

**ADVANCED EXTERNSHIP SYLLABUS**  
**Requirements and Schedule**  
**Corporate Counsel Clinical Externship Program**  
**Spring 2014**

You are enrolled in an Advanced Externship semester by virtue of having completed a previous externship semester through either (i) the same placement in the same externship program, (ii) a different placement in the same externship program, or (iii) a placement in a different externship program. The purpose of this second externship semester is to allow you to expand and progress meaningfully and substantially beyond the training you received in your former externship. In the spirit of this new and separate experience, you will refocus your personal goals, you will engage regularly in more in-depth reflection on these new goals and learning experiences, and you will attentively guide the externship experience to fulfill these new goals to ensure that your knowledge and skills advance substantially. The semester schedule, guidelines, standards, and requirements are structured around these program objectives. To avoid duplication, you will not be required to attend the weekly two-credit course seminar, and you will not receive any course credit beyond the number of pass/fail field credits you select. However, the ABA requirements demand that we have a structure that includes these components in this second externship semester. Each requirement and written assignment must be completed to the Director's satisfaction and to the highest standards of diligence and professionalism in order for you to receive a passing grade for the field credit portion of the externship program.

***Your Program Director's contact information:***

Email: [cbanks@rwu.edu](mailto:cbanks@rwu.edu)

Cell number: 401-924-0111

Secretary Lisa Quinn: 254-4626 (Monday – Friday, 9:30 a.m. – 4:00 p.m.)

***Office meetings and questions:*** Please email me to arrange an appointment, or stop by my office during law school business hours. Please feel free to email questions anytime.

***Reminders:*** You are expected and required to maintain a regular weekly field schedule and to be present at your placement every day you are scheduled to attend. You are required to immediately contact the Director of your program when any issue, concern, or question arises that impacts the quality of the externship training, your ability to perform, your professionalism, or your ability to be present as scheduled.

**CONFIDENTIALITY REMINDER: Everything you write or say in this externship and in your communications with the Director must comply with your placement's confidentiality requirements, so you should not write anything containing any identifying information about the organization or its legal work. Before writing anything specifically about the work you are doing, you should talk to your field supervisor about confidentiality and what information you are permitted to disclose.**

# ADVANCED EXTERNSHIP REQUIREMENTS

## I. GOAL SETTING AND SELF-EVALUATION.

You will be required to complete the following three major reflective assignments (on the schedule and due dates set forth in the table below), as follows:

### 1. Personal Goals Memo and Meeting: WEEKS ONE AND TWO

- a. **Personal Goals Memo.** You will write and turn in to your Director by Monday, January 6, 2014 at 12:00 noon a well-organized and well-written Personal Goals Memo using the provided personal goals worksheet to guide you. Your Memo will be evaluated on its depth, insight, honesty, thoughtfulness, and constructiveness in focusing on the new and advanced goals you would like to work towards or achieve in expanding on the training you received through the previous externship semester. The Memo will also be evaluated on its organization, writing, and polish. There is no page limit but write concisely.
- b. **Personal Goals Meeting (On-Site) with Field Supervisor and Director.** Within the first two weeks, you will need to schedule two meetings, the first one (during the first week) with the Director at the law school, and a second one (during the second week) with your field supervisor on site, to discuss your Personal Goals Memo and the advanced externship semester. For your meeting with your field supervisor, decide the most effective way to communicate your goals. You should also use this meeting to review any workplace and professionalism policies, confidentiality rules, or office/support staff protocol important to your role, as well as to set your final weekly schedule. Above all, you should also clarify how the supervisor will provide effective oral and written feedback on a regular basis.

### 2. Mid-Semester Self-Evaluation Memo and Meeting: WEEKS EIGHT AND NINE

- a. **First draft of your Mid-Semester Self-Evaluation Memo.** You will write and turn in to the Director by Monday, February 24 at 12:00 p.m. a first draft of a self-evaluation of your performance during the first part of the semester, using the provided self-evaluation worksheet. Your Memo will be evaluated on your ability to be thoughtful, insightful, and introspective about your goals, plans, and accomplishments during the first part of the semester. You should connect your evaluation to your Personal Goals Memo. Your ability to write grammatically and to proofread your work is as important as the ideas you present. The Director will provide prompt feedback and comments on this first draft.
- b. **Final draft of your Mid-Semester Self-Evaluation Memo.** You will revise your first draft based on the Director's comments; you will then deliver a final draft of the Memo to your field supervisor and to the Director at least two business days before the scheduled Mid-Semester Meeting, below.

- c. **Mid-Semester Self-Evaluation Meeting with Field Supervisor.** You will schedule and conduct a meeting with your field supervisor to discuss your Mid-Semester Self-Evaluation Memo. The meeting should occur within these two weeks. Your Director will not attend this meeting.

**3. Final Evaluation Meeting: WEEK FOURTEEN (post-externship).**

- a. **Final Wrap-Up Meeting with Director.** After you have completed the externship and after the Director has received your final performance evaluation from the field supervisor, you will meet with the Director at the law school to go over the final evaluation and review the externship semester in light of your personal goals and substantial progress over the semester.

## **II. REFLECTIVE ESSAYS.**

You will be required to submit to the Director four, reflective essays (2 pages max, double-spaced) over the course of the semester. They will each be due on the dates provided in the table below, and you will write on the topics set out below. You will be evaluated on the quality of your insight and reflection. The essay should be well-organized, well-written, and well-polished. You should have a clear thesis and a clear introduction laying out your thesis and what you plan to do in the essay. Each essay should have a beginning, a middle, and an end. ***Remember not to disclose any confidential work information.***

***Please write on the following topics:***

- a. **Reflective Essay #1:** How did your personal goal setting process differ from your first externship process? Was the three-way meeting productive for you? How do you anticipate this semester being different from your prior semester?
- b. **For the Remaining Reflective Essays #2, #3 and #4,** please choose from the following topics (and please do not repeat a topic):

Your development as a professional  
Assuming greater responsibility in your externship  
Making mistakes  
Evolution of the supervisor relationship  
How you handled an ethical issue  
Reflective lawyering  
Quality of your feedback  
Developing relationships within the legal professional  
Ability to see the world through the eyes of others  
Stress management  
Work-life balance  
Transition to practice  
Active listening  
Skill development

### **III. DIRECTOR CONFERENCES**

You will be required to participate in two conferences with the Director over the course of the semester, as set out in the table below. These conferences can occur by telephone or in person. **You are responsible for initiating the scheduling of these meetings by emailing the Director.**

- a. **First Conference.** Your first conference will be held in connection with the first draft of your Mid-Semester Self-Evaluation Memo. You and the Director will review the first draft of the Memo and discuss the final draft and upcoming meeting.
- b. **Second Conference.** Your second conference will be held in connection with a debrief of your Mid-Semester Self-Evaluation Meeting with your field supervisor, to occur within one week after your meeting.

### **IV. ONGOING PROFESSIONAL READING**

At the outset of the semester, find out which newspapers and periodicals your supervisors read regularly to keep on top of their practices areas, field or industry. Professionals read newspapers and periodicals regularly not only to keep current but also to make themselves whole people who are interesting, engaged, and knowledgeable. As a result, they learn to converse knowledgeably with and connect to many audiences, beyond the company's walls, and they develop deeper understandings. You should start doing the same now in this externship and early on in your career. Please read as you go this semester.

### **V. MANDATORY TIME LOGS**

You are responsible each week for keeping track of the work performed (non-confidential content only) and the number of hours worked using the Time Log sheets provided. Under the Honor Code, the hours recorded must be true and accurate. You are required to sign and have your field supervisor sign the completed Time Logs at the end of the semester to certify successful completion of the required number of hours for the desired credits. The Time Logs must be received by the Director to pass the field credits.

## SEMESTER SCHEDULE & DUE DATES

WEEK ONE January 6	<b>Personal Goals Memo:</b> Due by Monday, January 6 by 12:00 noon
WEEK TWO January 13	<b>Schedule Personal Goals Meetings</b> during these first two weeks, the first one with the Director (during the first week) and the second one with the Field Supervisor on site (during the second week); address Personal Goals Memo, review workplace/confidentiality rules; set weekly schedule
WEEK THREE January 20	<b>Reflective Essay #1:</b> Due by Friday, January 25 by 12:00 noon
WEEK FOUR January 27	
WEEK FIVE February 3	<b>Reflective Essay #2:</b> Due by Friday, February 7 by 12:00 noon
WEEK SIX February 10	
WEEK SEVEN February 17	<b>Reflective Essay #3:</b> Due by Friday: February 21 by 12:00 noon
WEEK EIGHT February 24	<b>First Draft: Mid-Semester Self-Evaluation Memo,</b> due by Monday, February 24 by 12:00 noon  <b>Director Conference #1:</b> Schedule between Tuesday, February 25 and Friday, February 28  <b>Final Draft:</b> Mid-Semester Self-Evaluation Memo, due to Director and Field Supervisor at least two business days before scheduled Mid-Semester Meeting
WEEK NINE March 3	<b>Mid-Semester Self-Evaluation Meeting:</b> Schedule around this week
WEEK TEN March 10	<i>SPRING BREAK</i>
WEEK ELEVEN March 17	<b>Director Conference #2:</b> Schedule within one week after Mid-Semester Meeting  <b>Reflective Essay #4:</b> Due by Friday, March 21 at 12:00 noon
WEEK TWELVE March 24	
WEEK THIRTEEN March 31	
WEEK FOURTEEN April 7	<b>Final Evaluation Meeting:</b> Schedule with Director after supervisor's final evaluation received