

**Learning Agenda**  
University of Denver  
Sturm College of Law

**A signed, pdf copy must be uploaded to TWEN on or before the due date specified in the Course Requirements.**

Student: \_\_\_\_\_

Office: \_\_\_\_\_

Supervising  
Attorney: \_\_\_\_\_

You will use this plan in developing the Learning Agenda for your externship, in conjunction with your Supervising Attorney. Use this plan to make note of specific areas in which you would like to improve during your externship, and the activities you will try to do to improve in that area. This form is due within the first two weeks of your externship.

*While the questions on this form address the student's learning goals, the Legal Externship Program at Denver Law recognizes and believes that a Legal Externship is an experience that should benefit the host organization just as it benefits the student extern. In determining what assignments to give to law students, Supervising Attorneys should of course prioritize the organization's goals and needs along with the student's learning objectives.*

1. What areas of substantive law will you focus on during this externship?

Employment law  
Employee benefits  
Securities  
Environmental law: CERCLA; NEPA.  
Foreign Corrupt Practices Act

Understand legal issues as related to business issues that frequently arise in industry.

2. What activities or projects in this externship placement could help strengthen your legal research skills?

Research re motions, briefs, discovery  
Research re policy issues  
Research re employee manual

3. What activities or projects in this externship placement could help strengthen your oral communication skills?

Improve ability to ask relevant questions to clarify assignments and communicate findings effectively.

Participate in conference calls with clients and management; understand better legal communication within the business context.

Observe and participate in client and management meetings.

Create a presentation and present to management a topic of interest, e.g. contract review system.

Present results of legal research orally in one-on-one and group settings; field questions.

4. What activities or projects in this externship placement could help strengthen your written communication skills?

Draft letters and memos – internal clients, third party affiliates, vendors, etc.

Draft/edit/review contracts (e.g. sales, purchases, non-compete, non-disclosure, employment, etc.)

Prepare motions, briefs, discovery, etc.

Prepare policy summary; draft policies.

Have a writing sample at the end of the externship.

Draft employment policy and/or handbook.

Draft compliance program.

5. What activities or projects in this externship placement could help strengthen your fact investigation skills?

Participate in internal company investigations and apply facts to law to make recommendation to internal client.

Apply both internal company fact investigation and external fact investigation to law, business policy, etc. in solving a complex legal/business problem.

Become familiar with research methods outside of Westlaw/Lexis that in house counsel find helpful and efficient.

6. What activities or projects in this externship placement could provide you with an opportunity to interact with clients?

Attend meetings with internal client; participate in client interviewing and counseling sessions.

Understand structure of organization, and work with as many different departments as possible.

7. What activities or projects in this externship placement could help strengthen your understanding of how to manage a legal practice of this type?

Understand cost benefit of using in house versus outside counsel.

Understand pros and cons of using contract lawyers, from both the perspective of the company and the contract lawyer.

Exercise time management with respect to school and work at externship. Learn at least two new time management tools.

Prioritize tasks; ask attorneys for how they would like me to prioritize tasks if I don't know.

Understand legal issues that commonly arise in my company/industry and implement effective and efficient ways to deal with them.

8. What activities or projects in this externship placement could help strengthen your sense of professional identity? "Professional identity" includes understanding and respecting the Rules of Professional Conduct; demonstrating awareness of conflicts and obligations beyond those of the Rules of Professional Conduct; developing a sense of self as a professional; and dealing with stress in productive way.

Meet with at least 3 attorneys in office, and discuss work/life balance; how they obtained their positions; satisfaction/dissatisfaction with their positions and the practice of law, etc.

Continue to develop sense of self as professional.

Define myself as professional employee and an individual.

Understand how personal values impact work/life balance.

Understand culture of office and assimilate into that culture, while preserving my own identity.

9. If this legal organization is covered by Colorado's Student Practice Act<sup>1</sup>, and you are eligible to practice under the Act, what activities or projects in this externship setting could provide you with opportunities to appear in court?

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<sup>1</sup> For information on the Student Practice Act, please see Rule 226.5, or refer to the Student Practice Act section of the Legal Externship Handbook <http://www.law.du.edu/index.php/legal-externship-program/legal-externship-handbook>. Students must have completed 60 credit hours in order to be eligible to practice under the Act.

10. What skills, apart from the ones already mentioned above, are essential in order to excel in this practice area? What activities or projects in this externship placement could help you learn these skills?

Regularly reflect on meetings, client contact, different lawyering styles, legal vs. business decisions, professionalism, etc.

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Signature of Supervising Attorney (required)

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Date

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Signature of Student

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Date