to look for In-House Jobs + Guest Presentation

March 31, 2020--Discuss Readings + Research Skills/Tools for the In-House Practitioner

April 7, 2020--Individual Presentations

April 14, 2020--Individual Presentations

April 21, 2020--Course Wrap-up