



Clinical and Judicial Externships Syllabus - Fall 2013

Professor: Starla Williams, Externship Faculty

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Office Hours: Mondays 10:00 am - 2:00 pm
Wednesdays 11:00 am - 4:15 pm
By appointment

Class Meeting: Wednesdays 5:00 - 5:55 pm, **Room:** L205

Course Description: This course consists of a weekly classroom component and a field placement in a law office (clinical externship) or judicial chambers (judicial externship). This course is designed specifically to assist you in acquiring practical legal skills and developing your professional identity as an attorney. In addition to the legal work that you perform during your field placement, you are required to complete brief assignments.

Course Goals: The primary goals of this course are to provide an academic environment for reflection upon skills that you are obtaining in a legal practice setting, to encourage your critical thinking on ethical matters and values of the legal profession and, finally, to advance your exploration of careers in government service or in public interest law. Learning objectives that are specific to each class appear on subsequent pages.

Course Expectations: The paramount performance expectations are professionalism in attendance, participation, submission of assignments, and adherence to your work plan. In accordance with rules of the American Bar Association, Widener Law School requires that you attend at least 80% of regularly scheduled classes in a semester to receive credit. Active class participation ensures that you maximize your learning experience and timely submission of assignments guarantees that you obtain credit for your completed work.

Course Material: *Learning from Practice* (2007 ed.), by Ogilvy, Wortham and Lerman, is a textbook that address the most common issues facing clinical and judicial externs. The chapters clarify professional expectations in externships, describe ethical dilemmas that externs encounter, and explain the process of developing a personalized learning agenda (goals memo) as an extern. Reading assignments are required, but purchasing the book is optional since copies are on reserve in the law library.

Course Assignments: The following are requirements for all written assignments in the classroom component of your externship:¹

- All papers should be double-spaced, typed in Times New Roman 12 point font on standard paper (8 ½ x 11 inches);
- If submitting documents through the course TWEN page, please upload a .pdf or documents prepared in Microsoft Word (.doc or .docx);
- Your first and last name must appear on all documents to obtain credit;
- The length of each assignment is 2-3 pages unless specified otherwise.

¹ Please follow instructions from your respective supervising attorneys for assignments in your placement.

Journals

Journals represent an occasion for you to reflect on what you learn as an extern. Journals should contain details of your assignments and an analysis of each assignment. Your assignments may include tasks such as a witness interview, a client meeting, a review of a client case file, a legal research or drafting assignment, trial preparation, *etc.* Each journal entry should describe the nature of the assignment(s), the work that you performed, the professional lawyering skill(s) that you demonstrated, and a paragraph analyzing the desired outcome or the potential impact of your work in the legal matter.

The purpose of your analysis is to stimulate your critical thinking on new learning experiences or your professional contribution to an ongoing legal matter or a “live” case. Journal entries may also contain your reflections on various aspects of the placement, such as whether you enjoy working in a government agency, what you have observed in a law office setting or in judicial chambers, the importance of the externship experience to you or the challenges that you have confronted in completing a particular assignment. Please ensure that all entries are consistent with the Rules of Professional Responsibility, the values of the legal profession and any specific protocol of your externship placement. For example, you should not disclose the identity of a client by name or by file number.

Journal entries should be made weekly and are to be submitted every Monday by 5:00 p.m. You can hand deliver journal entries to the faculty secretary, hand deliver them to faculty office 305, send it to me by email or fax, or upload it to the TWEN drop box.

Time Sheets

Time sheets are the primary means that lawyers use to track the hours they work. Sample time sheet forms are available on our TWEN page. The weekly time sheets must be submitted along with your journal entries as described above.

Reflection Papers

Three reflection papers (2-3 pages) are to be submitted throughout the semester. The first two papers should review your externship goals and reflect on whether you have met your goals at that point in the semester or whether your initial goals must be revised. You may also reflect on your professional accomplishments or achievements at that time, such as the lawyering skills that are newly acquired or enhanced during your placement. The third paper should address professionalism issues that you have encountered in your placement, including ethical considerations, potential bias, effective communication, *etc.*

Oral Presentations

Each extern will make two informal presentations to the class during the semester. Each of the presentations will summarize your externship expectations and experiences. The class will be encouraged to ask critical questions during or after the presentation.

Part I: Introduction

Week 1: August 21, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Course Introduction	<i>None.</i>	Sign up for TWEN page. Externship Form (Complete in class)	<ul style="list-style-type: none"> You will learn the course goals and performance expectations; You will describe your clinical or judicial externship placement; You will identify specific goals to achieve during your externship.

Week 2: August 28, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Goal Setting - Documenting Your Externship Experience	<i>Learning from Practice</i> , Chapters 1- 2 Learning From Experience and Setting Goals Chapter 11 Journals	Externship Placement Schedule Supervising Attorney's Memorandum Agreement	<ul style="list-style-type: none"> You will identify the documents necessary to complete your externship classroom component; You will describe the experiential learning cycle; You will explore the uses and the benefits of journals to document an internship/externship experience.

Part II: Lawyers as Counselors/Advisers

Week 3: September 4, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Timekeeping and Billing	<i>Learning from Practice</i> , pp. 145-61 (<i>Read text only, not the exercise.</i>)	Presentation #1 Goals Memo Supervising Attorney's Placement Plan	<ul style="list-style-type: none"> You will identify skills needed for timekeeping and billing; You will present your placement goals (learning agenda).

Week 4: September 11, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Legal Problem Solving Skills for Externs	<i>Learning from Practice</i> , Chapter 10 Creative Problem Solving	Reflection Paper #1	<ul style="list-style-type: none"> You will discuss reflection paper topics (a few volunteers required); You practice your legal problem solving skills in a group exercise.

Week 5: September 18, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Keys to Effective Communication with Supervising Attorneys	<i>Learning from Practice</i> , Chapter 3 Learning From Supervision	Three (3) "critical thinking" questions.	<ul style="list-style-type: none"> You will articulate the principles of effective communication; You will develop strategies for effective communication with a supervising attorney.

Part III: Lawyers as Advocates

Week 6: September 25, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Legal Research for Clinical and Judicial Externs <i>Class will meet in the Wireless Lab.</i>	None.	<i>Any overdue placement documents.</i>	<ul style="list-style-type: none"> • You will learn practical legal research tips that are particularly useful to student externs; • You will pose critical thinking questions to explore practical issues in research facing externs.

Week 7: October 2, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Ethical Issues Facing Clinical Externs as Advocates	<i>Learning from Practice</i> , Chapter 7 Ethical Issues	<i>Any overdue placement documents.</i>	<ul style="list-style-type: none"> • You will identify ethical issues in your externship placements; • You will describe viable solutions to ethical dilemmas facing clinical and judicial externs.

Part IV: Lawyers as Reflective Professionals

Week 8: October 9, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Individual Conferences	<i>Learning from Practice</i> , Chapter 9 Reflective Lawyering	Reflection Paper #2	<ul style="list-style-type: none"> • You will reflect on this clinical or judicial externship experience; • You will clarify the learning goals for your externship; • You will explore the process of developing a professional identity.

Week 9: October 16, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Impartial Lawyering	<i>Learning from Practice</i> , Chapter 16 Bias in the Legal Profession	<i>Any overdue placement documents.</i>	<ul style="list-style-type: none"> • You will explore the impact of bias within the legal profession; • You will articulate strategies for overcoming bias in legal settings.

Part V: Forming a Professional Identity

Week 10: October 23, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Pennsylvania Legal Research for Externs <i>Class will meet in the Wireless Lab.</i>	None.	<i>Any overdue placement documents.</i>	<ul style="list-style-type: none"> You will learn practical legal research tips that are particularly useful to student externs; You will pose critical thinking questions to explore practical issues in research facing externs.

Week 11: October 30, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Government Lawyering: <i>Guest Speakers</i>	None.	Critical Thinking Questions <i>(Upload to TWEN)</i>	<ul style="list-style-type: none"> You will hear from practicing attorneys who will discuss unique aspects of lawyering in government; You will pose critical thinking questions to the panelists.

Week 12: November 6, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Ethical Issues in Private Practice Kathryn Peifer, Esquire Executive Director Pa. Client Security Fund	None.	<i>Externship Placement Evaluation Form</i>	<ul style="list-style-type: none"> You will obtain an overview of the Pennsylvania Client Security Fund You will consider implications of violating ethical standards in private practice.

Week 13: November 13, 2013

Class Topic	Reading Assignment	Due Today	Learning Objectives
Developing Your Professional Identity Elizabeth Simcox, Esq. Executive Director Dauphin Co. Bar Assoc.	<i>None.</i>	Reflection Paper #3	<ul style="list-style-type: none"> You will learn how membership in bar association membership can promote your professional identity; You will pose critical thinking questions to our guest speaker.

Week 14: November 20, 2013

Topic	Reading Assignment	Due Today	Learning Objectives
Final Class Presentations	<i>None.</i>	Presentation #2 Resumé (Optional)	<ul style="list-style-type: none"> You will present on aspects of lawyering that you performed during your externship.