

**SYLLABUS**  
**JUDICIAL EXTERNSHIP PRACTICUM**  
**Spring Term – 2011**  
**Tuesday 6:00 p.m.-7:50 p.m. Moot Courtroom Law School**

**Judge Steven D. Wheeler**

Phone: 651.266.5168

[Steven.Wheeler@courts.state.mn.us](mailto:Steven.Wheeler@courts.state.mn.us)

Call or email Judge Wheeler with any questions

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**CLASS SCHEDULE**

There will be six classroom meetings for the Judicial Externship Practicum. Classroom meetings are devoted to student discussion of issues relating to their experiences while working with their judge and to discussion of various issues that relate to the work of a judge.

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| <b>1. Jan. 18, 2011:</b> Introduction       | <b>4. March 8, 2011:</b> Group Presentation |
| 1. Court System                             |   |
| 2. Confidentiality                          |   |
| 3. Journaling/Hours, etc.                   |   |
| <b>2. Feb. 1, 2011:</b> Group Presentation  | <b>5. Mar. 22, 2011:</b> Group Presentation |
| <b>3. Feb. 22, 2011:</b> Group Presentation | <b>6. Apr. 5, 2011:</b> Student Evaluations |

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**READINGS AND WRITTEN ASSIGNMENTS**

This is not a heavy reading course. However, every student must read the entire July 1, 2009 Code of Judicial Conduct and Commentary, found in the Minnesota Rules of Court book or online through [www.courts.state.mn.us/?page=2061](http://www.courts.state.mn.us/?page=2061). The Code will be the basis for at least four (4) class discussion sessions. Students will make group presentations regarding various subjects. Because of the size of the class there will be at least 4 groups. Group presentations start in class 2 (February 1st). Group assignments are first come first selected. Form a group of 3 and give me the names and your requested presentation date. You can do this before classes start. Other readings and assignments for this class may be distributed from time to time.

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**E-MAIL PROTOCOL**

All messages are required to have a subject line which sorts easily, and is formatted as follows:

Hamline Extern - FURTHER SUBJECT INFO HERE (example: Journal #1)

All journals should have your name. Do a cumulative journal and just update it on a regular basis (i.e. weekly). Submit journal to me once a month. (End of: February, March and April)

Please do not use some other variant of Hamline's name – Hamline as the first word is the critical piece.

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## **COURSE OBJECTIVES**

Students have widely varying experiences in this externship. Judges have different approaches to working with interns. For example, some judges ask interns to do a great deal of research and writing; some judges prefer that interns do only one or two writing assignments. Since you must submit 10 pages of written materials, check with me early if this is going to be a challenge with your Judge.

**Each student should complete at least one written assignment for their judge. Regardless of which judge you are assigned to, you should expect to do the following:**

1. Observe your judge in the courtroom and in chambers (and hopefully other judges) and other courthouse staff working on a variety of a cases; no more than 20 percent of your time should be spent doing administrative or office duties.
2. Discuss in class the different approaches judges take to different types of problems and situations.
3. Observe many different lawyers working in chambers and in open court.
4. Discuss in class various problems of judicial administration.
5. Analyze and critique, in class and in your journal, different styles of lawyering and judging.

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## **COURSE REQUIREMENTS**

There are four (4) course requirements for the Judicial Externship: Law Clerk work for the judge and/or observing in the courthouse, written work (10 pages), journaling, and class participation. **All four** must be completed satisfactorily in order to receive a passing grade for the course.

### **INTERN WORK**

Each student will be assigned to a judge, magistrate, or referee in the state or federal court system. During the semester, the student will work in the judge's chambers or observe other court activity and keep a record of the amount of time worked. You must work at least 114 hours. Judges are not asked to grade student work, but work must be completed to the judges' satisfaction. Each student should complete at least one written assignment for his or her judge, at least 10 pages in length. If your judge does not have enough written work for you contact me to work out an alternative arrangement. Turn the paper in to Vicki Jauert, Administrator for the Skills Program, along with a record of your hours. Hours must be turned in each week to Vicki Jauert, on the form provided.

### **JOURNAL**

Students must also keep a journal about their experience working for the judge. The journal should not simply be a narrative of your experiences. It should include observations you think are significant or interesting, and your own thoughts and reflections about those observations. Journals should be typed in Microsoft Word and e-mailed as an attachment to Judge Wheeler. Your journal is due once a month (End of February, March, April). The journal should be e-mailed as a cumulative journal, so that each time you send it, it will include all prior entries. (Time spent writing journals may be counted toward fulfillment of the externship hours requirement. Enter this time as "writing" in your log.) Be careful what you include in your journal-remember that you may be exposed to confidential

information which cannot be referred to in your journal. Do not use any judges' or lawyers' names.

**CLASS  
DISCUSSION &  
ASSIGNMENTS**

Students are expected to attend all classroom meetings; we only meet six times. **If you are absolutely unable to attend a classroom meeting, you must contact Judge Wheeler before the class and then turn in a typed, double-spaced, 5-page paper on the subject for that class. Time spent in class will not be counted toward fulfillment of the externship hour requirements.**