

SYLLABUS
General Externship
Summer 2013

Professor Kate Kruse

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Classroom Instruction

Room 240A, Law School

Selected Wednesdays, 5:00-7:10 p.m

Required Text:

J.P. Ogilvy, Leah Wortham, Lisa Lerman, Learning from Practice: A Professional Development Text for Legal Externs (2d ed. 1998) (the assigned chapters from this book are available for individual purchase for \$7/chapter from Thomson-West: Students will be able to access those chapters through TWEN and mark them up, though not download them). NOTE: This book provides great information as a whole; however, this class will only be required to read three selected chapters.

This summer, each of you is participating in a field placement of your own design. Externship field placements give you unparalleled opportunities to see the how the law operates in the world, how lawyers go about their work, and how clients and judges define what it means to be a good lawyer. Externships expose you to the practice of law and also help you evaluate what kind of law practice you want to do.

The essence of experiential learning is not simply having experience; it is *learning from experience*. To learn from experience, you need to be able to step back from the day-to-day tasks in which you are engaging and draw lessons from them. This course is designed to support and supplement the field work in your placements by giving you opportunities to reflect on what you are doing and use strategies for maximizing the learning part of experiential learning. The companion readings, exercises and presentations in this course are all oriented toward putting the learning into experiential learning.

LEARNING GOALS

- Students will observe the realities of law practice and appreciate the challenges that lawyers face in carrying out their professional tasks and duties.
- Students will advance their proficiency in one or more essential lawyering skills.
- Students will develop habits of reflective practice.
- Students will explore career options and preferences through observation, discussion, and networking.

ASSIGNMENTS

The assigned work for this course includes three different kinds of activities:

- **Goal-setting:** At the beginning of the semester, you will be required to set at least three goals for yourself and to discuss these goals with your attorney mentor. In the middle and at the end of the semester, you will be asked to look back at these goals and assess both the goals themselves and your opportunities to achieve them.

- **Reflection:** At various points during the semester and as part of the mid-semester and final evaluation process, you will be asked to reflect in writing on aspects of your experiences. These reflection papers may focus on a topic chosen from the list in the externship materials, or may be on a topic of your choosing.
- **Presentation:** Each student will be asked to prepare and present a portion of a class on a topic related to their field placement. Students may choose to collaborate on a joint presentation of a common topic. The presentations may focus on a topic of the students' choosing, but should be designed to spark discussion and reflection among the other students.

As you can see, the assignments in this course leave you a lot of room to structure your own learning. You are in charge of choosing your own learning goals, taking initiative in your placement to get the kinds of experiences that will advance your learning, and focusing in on the subjects that interest you the most for your reflective writing assignments and class presentations. The bulk of your learning is going to be outside the classroom in the experiences you have during the 114 hours of fieldwork that you complete.

EXTERNSHIP SUMMER SCHEDULE

(See detailed Symplicity assignment submission instructions on page 6)

Week One (May 29-June 2)

Wednesday, May 29	Class 1: Introductions and Goal Setting	Reading Assignment: <u>Learning from Practice</u> , Chapter 2
Sunday, June 2	Learning Goals Exercise Time Card for Week 1	Submit on Symplicity: Survey - "Externship Learning Goals Summer 2013" Submit on Symplicity: Survey

Week Two (June 3-9)

Wednesday, June 6	NO CLASS	
Sunday, June 9	Goal-Setting Memo Ethics Memo Time Card for Week 2	Submit on TWEN Submit on TWEN Submit on Symplicity: Survey

Week Three (June 10-16)

Wednesday, June 12	Class 2: Maximizing the Learning in Experiential Learning: Effective Feedback and Reflective Practice	Reading Assignment: <u>Learning from Practice</u> , Chapter 3 Donald Schon, <i>Educating the Reflective Lawyer</i> , 1 Clinical L. Rev.
Sunday, June 16	Time Card for Week 3	Submit on Symplicity: Survey

Week Four (June 17-23)

Wednesday, June 19	NO CLASS	
Sunday, June 23	Reflective Writing Assignment #1 Time Card for Week 4	Submit on TWEN Submit on Symplicity: Survey

Week Five (June 24-June 30)

Wednesday, June 26	Class 3: Student Presentations	Reading Assignment: <u>Learning from Practice</u> , Chapter 19 (guide for student presenters)
Sunday, June 30	Mid-Semester Survey Site Evaluation Mid-Semester Student Evaluation (from attorney mentor) Time Card for Week 5	Submit on Symplicity: Survey Submit on Symplicity: Profile → Externship Placements Attorney mentor submits on Symplicity Submit on Symplicity: Survey

Week Six (July 1-7)

Wednesday, July 3	NO CLASS	
Sunday, July 7	Time Card for Week 6	Submit on Symplicity: Survey

Week Seven (July 8-14)

Wednesday, July 10	Class 4: Student Presentations	Reading Assignment: <u>Learning from Practice</u> , Chapter 19 (guide for student presenters)
Sunday, July 14	Reflective Writing Assignment #2 Time Card for Week 7	Submit on TWEN Submit on Symplicity: Survey
Monday, July 8- Friday July 12	Mid-semester evaluation meetings	Sign up on TWEN

Week Eight (July 15-21)

Wednesday, July 17	NO CLASS	
Sunday, July 21	Time Card for Week 8	Submit on Symplicity: Survey
Monday, July 15- Friday, July 19	Mid-semester evaluation meetings continue	Sign up on TWEN

Week Nine (July 22-28)

Wednesday, July 24	Class 5: Student Presentations	Reading Assignment: <u>Learning from Practice</u> , Chapter 19 (guide for student presenters)
Sunday, July 28	Time Card for Week 9	Submit on Symplicity: Survey

Week Ten (July 29-August 4)

Wednesday, July 31	NO CLASS	
Sunday, August 4	Time Card for Week 10	Submit on Symplicity: Survey

Week Eleven (August 5-11)

Wednesday, August 7	NO CLASS	
Sunday, August 11	Final Site Evaluation Survey	Submit on Symplicity: Profile → Externship Placements → Edit Evaluation
	Final Reflection Memo	Submit on TWEN
	Updated Resume	Submit on Symplicity: Jobs (ID#: 11880)
	Time Card for Week 10	Submit on Symplicity: Survey

DETAILED SYMPPLICITY SUBMISSION INSTRUCTIONS

For all assignments which require submission via Symplicity, log in to the [student interface](https://law-hamline-csm.symplicity.com/students/) (https://law-hamline-csm.symplicity.com/students/) with your username (email address) and password (previously provided by Career Services). If you do not remember your log-in information or are experiencing technical difficulty accessing or navigating the system, contact the Externship Office in Room 201, at lawexternships@hamline.edu, or 651-523-2470 (M-F, 8:00-5:00).

Time Cards

- From your Symplicity home page, click the “Surveys and Forms” link.
- Look for the survey that corresponds with the week of the semester for which you’re submitting your hours.
Ex: “Externship Time Card_Week 1 (DUE: June 2)”
- Click the “Respond” button directly below the survey title.
- Complete all the fields and include any explanations or descriptions necessary and click “Submit.”
Note: Once you have entered your information into the time card and submitted it, you will not be able to return to the survey to edit your answers, but surveys will be available for you to refer back to until the end of Week 11.

Learning Goals

- From your home page, click the “Surveys and Forms” link.
- Look for the survey entitled “Externship Learning Goals_Summer 2013.”
- Click the “Respond” button below the title.
- Enter the requested information and click “Submit.”

Mid-Semester and Final Evaluations

- From your home page, click on “Profile,” then “Externship Placements.”
- Below the name of your placement, click “Submit Evaluation” (or “Edit Evaluation” for the Final).
- Complete the appropriate portion of the evaluation survey and click “Submit” when you’re finished.
Note: Both the Mid-Semester and Final evaluations are included in the same survey. Complete only the portion due at each time.

Updated Resume Assignment

- You will need to have at least one *approved* resume in Symplicity before you can submit an assignment. Keep one in the system all semester!
- To submit your resume, first upload your documents into the “My Documents” section of your Symplicity account by clicking “Add New.”
Note: “Label” each document with specificity for ease of future reference (e.g., “John Doe Resume 8.11.13”), in addition to ensuring your name is included within the document itself. Select “Resume” in the document type field when uploading your materials.
- Once you have uploaded your assignment to the “My Documents” section, click the “Jobs: Hamline Career Services Jobs” tab from your Symplicity home page.
- From the job bank, use the “Position Type” drop-down menu to easily filter for “Externship Assignments” and click “Search.”
- Click the title of the appropriate assignment (Updated Resume Assignment Summer 2013). Under “Want this Job?” on the right side of the screen, click “Apply.”
- From within the “Resume” field in the window that appears, select the document you uploaded for this assignment from the drop-down menu. (This menu should be populated with all the documents you have uploaded and selected as “Resume” within “My Documents.”)
- Once you have selected your document, click “Submit.” (You will be able to review submissions under the “Applications” tab within this “Jobs” section of Symplicity.)