

Advanced Externship Program, CRN LAW 4700
Professor Jennifer Gundlach
Office: Room _____
Office Phone: 516-463-4190
Email: Jennifer.gundlach@hofstra.edu
Secretary: Maria Filotti

Fall 2014

Course Syllabus

Course Description:

This course is designed as a four-credit course for students who have already completed one semester or a summer session of an externship course and are continuing in the same field placement for an additional semester *or* will be working in a new field placement. Students must attend a two-hour weekly seminar and are expected to work a minimum of 12 hours each week in the field placement of the course of the 14-week semester. You will receive 1 credit of skills towards your graduation requirement.

Assignments/Learning Objectives for the Course:

There are multiple learning objectives for the Advanced Externship Program. You are enrolled in this course because you have already taken an externship course and the accompanying classroom component. At this stage, you should be prepared to focus on more advanced issues relating to the work that you are performing in your field placement, rather than doing more of the same from the introductory externship course.

Because you will be receiving academic credit for your work in your field placements, I want to ensure that you engage in meaningful and demanding work and receive regular, honest and comprehensive feedback and supervision by your field placement supervisors and other experienced legal practitioners. You will be expected to take part primarily in substantive legal work performed in your field placement, as opposed to focusing on ministerial or administrative work. The work you are assigned should be of the type that is typically handled by a lawyer. It should be intellectually challenging, such that it will aid in your professional growth and development.

In your field placements, you should expect to receive all of the following educational experiences:

- opportunities to increase knowledge of substantive areas of the law;
- observation and reflection about legal practice, professionalism, professional goals and the lawyering role;
- exposure to the history, goals, structure, values, rules and responsibilities of the legal profession;
- opportunities to engage in legal analysis and research;

- development and practice of professional judgment in the context of solving legal problems;
- drafting predictive, persuasive and/or dispositional legal writing;
- development of other professional skills relevant to the field, such as fact investigation, client interviewing and counseling, negotiation, drafting, oral advocacy, organization and management, and recognizing and resolving ethical dilemmas;
- building a professional network of lawyers, judges, and non-lawyers for future professional development.

In the weekly classroom component, we will regularly engage in interactive dialogue relating to:

- (1) the work that you are doing and the skills you are building in your field placements,
- (2) your impressions of the field placement, your field supervisor and other attorneys with whom you interact, and the justice system as a whole, and
- (3) issues relating to ethics and professionalism in your field placements.

In addition, we will engage in a number of advanced simulated exercises, for which you will receive 1 credit of skills. Those exercises will focus on teaching and assessing the following skills:

(1) Project Management

- effective collaboration
- communication/reporting
- time management
- strategic planning
- leadership skills

(2) Professional Development

- developing a professional narrative
- successfully managing a networking event
- creating and maintaining a professional network

(3) Client Relations and Retention

- presentations to clients
- marketing/communication of legal services
- ethical issues in client development

At the conclusion of the course, you will be expected to produce a short paper, in which you engage in self-critique of your performance over the course of the semester and reflect on your overall experience in the externship course.

Throughout the semester, you will have occasional reading assignments, which will be posted on TWEN or passed out in class.

Grading:

Work in the field placement will be graded independently of the classroom component. Each student will receive a letter grade (A-F) based on participation and performance in the weekly seminar, including timely submission of all assignments. Those grades will be broken down as follows:

| | |
|-----------------------------|------------|
| Class Participation: | 10% |
| Skills Exercise #1: | 20% |
| Skills Exercise #2: | 20% |
| Skills Exercise #3: | 20% |
| Weekly Journals: | 10% |
| Reflective Paper: | 20% |

Each student will receive a separate grade of P/F for work in the field placement, which is dependent on satisfactory performance of the minimum number of hours, a satisfactory evaluation by the supervising attorney at the end of the placement, submission of 15 pages of legal writing/analysis, and receipt of the student's final evaluation of the field placement.

Time Sheets:

To ensure careful supervision and monitoring of the quantity and quality of your work in the field placement, you will be asked to submit a Time Sheet via TWEN every two weeks.

Attendance:

You are expected to be in regular attendance at class each week. If you have more than two unexcused absences, you will be at risk of having your grade reduced and/or being administratively withdrawn from the course.

Class Communication/Scheduling Appointments:

I am generally available by phone and email, as well as for in-person office visits by appointment. I am in the office most days and will have open office hours on Tu/Th 10-12 and 1-3.

I have also set up a course page on TWEN. Under "My Courses" you should be able to see the Advanced Externship Course. I will use this site to post all the relevant course materials, including the syllabus and reading assignments. In addition, I will post discussion threads, articles about recent legal developments, or links to helpful resources or cases. It is also an excellent way for you to communicate with me and with each other. If you have not already done so, please register immediately.

WEEKLY ASSIGNMENTS*

*These assignments will be supplemented by additional readings.

WEEK ONE

In Class:

After initial introductory material, you will be given some time to reflect on your learning goals for your field placement experience and you will be expected to share them with the group. We will then discuss the best ways for sharing these learning goals with your supervising attorney. Finally, each student will be expected to identify benchmarks to assess whether those learning goals are being met.

Assignment (IN ADVANCE OF CLASS):

In advance of class, consider the following and write down some initial thoughts, being as specific as possible:

- why you have chosen to work (or continue) in your field placement,
- identify the skills/background that you may already have from past field placements or work experiences that you hope to build upon,
- how you hope the field placement will contribute to your professional development,
- what types of new experiences and work assignments do you hope to have in the placement,
- what role does this field placement have for your overall professional development goals,
- how will you know whether you have achieved your learning goals, e.g., what standards or measurable benchmarks will represent achievement or success, and
- make a list of questions that you would like to have answered over the course of the semester that relate to your field placement, even if it is one where you have already worked.

WEEK TWO

In Class:

Discussion of new and continuing field placements, supervisors and co-workers, and new or continuing issues and concerns, discussion of the nature of supervision, expectations, etc.

Assignment (Due Tuesday at 5:00 p.m.):

Submit via “Assignment Drop Box” on TWEN a Journal Entry (2-3 pages in length) responding to the following:

For those in new placements, describe your supervisor (title, role in the organization, work performed, supervision style, etc.), other colleagues, and your

first impressions of the field placement itself, providing examples, where possible, to support your impressions. Compare these impressions with those from one or more previous placements, including whether your initial impressions of prior placements changed over time. In prior placements, discuss what you felt was successful/challenging/problematic about your prior supervision and how you might influence the current situation to have a successful supervision experience. *For those in continuing placements*, reflect back on your initial impressions of your supervisor, colleagues, and the field placement itself and consider whether your impressions have changed or remained the same. Provide examples, where possible, to support your impressions. Describe the quality of the supervision that you received thus far and whether you would like to see any changes in the nature of the supervision. If so, consider how you might influence those changes.

WEEK THREE

In Class:

Introduction to Project Management Skills
Group Assignments for Project Management Skills Exercise
Identification/Selection of Group Projects

Assignment (Due Tuesday at 5:00 p.m.):

Submit via “Assignment Drop Box” on TWEN a Journal Entry (2-3 pages in length), in which you describe any collaborative projects that you have been assigned to do in your current or past field placements or other work settings. Describe the project, including participants, goals of the project, the process, and how the project concluded. Consider what made the project successful or not, what you learned generally about the nature of collaborative work and management of a project, and what you learned about yourself when working on a collaborative project.

Readings (TBA) on Collaboration in Legal Settings

WEEK FOUR

In Class:

Collaborative Group Work re: Project Management Skills Exercise

Assignment:

Submit via “Assignment Drop Box” on TWEN a Collaborative Journal Entry (2-3 pages in length), in which you describe the project that your group will take on, identifying objectives, a strategic plan for achieving those goals, and how you will assess the results of your group project.

Readings (TBA) on Project Management Skills, Collaboration, and Strategic Planning

WEEK FIVE

In Class:

Project Management Skills Exercises & Post-Exercise Reflection

Assignment (Due Tuesday at 5:00 p.m.):

Prepare for Project Management Skills Exercise

Submit via “Assignment Drop Box” on TWEN an advance report of 2-3 pages about your group’s project.

WEEK SIX

In Class:

Discussion of students’ observations about the legal profession and the justice system, based on observations from field placements.

Assignment (Due Tuesday at 5:00 p.m.):

Submit via “Assignment Drop Box” on TWEN a Journal Entry (2-3 pages in length), in which you reflect on some of the things that you have observed about the legal system in your field placement. This might include things you’ve seen in the courthouse, in the office, in client meetings, negotiations or transactional settings with other lawyers, etc. Be sure to consider a broad range of factors, including physical environment, access to justice, client roles, attorney roles and quality of lawyering, professionalism, etc.

WEEK SEVEN

In Class:

Individual meetings will be scheduled with each student to discuss mid-semester evaluation of students’ work in field placements.

Assignment (Due Tuesday at 5:00 p.m.):

Submit via “Assignment Drop Box” on TWEN your mid-semester evaluation of your supervisor and the field placement.

Field placement supervisors will be contacted this week to receive mid-semester evaluations of students’ work in the field placement thus far.

WEEK EIGHT

In Class:

Introduction to Professional Narrative Exercise
Developing a Professional Narrative

Assignment:

Readings (TBA) on Development of a Career Narrative

WEEK NINE

In Class:

Professional Narrative Exercises

Assignment (Due Tuesday at 5:00 p.m.):

Submit via “Assignment Drop Box” on TWEN, submit a Journal Entry (2-3 pages), in which you reflect back on your professional and personal experiences before law school. To assist you, consider the following questions:

- Are there common themes that you see relating to your interests? Give an example.
- What transferable skills did you gain from your experiences? Give an example.
- What did you learn about yourself in each of these experiences? Give an example.

Then describe why you applied to law school. To assist you, consider the following questions:

- Was it based on your own prior experiences with the legal system?
- Was it based on models of lawyers that you saw in your life?
- Was it based on stories that you’ve read about others’ experiences with the legal system?

Next describe your experiences in law school thus far and comment on the impact those experiences have had on your emerging concepts of your professional identity. To assist you, consider the following questions:

- What courses stand out as ones that interested or inspired you?
- What experiential learning opportunities (pro bono work, field placements, clinics and/or capstone courses) have you had and what has interested or inspired you about those experiences?
- What have you learned about yourself in these experiences?
- What have you learned about the legal system in these experiences?
- Have your reasons changed for pursuing a legal degree? If so, why?

Finally, describe how you will draw upon these past experiences in your professional career after law school. To assist you, consider the following questions:

- What emerging concepts have you seen about your professional identity as a lawyer?
- What goals do you have for whatever professional setting you work in after graduation?
- Do you have any skills or expertise that you think will be helpful in your first job after graduation?

WEEK TEN

In Class:

Introduction to Professional Networking Exercise
Engaging in Successful Professional Networking

Assignment (Due Tuesday at 5:00 p.m.):

Submit via “Assignment Drop Box” (via TWEN) a Journal entry (2-3 pages) in which you describe any experiences that you have had with professional networking events in your field placement or in other work experiences. Reflect on how successful you were in sharing your professional narrative and/or building professional connections from such events.

WEEK ELEVEN

In Class:

Professional Networking Exercises

Assignment (Due Tuesday at 5:00 p.m.):

Submit via “Assignment Drop Box” a Journal Entry (2-3 pages), in which you re-craft your professional narrative for use in a professional networking event and your goals for the exercise.

Prepare for Professional Networking Exercises.

WEEK TWELVE

In Class:

Introduction to Client Development
Ethical Issues in Client Development

Assignment (Due Tuesday at 5:00 p.m.):

Submit via “Assignment Drop Box” a Journal Entry (2-3 pages), in which you describe the client population served in your field placement, your observations about the nature of lawyers’ engagement with clients in your field placement as it relates to relationship-building and/or business development. Be sure to address any rules of professional responsibility that are applicable to client relations in your field placement.

Review relevant rules of professional responsibility.

Readings (TBA) on Client Development for Lawyers

WEEK THIRTEEN

In Class:

Preparation for Client Presentation Skills Exercises

Assignment:

Preparation for Client Presentation Skills Exercises

WEEK FOURTEEN

In Class:

Client Presentations Skills Exercises

Assignment (Due Tuesday at 5:00 p.m.): Submit via “Assignment Drop Box” on TWEN your final evaluations of field placement and supervisor, as well as 3-5 page reflective memo about your experience.