

SYLLABUS
Immigration Externship
Fall 2013

Professor Paula Schwartzbauer

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Classroom Instruction

Room 240A, Law School
Selected Wednesdays, 5:00-
7:10 p.m

Externship field placements give you unparalleled opportunities to see 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 area of law practice you want to practice.

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.

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 five 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.
- **Mid-semester meeting:** During the eighth week of the semester, you will each sign up for an individual meeting with me to review your progress toward your learning goals and to discuss any concerns, if any, that you, your attorney mentor, or I have about your

work at the placement. Prior to this meeting, both you and your attorney mentor will be asked to submit evaluations of your work and you will be asked to submit an evaluation of your work site.

- **Presentation:** You will prepare and present a portion of a class on a topic of your choosing related to your field placement and on the types of cases you have been exposed to, your work on the cases, the issues the cases presented, and how you resolved those issues. The presentations should be designed to spark discussion and reflection among the other students.
- **Time-keeping:** Every week, you will be required to submit a timesheet indicating the number of hours you have worked each week.

As you can see, the assignments in this course leave 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 SCHEDULE

Week One (August 19-23)

Wednesday, August 21	Class 1: Introductions, Discussion of Placements, Goals and Ethics Related to the Practice of Immigration Law	
Thursday, August 22	Mandatory Orientation, 11:20 – 12:20, Room 105	
By Sunday, August 25	Learning Goals Exercise	Submit on Symplicity: Survey
Sunday, August 25	Time Card for Week 1	Submit on Symplicity: Survey

Week Two (August 26-30)

Wednesday, August 28	No Class	
By Friday, August 30	Discuss Learning Goals with Attorney Mentor	
By Friday, August 30	Discuss Workplace Policies on Confidentiality and Conflicts of Interest with Attorney Mentor	
Sunday, September 1	Time Card for Week 2	Submit on Symplicity: Survey

Week Three (September 2-6)

Wednesday, September 4	Class 2: Working with Interpreters, Reflection on Work to Date and Substantive Immigration Class – Topic to be Determined with Input from Students	
By Sunday, September 8	Goal-Setting Memorandum	Submit on Symplicity: Jobs
By Sunday, September 8	Ethics Memorandum	Submit on Symplicity: Jobs
Sunday, September 8	Time Card for Week 3	Submit on Symplicity: Survey

Week Four (September 9-13)

Wednesday, September 11	No Class	
Sunday, September 15	Time Card for Week 4	Submit on Symplicity: Survey

Week Five (September 16-20)

Wednesday, September 18	Class 3: Reflection on Work to Date and Substantive Immigration Class – Topics to be Determined with Input from Students	
By Sunday, September 22	Reflective Writing Assignment #1	Submit on Symplicity: Jobs
Sunday, September 22	Time Card for Week 5	Submit on Symplicity: Survey

Week Six (September 23-27)

Wednesday, September 25	No Class	
Sunday, September 29	Time Card for Week 6	Submit on Symplicity: Survey

Week Seven (September 30-October 4)

Wednesday, October 2	Class 4: Observation of Non-Detained Master Calendar Hearings to be scheduled or Reflection on Work to Date and Substantive Immigration Class – Topics to be Determined with Input from Students	
By Sunday, October 6	Mid-Semester Student Evaluation Survey	Submit on Symplicity: Profile

By Sunday, October 6	Mid-Semester Site Evaluation Survey	Submit on Symplicity: Profile
Sunday, October 6	Time Card for Week 7	Submit on Symplicity: Survey

Week Eight (October 7-11)

Wednesday, October 9	No Class	
By Friday, October 18	In Person Mid-Semester Evaluation Meetings with Paula	
Sunday, October 13	Time Card for Week 8	Submit on Symplicity: Survey

Week Nine (October 14-18)

Wednesday, October 16	No Class – Midterm Break	
By Friday, October 18	In-Person Mid-Semester Meetings with Paula	
Sunday, October 20	Time Card for Week 9	Submit on Symplicity: Survey

Week Ten (October 21-25)

Wednesday, October 23	No Class	
By Sunday, October 27	Reflective Writing Assignment #2	Submit on Symplicity: Jobs
Sunday, October 27	Time Card for Week 10	Submit on Symplicity: Survey

Week Eleven (October 28-November 1)

Wednesday, October 30	No Class	
Sunday, November 3	Time Card for Week 11	Submit on Symplicity: Survey

Week Twelve (November 4-8)

Wednesday, November 6	Class 5: Student Presentations and Reflection on Work to Date	
By Sunday, November 10	Reflective Writing Assignment #3	Submit on Symplicity: Jobs
Sunday, November 10	Time Card for Week 12	Submit on Symplicity: Survey

Week Thirteen (November 11-15)

Wednesday, November 13	Class 6: Student Presentations and Reflection on Work to Date	
Sunday, November 17	Time Card for Week 13	Submit on Symplicity: Survey

Week Fourteen (November 18-22)

Wednesday, November 20	No Class	
Sunday, November 24	Time Card for Week 14	Submit on Symplicity: Survey

Week Fifteen (November 25-29)

Wednesday, November 27	No Class	
Sunday, December 1	Final Site Evaluation Survey	Submit on Symplicity: Profile
Sunday, December 1	Final Reflection Memorandum	Submit on Symplicity: Jobs
Sunday, December 1	Updated Resume	Submit on Symplicity: Jobs
Sunday, December 1	Time Card for Week 15	Submit on Symplicity: Survey