

**UNIVERSITY OF DENVER STURM COLLEGE OF LAW
LEGAL EXTERNSHIP PROGRAM
Field Work Course Requirements, Spring 2016**

Faculty

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Field Work Overview

Participation in the Legal Externship Program provides you an opportunity to engage in critical reflection about the legal profession, your legal career, and your priorities and values as a lawyer and an individual. The program has been designed with the following goals:

- Develop the art of lawyering, including such skills as research, writing, legal analysis, client interviewing, communication, negotiation and advocacy.
- Provide opportunities to integrate substantive learning with the practice of law.
- Promote the ethical practice of law by sensitizing students to issues of professional responsibility.
- Assist students to develop confidence in practical lawyering situations.
- Increase students' understanding of their own individual strengths and weaknesses as lawyers.
- Explore and understand workplace issues such as time management, workplace culture, teamwork, giving and receiving feedback, and achieving balance in one's life.
- Promote self-directed and lifelong learning.

These Course Requirements address the Field Work portion of your externship. You will also be taking an Externship Seminar. You will receive information about the Seminar from your Seminar Professor. The Externship Seminar is designed to complement your Externship Experience, but the course requirements for the Seminar are separate and distinct from your Field Work requirements.

Faculty Supervisor

You will be assigned a Faculty Supervisor for the Field Work portion of your externship. The Faculty Supervisor will be Professor Vessels, Freeman or Kovaka. You will receive an email with the name of your Faculty Supervisor. The Faculty Supervisor is available to help you throughout your externship and will be reviewing your Mid-Semester Report, Project List, Evaluations, and, from time to time, your reflections (discussion boards, blogs or journals.) However, your Seminar Professor will be the primary person who reviews and responds to your reflective posts.

In the event you have any challenges with your externship during the course of the semester, please contact your Faculty Supervisor immediately. We want to be sure you have the best experience possible. This includes any challenge you may have in getting the type and amount of assignments on which you and your supervising attorney have agreed. In most cases you will be able to resolve these challenges by being proactive and talking with your supervising attorney. However, if you need any help with this,

please contact your Faculty Supervisor. We encourage you to quickly address any problem you may be having at your externship site.

Communication with the Legal Externship Office

During the semester, we will be communicating with you through your DU email address. Please be sure to check your DU email frequently.

Minimum Course Requirements for the Field Work

1. Hours:

Satisfactory completion of the requisite work hours (based on credits):

- 2 credits – 100 hours of work at the externship site;
- 3 credits – 150 hours of work at the externship site;
- 4 credits – 200 hours of work at the externship site;
- 5 credits – 250 hours of work at the externship site; (Must have Externship Faculty approval.)
- 6 credits – 300 hours of work at the externship site. (Must have Externship Faculty approval.)

You must complete your hours in a **minimum** of 10 weeks and a **maximum** of 16 weeks, and may count hours worked up to 2 weeks before the start of classes for the semester. (Please note the Legal Externship Program uses full weeks when setting start and end dates.)

If you started working in your externship by:	Your hours must be completed by:
Start: December 28, 2015	End: April 11, 2016
Start: January 11, 2016 or later	End: April 25, 2016

TIMESHEETS

Due: Please record your hours for the previous week worked each Monday by 11:59 p.m.

What Are They?

Timesheets allow you to keep track of the hours you work each week and help both you and the Legal Externship Program manage your hours requirement.

Where Are They?

Timesheets can be found on the Legal Externship Program website (<http://www.law.du.edu/forms/legal-externship-program/timesheet-journal-submission/start.cfm>) Click on Timesheet Submission. You will then be directed to the page where you must enter your Banner ID and Externship Password (not your MyWeb

password) to login to the Timesheet System. You will receive an email with your timesheet password specifics.

2. Learning Agenda:

Due: January 25, 2016

What Is It?

The Learning Agenda provides an opportunity for you and your supervising attorney to communicate about what you would like to experience, and what the supervising attorney would like you to experience, in your externship. It is very important that you take time to fill the Learning Agenda out with your supervising attorney. Many issues that might otherwise arise during an externship can be resolved by clear communication at the beginning of the externship when preparing the Learning Agenda.

Where Is It?

There is a link to the Learning Agenda on Canvas under Assignments or on the Legal Externship Program's website under Forms.

3. Extern Skills Self-Evaluation:

Due: January 25, 2016

What Is It?

The Extern Skills Self-Evaluation gives you the opportunity to rate your development in a variety of skills at the start of your externship. These are important skills for every practicing lawyer. You and your supervising attorney will each evaluate your development in those same skills at the end of the externship. This will give you an opportunity to identify your strengths and weaknesses, and may help you identify additional classes you would like to take during your remaining time in law school. These evaluations are confidential and will only be viewed by the Externship Faculty.

Where Is It?

You can access the Extern Skills Self-Evaluation on the Legal Externship Program's website under Forms or there is a link to the survey on Canvas.

4. Externship Mid-Semester Report and Externship Project List:

Due: February 29, 2016

What Are They?

The Mid-Semester Report provides you an opportunity to reflect on the progress of your externship by considering what objectives you have achieved and what you still hope to accomplish, among other aspects of your work experience.

The Externship Project List is a list of the work you have completed in your externship. By keeping track of your projects in this format, you will have ready access to them before an interview, when you are revising your resume, and when you may want to use the work at a later date. We would also suggest you keep a portfolio of your work with hard copies of each project

so that you have access to a copy of your work when you need it. If the information is confidential, you will need to ask your supervising attorney if you can keep a copy of the work. Many supervising attorneys will allow this, as long as you redact pertinent, confidential information.

Where Are They?

There are links to both the Externship Mid-Semester Report and the Externship Project List on Canvas under Assignments or on the Legal Externship Program's website under Forms.

5. Supervising Attorney's Mid-Semester Evaluation:

Due February 29, 2016

Your supervising attorney must complete a mid-semester evaluation. You can access this evaluation on the Legal Externship Program website under "Forms" or there is a link to the evaluation in Canvas under Assignments. **Please be sure you give plenty of notice to your supervising attorney regarding the deadline of this evaluation.**

6. Supervising Attorney's Final Evaluation:

Due: May 2, 2016

What Is It?

The Supervising Attorney's Final Evaluation allows your supervisor the opportunity to provide you with feedback about your performance over the course of the semester. The Supervising Attorney will also rank your skills using the same rubric with which you evaluated yourself at the beginning and end of your externship. It can be very useful to compare your self-evaluations with the perspective of your Supervising Attorney as it is reflected in the Final Evaluation.

Where Is It?

You can access the Supervising Attorney's Final Evaluation on the Legal Externship Program's website under Forms or in Canvas under Assignments. **Please be sure you give plenty of notice to your supervising attorney regarding the deadline of this evaluation.**

7. Externship Final Evaluation:

Due: May 2, 2016

What Is It?

The Externship Final Evaluation provides you an opportunity to evaluate your externship placement, as well as reconsider your own development as a lawyer in light of your externship experience.

Where Is It?

You can access the Externship Final Evaluation on the Legal Externship Program's website under Forms or in Canvas under Assignments.

8. Externship Seminar Evaluation:

Due: May 2, 2016

What Is It?

The Externship Seminar Evaluation is an anonymous evaluation of your externship seminar. We welcome your honest feedback as a way to help shape and improve our seminar courses. **As the surveys are anonymous there is no grade associated with it.**

Where Is It?

You can access the Externship Seminar Evaluation on the Legal Externship Program's website under Forms or in Canvas under Assignments.

Confidentiality

In your externship, you will have access to confidential and privileged information and materials. In submitting your reflections, and in your externship seminar, be very cautious not to include any privileged or confidential information.

Unlawful Practice of Law

In your placement, you may have the opportunity for contact with clients or potential clients, the court, other attorneys, etc. – in person, on the phone or via email or mail. You should be extremely cautious in your communications so that they are limited to and do not overstep the scope of work that you are authorized to perform. When in doubt, check with your supervising attorney.

Proper Dress/Office Behavior

Keep in mind that your placement is in a professional setting – with its own written and unwritten standards/rules concerning dress (e.g., suit v. business casual), how the office functions (e.g., who reports to whom, how things get done), and etiquette (e.g., formal v. informal relationships/interaction). On the first day, err on the side of caution – dress formally, act conservatively. In the first week, make a point of finding out what the standards and rules are (re dress, office function, etiquette); the faster you learn and adapt, the better your placement experience will be.

Record Retention

It is **YOUR** responsibility to keep a hard copy of every electronic or hard copy submission, form, time sheet, journal, evaluation, etc. in connection with your externship.

Conflicts of Interest

To ensure there is no conflict of interest, if you are working or volunteering outside of school or your externship, you must notify the Legal Externship Program. This includes jobs that begin after the start of your externship. The Conflict of Interest forms are on the Legal Externship Program website.

Grading for the Field Work Component of your Externship

Because this is a Pass/Fail course, you must earn at least 70% of the points, i.e. 143.5 points. Please note - the point system keeps track of whether or not you are timely submitting assignments as you are docked points for late assignments. **However, you must still do all of the assignments described above to pass**

the externship. This means that even if you have enough points to pass before the externship is complete and/or before some assignments are due, you are still required to do the assignments. For example, you may reach 143.5 points before the final evaluation is due but you still have to do it or you will not pass the externship. All assignments are required. If you submit an assignment late, you will receive -3 points for each day the assignment is late. **Please note that if you do not submit an assignment, you will not pass your externship.** While your work at the externship site comprises the most points, **it is not possible to pass this course simply by receiving an evaluation of Pass from your supervising attorney.**

The point system is described below. Because this is a Pass/Fail course, you must earn at least 70% of the points, i.e. 143.5 points.

Point system for students taking the externship seminar of the Legal Externship Program. To receive a PASS, students must earn at least 143.5 points, and complete all externship assignments.

<i>Assignment</i>	<i>Deadline</i>	<i>Points Possible</i>
Learning Agenda	January 25, 2016	30 Points 3 points deducted for each day it is late.
Extern Skills Self-Evaluation	January 25, 2016	15 Points 3 points deducted for each day it is late.
Externship Mid-Semester Report	February 29, 2016	30 Points 3 Points deducted for each day this is late.
Externship Project List	February 29, 2016	30 Points 3 Points deducted for each day this is late.
Supervising Attorney Mid-Semester Evaluation	February 29, 2016	15 points
Externship Final Evaluation	May 2, 2016	45 Points 3 Points deducted for each day this is late.
Fulfilling hours required at your externship and Supervising Attorney's Final Evaluation	May 2, 2016	Pass: 40 Points Fail: 0 Points
Externship Seminar Evaluation	May 2, 2016	No points
	<i>Total Points Possible:</i>	205

All required forms can be found on the Legal Externship Program website at <http://law.du.edu/index.php/legal-externship-program/forms>.

You will be able to see whether you have completed other requirements when you log on to Canvas to submit your course assignments. The Legal Externship Program must manually grade your assignments on Canvas, so please give us at least 48 hours to do so.