Hamline University School of Law Private Practice Externship Course Description (Classroom Component) Spring 2014

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Course meets selected Tuesdays 4:10 PM-6:10 PM as indicated below.

NOTE: ALL STUDENTS MUST ATTEND THE EXTERNSHIP ORIENTATION MEETING ON JANUARY 21, 2014 AT 11:20 AM IN ROOM 101.

This course represents the classroom component of the Private Practice Externship. We will meet for seven classes on the following dates:

- January 28, 2014
- February 11, 2014
- February 18, 2014
- March 4, 2014
- March 18, 2014
- April 8, 2014
- April 22, 2014

Students will be required to complete all assignments as indicated on the attached Appendix I in addition to other assignments as assigned in class.

If it is necessary to change a scheduled class as much advance notice as possible will be given to the students. Any student missing a class will be required to provide a make-up assignment. Computer use is allowed. There will not be a final exam. No grade is given for the classroom component but attendance is required for credit.

The objective of this class is to provide the students with practical information relating to the everyday practice of law from both a professional and business viewpoint. Students are encouraged to bring questions and issues to class for discussion or to request coverage of topics which they would find to be of interest.

Anticipated topics for the semester include:

- The practice of law.
- Professionalism and mentors.
- Setting up a law practice.
- Marketing legal services.
- Billing and collecting fees.
- The life cycle of a file.
- Managing your professional life.

Appendix I - Hamline University School of Law Spring 2014 Externship Professor Assignments* (Classroom Instructor and Attorney Mentor assignments not included)

Week of the Semester	Assignment	Student	Due Date/Time	Symplicity Submission Tab
		Guide Appendix	(due by 11:59 p.m.)	See page 2 for specifics
Week One (Jan. 20-26)	Mandatory Orientation	n/a	Tues., Jan. 21 11:20-12:00, Law 101	n/a
	Learning Goals Exercise	App. A	Sun., Jan. 26	Surveys
	Discuss Learning Goals with	App. A	Complete during the	(In-person;
	attorney mentor	,	first week of the semester	student scheduled)
	Discuss workplace policies on	Арр. В	Complete during the	(In-person;
	confidentiality and conflicts of		first week of the	student scheduled)
	interest with attorney mentor		semester	
	Time Card Week #1	App. D	Sun., Jan. 26	Surveys
Week Two (Jan. 27-Feb. 2)	Goal-Setting Memorandum	App. A	Sun., Feb. 2	Jobs ID: 12464
	Ethics Memorandum	Арр. В	Sun., Feb. 2	Jobs ID: 12465
	Time Card Week #2	App. D	Sun., Feb. 2	Surveys
Week Three (Feb. 3-9)	Time Card Week #3	App. D	Sun., Feb. 9	Surveys
Week Four (Feb.10-16)	Reflective Writing Assignment #1	App. C	Sun., Feb. 16	Jobs ID: 12467
	Time Card Week #4	App. D	Sun., Feb. 16	Surveys
Week Five (Feb. 17-23)	Time Card Week #5	App. D	Sun., Feb. 23	Surveys
Week Six (Feb. 24-March 2)	Time Card Week #6	App. D	Sun., March 2	Surveys
Week Seven (March 3-9)	Mid-Semester Student Evaluation Survey AND Mid- Semester Site Evaluation Survey	App. E	Sun., March 9	Profile
	Time Card Week #7	App. D	Sun., March 9	Surveys
Week Eight (March 10-16)	In-Person Mid-Semester	App. E	Complete this week	(In-person;
(Spring Break)	Meetings with Attorney Mentor and Externship Professor	, ,	or next	student scheduled)
	Time Card Week #8	App. D	Sun., March 16	Surveys
Week Nine (March 17-23)	In-Person Mid-Semester Meetings with Attorney Mentor and Externship Professor	App. E	Complete this week (if not done)	(In-person; student scheduled)
	Time Card Week #9	App. D	Sun., March 23	Surveys
Week Ten (March 24-30)	Reflective Writing Assignment #2	App. C	Sun., March 30	Jobs ID: 12468
	Time Card Week #10	App. D	Sun., March 30	Surveys
Week Eleven (March 31- April 6)	Time Card Week #11	App. D	Sun., April 6	Surveys
Week Twelve (April 7-13)	Reflective Writing Assignment #3	App. C	Sun., April 13	Jobs ID: 12469
	Time Card Week #12	App. D	Sun., April 13	Surveys
Week Thirteen (April 14-20)	Time Card Week #13	App. D	Sun., April 20	Surveys
Week Fourteen (April 21-27)	Time Card Week #14	App. D	Sun., April 27	Surveys
Week Fifteen (April 28-May 4)	Final Site Evaluation Survey	App. G	Sun., May 4	Profile
	Final Reflection Memorandum	App. G	Sun., May 4	Jobs ID: 12474
	Updated Resume	App. G	Sun., May 4	Jobs ID: 12475
	Time Card Week #15	App. D	Sun., May 4	Surveys

DETAILED SYMPLICITY SUBMISSION INSTRUCTIONS

For all assignments which require submission via Symplicity, log in to the <u>student interface</u> (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: [Date])"
- 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 the semester.

Learning Goals

- From your home page, click the "Surveys and Forms" link.
- Look for the survey entitled "Externship Learning Goals_[TERM]."
- 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..

Document Submissions: Ethics Memorandum, Learning Goals Memorandum, Final Reflection Memorandum, Reflective Writing Assignments, Updated Resume*

- 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 written assignments, 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 Ethics Memorandum"), 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(s) 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 (which is the "job posting" title). 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.)
- *All document submissions must be made through Symplicity, per the instructions above. No assignments will be accepted via email.