

**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 as a repeat extern. You will not be taking a Seminar.

Faculty Supervisor

Your Faculty Supervisor for the Field Work portion of your externship will be either Professor Vessels or Professor Freeman. You will receive an email advising you of your assigned faculty supervisor. They will be available to help you throughout your externship and will meet with you for a Mid-Semester Conference. In addition, they will be reviewing your Learning Agenda, Mid-Semester Report, Project List, Evaluations, blogs and final journal.

In the event you have any challenges with your externship during the course of the semester, please contact your assigned 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 very proactive and talking with your

supervising attorney. However, if you need any help with this, please contact your assigned faculty supervisor. We encourage you not to wait too long to address a problem such as this.

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

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 Director approval.)
 - 6 credits – 300 hours of work at the externship site. (Must have Externship Director approval.)

You must complete your hours in a **minimum** of 6 weeks and a **maximum** of 10 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

1. **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://law.du.edu/index.php/legal-externship-program/current-externs/timesheet-journal-submission>). 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. You can also access a copy of the Learning Agenda on the Legal Externship Program 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 in Canvas under Assignments.

4. Blogs:

What is it?

The blog is an opportunity to post observations about the practice of law. You should post a minimum of 1 observation a week, and reply to the posting of at least one other student. These are intended to be short posts— 2 paragraphs of approximately 3 to 5 sentences, but they can be longer if you would like. These entries are an opportunity for you to reflect on your experience. Hopefully it will help you make sense of what you've learned, why you've learned it and how the learning took place.

You are required to blog 6 times throughout the semester. The blog forum will be open for 1 week (from Monday to the following Tuesday night at midnight). The blog due dates will be posted on Canvas.

Where is it?

The blog is located on the Canvas site for repeat externs that you are assigned to. On the left hand side under Navigation click on "Discussions" and the blogs will be there.

Please be sure to post/reply to your appropriate group. Late blog posts will receive zero credit.

About Reflection:

Reflection is an essential part of learning from experience. It is not a practice that is simply useful for law students, but rather a practice that can be helpful throughout your professional life. The importance of reflective journaling was described as follows by several professors:

Reflective practice should help you to decide what type of practice you will pursue and to refine the moral and ethical standards you will bring to that practice. You may begin with an ill-defined idea of your professional interests. Alternatively, you may have a clear vocation in mind that may change or evolve as you continue your professional development.

The extent to which you achieve satisfaction from your work will depend on your ability to integrate your values into your professional choices. Regular reflection offers insight into work style, preferences, dissatisfaction, and other influences at the intersection of your values and your work. For example, you may think that you want to do criminal defense work because you believe that society has a duty to guarantee fairness to those accused of crimes. As you gain experience in the practice of criminal law, you may feel frustrated by the players and process. This perspective may lead to changes in your professional goals. You may conclude that you want to work on policy or legislative changes in the criminal justice system rather than represent individual clients. Reflective observation will help you to capture your reactions to and thoughts about your professional aspirations.

L. Lerman, J.P. Ogilvy, L. Wortham, *Learning from Practice* 151 (Thomson/West 2007).

5. Student Conference:

This conference is for students who have previously completed an externship, and are therefore not in an externship seminar. The conference will be scheduled by signing up on an available time on Canvas. Conferences will be held between February 29 and March 11, 2016. Dates and times will be available on Canvas under Conferences. You will need to sign up for a day and time.

6. 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 the Externship Website under Forms and on Canvas under Assignments.

7. 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.**

8. Final Reflective Journal:

Due: April 22, 2016

You are required to submit a final reflective journal by April 22, 2016. Please respond to the prompt posted by your assigned faculty supervisor. Your journal should be approximately 3-5 pages, double spaced, no larger than 12 point font. **Journals of less than 3 pages will not receive full credit.** This is separate from your final evaluation of your externship.

9. Supervising Attorney's Final Evaluation:

Due: May 2, 2016

Your supervising attorney must complete a final evaluation. The form for this evaluation is on the Legal Externship Program website and can be found under "Forms" or on Canvas under Assignments. **Please be sure you give plenty of notice to your supervising attorney regarding the deadline of this evaluation.**

10. 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 on Canvas under Assignments.

Confidentiality

In your externship, you will have access to confidential and privileged information and materials. In submitting your blogs/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, blog, 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 Office. 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. 217 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 217 points before the final reflective journal 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. 217 points.

Deadlines for submitting hours worked and blogs:

- **Hours:** If your hours are not submitted by 11:59 p.m. MDT on Monday¹, following the week in which you worked, your hours will not count.
- **Blogs:** You are required to blog 6 times throughout the semester, with one post and one reply of 2 paragraphs. The blog will be open for 1 week, with the closing dates listed on Canvas.

Point system for repeat students (students not taking a seminar) of the Legal Externship Program. To receive a PASS, students must earn at least 217 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 each

¹ If a holiday falls on a Monday, the due date and time is Tuesday at 11:59PM.

		day this is late.
Blogs	By 11:59 pm on January 19 February 2 February 16 March 1 March 22 April 5	60 Points (10 points each) Late blogs/replies will not be graded, you will receive 0 points for that week.
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
Student Conference	Between February 29 and March 11, 2016	5 Points
Final Reflective Journal	April 22, 2016	40 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
	<i>Total Points Possible:</i>	<i>310</i>

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

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