

# JUDICIAL EXTERNSHIP SYLLABUS

Hamline Law School – Fall Semester 2013

Tuesdays 5:30-7:40 pm

Judge Diane Alshouse and  
Judge Tammi Fredrickson

The Judicial Externship Program provides students with the opportunity to earn academic credit for work performed with a judge, magistrate, or referee in the state or federal court system. Students perform a wide variety of clerking duties and observe chambers discussions and court hearings. In support of the field placement, seven classroom meetings are devoted to student discussion of issues relating to their experiences and issues relating to the work of a judge.

## COURSE OBJECTIVES

Students have widely varying experiences in the Judicial Practicum; and Judges have widely different approaches to working with externs. For example, some judges ask externs to do a great deal of research and writing while some judges prefer that externs complete only one or two writing assignments.

Each student should complete at least one written assignment for their judge.

Regardless of which judge you are learning with, externs should expect to:

1. Observe the judge in the courtroom and in chambers (and hopefully other judges) and observe other courthouse staff working on a variety of cases; no more than 20 percent of an extern's 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 in chambers and in open court.
4. Discuss in class various problems of judicial administration.
5. Analyze and critique different styles of lawyering and judging.

## COURSE REQUIREMENTS

There are three (3) course requirements for the Judicial Externship: 114 hours of field placement work; completion of weekly assignments about the field placement; and full participation in classroom discussions and assignments. **All three** must be completed satisfactorily in order to receive a passing grade for the course.

## **Extern Work in Court**

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 for a minimum of 114 hours and keep a record of the amount of time worked. In addition, each student should complete at least one written assignment for their judge. Judges are not asked to grade student work, but work must be completed to the assigned judge's satisfaction.

## **Time Cards**

Your time cards must be turned in every week using Symplicity according to the following instructions:

1. From your Symplicity home page, click the "Surveys and Forms" link.
2. Look for the survey that corresponds with the week of the semester for which you're submitting your hours (ex: "Judicial Extern Time Card\_Week 1 (DUE: [date])").
3. Click the "Respond" button directly below the survey title.
4. Complete all the fields and click "Submit." 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 April 28<sup>th</sup>.

If you need your Symplicity login or password, contact the Externship Office at [lawexternships@hamline.edu](mailto:lawexternships@hamline.edu), [651.523.2470](tel:651.523.2470), or Room 201, M-F 8:00-5:00.

Time cards are due at 11:59 p.m. Sundays for time worked the M-F of the prior week.

*Note:* The requirement of 114 hours is met by observing in court, working in the judges' chambers, and working on written assignments for the judge.

## **Writing Assignment**

The writing assignment shall be submitted to Judges Alshouse and Fredrickson no later than the first date of finals by email to both Judges.

## **Class Assignments**

Students will be given various readings and assignments to prepare for class. At times, students may be asked to make written observations of their time in court regarding different lawyering skills, judicial decision making, etc. These observations may be used generally as a trigger for classroom discussion.

## **E-Mail Protocol**

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

Hamline Judicial Externship – further subject info here (ex: Journal #1, etc.)

Make sure “Hamline” is the first word in the subject line.

## **Class Discussion and Assignments**

Students are expected to attend all classroom meetings (we meet only 7 times). **If you are unable to attend a classroom meeting, you must contact the judge assigned to that date before the class and submit a typed, double-spaced 5 -page paper on the subject for that meeting. Time spent in class does not count toward fulfillment of the externship hour requirements.**

The final will be take home, emailed to students and due on the first day of finals.

## **Classroom Component of the Externship**

Classroom meeting dates are:

August 27, 2013	Introduction	Alshouse & Fredrickson
Sept. 10, 2013	Ethics (Judicial Canons)	Fredrickson
Sept. 24, 2013	White case and Judicial elections	Alshouse
Oct. 8, 2013	Judicial Decision Making	Alshouse
Oct. 22, 2013	Board of Judicial Standards	Fredrickson
Nov. 5, 2013	Public Perception of the Judiciary and Courtroom Advocacy	Alshouse
Nov. 19, 2013	Final Exam and wrap-up	Fredrickson

## **Readings and Written Assignments**

This is not a heavy reading course. However, every student must read the entire Minnesota Code of Judicial Conduct and Commentary, found in the Minnesota Rules of Court book or online through Westlaw. **Be sure to read the Minnesota Code of Judicial Conduct as it varies from the Model Code of Conduct and Federal Code of Conduct for United States Judges.** The Code will be the basis for at least one classroom discussion session. Students will report on and discuss various provisions in the Code.

There may be other readings and reporting assigned throughout the semester. Additionally you will have evaluation assignments from the Hamline Externship Office to complete at mid-semester and at the end of the externship.

Please call or email Judge Alshouse or Judge Fredrickson with any questions regarding the Judicial Externship.

[Diane.Alshouse@courts.state.mn.us](mailto:Diane.Alshouse@courts.state.mn.us)

651-266-9184

[Tammi.Fredrickson@courts.state.mn.us](mailto:Tammi.Fredrickson@courts.state.mn.us)

763-422-7429