

# LEGAL EXTERNSHIP COURSE GUIDELINES

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Professor: Karen Durkin

Phone: 717-541-3958

Fax: 717-541-3990

Email: [kdurkin@widener.edu](mailto:kdurkin@widener.edu)

## I. Introduction

Your externship consists of two separate experiences: Your on-site “field” experience supervised by an attorney in your assigned office and your weekly class meeting at the law school. The classes primarily are resources for you. They provide a place to gain information and exchange ideas as you begin working in the profession.

## II. Class Meetings

Class attendance is mandatory and will affect the grade of your externship. Unexcused class absences may result in your failing the class regardless of your completion of the required hours at your externship placement.

## III. Text

*Learning from Practice A Professional Development Text for Legal Externs*, by J.P. Ogilvy, Leah Wortham and Lisa G. Lerman. This text is held on reserve in the library.

## IV. Assignments

A. Reading assignments will be assigned most weeks. Please read all assignments in advance of the class listed. Supplemental readings may be provided during the course of the semester.

- B. Written assignments must be typed. Journals require that you take time to reflect on what you have been doing. Journals should contain specific details (as appropriate given the Rules of Professional Responsibility) and an analysis of each assignment you are given. Your assignments may include things such as a witness interview, client meeting, research assignment, trial preparation, etc. Each journal entry should describe briefly the nature of the assignment(s), the work done, and a paragraph analyzing the outcome. The purpose of the analysis is to allow you to critique your performance, raise questions about how things should have been handled, and possibly compare that experience with an earlier experience.

The entry may also contain an analysis of a non-assignment aspect of the placement experience. These entries might address things such as whether you enjoy working in a government agency and why. You might also consider topics such as the value of the position to you or the challenges you confronted in doing an assignment.

Journal entries should be made weekly. Journals are to be submitted every Monday by 5:00 p.m. You can hand deliver it to the faculty secretary, hand deliver it to my office in the Administration Building or send it to me by email or fax.

In addition, you must also track your time by filling out weekly timesheets. Sample time sheet forms may be found on our TWEN page. The weekly timesheets must be submitted along with your journal entries as described above.

Three reflective papers are to be submitted during the semester. The first two papers should review your goals and reflect on whether or not you have met your goals at that point in the semester. You might also reflect on your achievements at that time. The third paper should address any professionalism issues that you encountered in your placement. Each paper should be two to three pages in length.

Each student will make an oral presentation periodically throughout the semester. The topic of each presentation will vary. The class will be encouraged to ask questions during or after the presentation.

#### **IV. Grading**

Your Externship is graded on a Pass/Fail basis. Your grade will be based on your attendance, your on-site supervisor's evaluation, the completion of your required hours as well as the timely submission of all required paperwork at the end of the semester.