

Judicial & Matrimonial Externship Program
Spring 2015
Judge Dane
edane@courts.state.ny.us
(516) 493-3866

Outline of Course Requirements

Objective: To prepare students with the practical skills necessary to effectively advocate in a courtroom.

I. Minimum Hourly Work Requirements

- A. 12 hours per week for 14 weeks (168 hrs.)
Monday, January 12 - Friday, April 24
- B. Work at the externship placement, not at home or in the library.

II. Journals and Journal Entries

- A. Students are required to maintain objective and subjective journals.
- B. Journals must be e-mailed to Professor in Word or WordPerfect format no later than 5:00 P.M., every Monday. E-mail objective journal entries and subjective journal entries as one document.
- C. Each e-mailed journal must include student's name, name of placement, and name of supervisor.
- D. Do not include identifying information re: client, case name, etc.
- E. Only the Professor will see your journals.
- F. Journals may provide topics for class discussion during the following week's class, or Professor may ask students to report on a topic mentioned in journals.
- G. Objective Journal:
Daily log: date, hours for the day, brief description of each task, total hours for the week. *See attached sample.*
- H. Subjective Journal:
 - 1. Reflections, reactions, analysis regarding your externship experience.
 - 2. First subjective journal entry due Monday, January 12, should discuss why you sought and/or accepted your particular externship position and what your learning goals are for the semester. Subsequent subjective journal entries can address the topic of your choice.

3. Each weekly subjective journal entry must be a minimum of 200 words.
4. Representative topics:
 - a. Progress in achieving goals
 - b. What you learned from a particular assignment
 - c. Critique your legal abilities and work preferences
 - d. What you think of lawyers and the legal system
 - e. How do you feel about the work done by your placement
 - f. Does the legal system serve the needs of society
 - g. Ethical issues and matters of professional responsibility
 - h. The lawyer-client relationship
 - i. Career fulfillment/job satisfaction/corporate culture/stress, etc.
 - j. Reflections on attending court or administrative proceedings
 - k. Discuss a controversial law
 - l. Was justice done or not done in a particular case
 - m. Taking position at odds with personal preferences
 - n. Expectations regarding the externship vs. the reality

III. Mid Semester Conferences - Week of March 2 - Topics for Discussion:

- A. Have you made progress in achieving your goals for the externship?
- B. Have you been given challenging and worthwhile assignments?
- C. Are you satisfied with the supervision by and feedback from your supervisor?
- D. What else would you like to experience at your externship?
- E. Will you be able to satisfy the requirement of 25 pages of legal writing?
- F. Any problems or concerns?

IV. Final Essay

- A. One thousand (1,000) word essay due via e-mail no later than 10:00 P.M. on Tuesday, May 5, 2015.
- B. Subjective analysis of your externship experience.
- C. Include an assessment of whether you met your externship goals.
- D. Elaborate/expand upon subjective journal entries or topic of your choice.

V. Legal Writing Requirement

- A. All externs are required to produce 25 pages of legal writing generated at their placement.
- B. Anything that requires legal research and analysis: Predictive memo, persuasive memo, analysis of statute, regulations, or cases, complaint, motion papers, contract, will, settlement agreement, etc.
- C. Can be more than one assignment as long as they total 25 pages.
- D. Can not include different drafts of the same document.
- E. Must be reviewed and critiqued by supervisor and some rewriting required.
- F. Redact client names, case names, and other identifying information to preserve client confidentiality. Get supervisor's approval before handing in any written work as part of the Legal Writing Requirement.
- G. Must be e-mailed no later than 10:00 P.M., on Tuesday, May 5, 2015.

VI. Weekly Seminars

- A. Wednesdays, 5:10 P.M. to 6:00 P.M.
- B. Attendance is mandatory; NYS, ABA, and Hofstra rules permit you to miss no more than two one-hour seminars.
- C. Discussions on topics of interest to all externs; some topics may be suggested by student journal entries; students encouraged to e-mail suggestions.
- D. Every student will be called upon to make short presentations on topics of their choice relating to their externships, topics requested by Professor or suggested by journal entries.
- E. Participation in discussions is mandatory.
- F. No laptops are necessary.

VII. Evaluation and Grades

- A. Student evaluations will be based upon timely and quality submissions, classroom participation and field placement performance.
- B. This is a pass/fail course.

Sample Journal Entries

James T. Hart
Nassau County Attorney's Office
Supervisor: Jack McCoy

Objective Journal		
DATE	HOURS	TASK
2/7	4	meet with Supervisor re: first assignment legal research re: elements of 1983 claim draft memo re: elements of 1983 claim
2/9	4.5	draft memo re: elements of 1983 claim review transcript of court proceeding re: motion to compel discovery attend staff meeting re: case updates
2/11	4	meet with supervisor to prepare for court appearance attend court hearing discovery schedule meet with supervisor to discuss court appearance attend witness interview draft memo summarizing witness interview
Total	12.5	

Subjective Journal:

Start here, and write at least 200 words reflecting on something that happened during the week.