

UNIVERSITY OF DENVER STURM COLLEGE OF LAW

In House Counsel Seminar – Fall 2013

Syllabus

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This document describes the course goals and requirements:

- I. **In House Counsel Seminar Course Description**
- II. **Method of Teaching**
- III. **Grading**
- IV. **Blog**
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I. In House Counsel Seminar Course Description

This seminar is the classroom component of your externship. Through class discussion we will explore a variety of issues that will provide you with the opportunity to reflect on the legal profession, generally, and the work of in house counsel, in particular.

The specific goals of the In House Counsel Seminar are:

- To learn about the practice of law in an in house setting;
- To familiarize you with some of the practical issues and problems you will face in practice, and may be facing in your externship;
- To provide a forum to solve problems which arise in your externship, whether around the office, dealing with clients, or in performing legal work;
- To learn the practical application of some common ethical issues which arise in the practice of law for in house counsel, in particular;
- To provide a forum for you to reflect upon the legal profession and your future role in the profession.

II. Method of Teaching

This course will be taught in a typical seminar format. Students will be exposed to readings, videos, lectures, and blogs, among other things. Class participation is critical in any seminar course, and will count for 30% of the final grade.

III. Grading

This is a one credit course. Your grade in this course will be based on the following:

Class Participation:	30%
Blog:	20%
Oral Presentation:	30%
Final Reflective Journal:	20%

IV. Blog

The blog is an opportunity to post observations about the practice of law. You should post a minimum of 1 observation each time a blog is due, and reply to the posting of at least one other student. These are intended to be short posts—approximately 3 to 5 sentences, but they can be longer if you would like. The grading for the blog is as follows:

Points (4 points total possible per week)	A Level Participation (2.5 to 4 points)	B Level Participation (1.5 to 2 points)	C Level Participation (1 or fewer points)
Number of postings each week (2 points per week possible)	1 or more posts and a reply to one or more posts by other students.	1 post and a reply to one other student post.	1 post and no reply to another student.
Quality of postings (2 points possible per week)	Describes what you observed concisely and states why you think it is important or effective.	States what you observed concisely but says nothing about why you believe it is important or effective.	Post is not clear and concise.

Some weeks we will have specific subjects for the blogs, and some weeks will be open blogs.

Initial blog posts are due: Jan. 28, Feb. 11, Feb. 25, March 11, March 25, and April 8. The replies to the blog posts are due 48 hours after the blog postings are due. For example, the first blog is due January 28 by 11:59PM and the replies are due by January 30 at 11:59PM.

V. Presentation – In House Practice Issues

You are required to do a presentation during the last two weeks of class in teams of two. The topic for the presentation must be either based on 1) one of the topics we cover during the seminar; or 2) a topic, of your choosing, that is of relevant to in house counsel. Please email your topic to your professor. First come, first served. No two teams may present on the same topic. As topics are received and accepted they will be posted in the Calendar.

The presentation should be up to 25 minutes in length and you must engage the class in discussion. You may present it in any format you desire. You will be graded on both the content and the presentation. The grading rubric for the presentation will be posted in Blackboard.

VI. Final Reflective Journal

You will only be doing one journal in this course. The Final Reflective Journal should be at least 5 to 7 pages in length, double spaced, and should be a reflection of your entire externship. The specific topic is posted under the Journals link on Blackboard. You should submit your Final Reflective Journal via the Journals link. The Final Reflective Journal is due April 22nd

VII. Class Schedule – This schedule is somewhat aspirational. The professor may change topics based on needs that we see and desires that you have.

Week 1	Introduction to Seminar Faculty introductions Student introductions Expectations for the seminar Seminar schedule for semester Learning Agendas A Successful Externship – Student Panel	Jan 21
Week 2	Creative Problem Solving (Case Study); Writing a memo for a business partner	February 4
Week 3	Role of In House Counsel; Preparation for In House counsel-do you need to start in a private firm? The Experts Speak – Panel of In House Counsel	February 18
Week 4	Individual Meetings w/ Professor	March 4
Week 5	Public Speaking; Satisfaction in the Practice of Law	April 1
Week 6	Ethical Issues and Compliance Programs (Case Study)	April 15
Week 7	Team Presentations	April 22

VIII. CLASS ATTENDANCE

The classes are a critical part of your learning experience. You will be expected to attend all classes, and to have read, at least, the required readings and to thoughtfully discuss the material in class. There may also be suggested readings. We encourage you to read the suggested readings as well as the required readings; the material is selected to assist you in better understanding the practice of law in an in-house counsel setting. All of the reading materials will be available on line. If you cannot find the on line materials, it is your responsibility to obtain the required reading material from some source and to review the required reading before class. Most of the materials are available at a law library.

If you feel you must miss class, please notify your professor in advance. If your absence is excused, makeup assignments will be based around leading a class discussion, either of assigned material for a particular week, or another topic selected by the professor.

IX. Field Work – To Be Submitted via the Blackboard site for Field Work

For the field work portion of your externship, please refer to the Blackboard site titled: Legal Externship Program Field Work. The field work is graded pass/fail and the grading is explained on the Blackboard site.