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 Guide Appendix**	**Due Date/Time** (due by 11:59 p.m.)	**Symplicity Submission Tab** 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 attorney mentor	App. A	Complete during the first week of the semester	(In-person; student scheduled)
	Discuss workplace policies on confidentiality and conflicts of interest with attorney mentor	App. B	Complete during the first week of the semester	(In-person; student scheduled)
	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	App. B	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) *(Spring Break)*	In-Person Mid-Semester Meetings with Attorney Mentor and Externship Professor	App. E	Complete this week or next	(In-person; 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 student interface (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.

HAMLINE UNIVERSITY – SCHOOL OF LAW

LEGISLATION & LOBBYING EXTERNSHIP
Spring 2014

Mondays, 6:00-8:10 p.m.
Law School 301

Adjunct Professor:
Remi Stone McArthur
Office: 612.419.0525
E-mail: **remistone@me.com**

Office Hours: By appointment

I. COURSE DESCRIPTION

A government affairs career, as a form of non-adjudicative representation, is a rewarding non-traditional practice of law. Practitioners blend the traditional concepts of legal representation with the broader policy matters of legislative and administrative advocacy. During the course of this semester's classroom component, students will explore various aspects of legislative & administrative representation and the benefits lobbying can bring clients. The goal of the course is to expose students to many of the government affairs / non-adjudicative advocacy career opportunities available to them.

Real life practice experiences will be brought to the students through the guest speaker forum. At a minimum, students will learn the "who, what, where, when & why" of a lobbying practice. They will be exposed to the realities of lobbying and passing legislation including practical matters such as accessing services from the Revisor of Statutes office, expectation management, interaction with various players in the legislative arena, and how to best communicate to policy makers about various issues.

All externships are limited to eight students and are graded pass/no pass. Each externship includes a classroom component accounting for one credit hour plus a minimum of 114 hours of field work in the externship area. Students are supervised by a full-time faculty member and the classroom component is taught by an adjunct professor experienced in the externship area. Students are limited in the number of externships they may take for credit and must be eligible for Supreme Court Certification for Student Practice.

II. Course Resources & Materials

a. Suggested Resources
   i. Minnesota State Legislature Website: www.leg.state.mn.us
      i. Become familiar with this website and its bill tracking capabilities.

   ii. Office of the Revisor of Statutes Website: www.revisor.leg.state.mn.us
      i. Bill drafting and rulemaking information can be found at this website.

   iii. Campaign Finance and Public Disclosure Board Website: www.cfboard.state.mn.us
      i. Lobbyist registration and ethical requirements information can be found at this website.

b. Required Resource
   i. "The Green Book" and/or "The Red Book"– the Official Directories of the Minnesota Legislature – Eighty-sixth Session 2013-2014.
      i. Obtain this book sometime during the first month of the externship. It is provided free by Senate and House Information Offices.

c. Suggested Reading

1. Legislative Law and Process (Nutshell Series) by Jack Davies (2007)

2. Legislation. Statutory Interpretation: 20 Questions by Kent Greenawalt (1999)

3. People & Politics: Eight Indisputable Facts About People and Politics by Carlton N. Owen (2002). www.edgestuff.com/lifelessons.html

III. REQUIREMENTS

a. Students will be evaluated on classroom participation, attendance and bill monitoring activities.

b. Students are expected to raise at least **one** question about the weekly topics of discussion. **Students are also expected to ask at least one question of each of our guest speakers**.

c. Students are expected to select a bill / bills to monitor during the semester – either as an independent selection based upon personal interest or as part of your placement. Bill monitoring does not require written documentation. Bill monitoring is an excellent was to become familiar with the committee and floor process at the Minnesota State Legislature.

IV. ATTENDANCE, PARTICIPATION, AND CLASS PREPARATION

a. Given the small size of the class and the limited number of classroom sessions, attendance is very important. Interaction with guest speakers and providing intellectually challenging questions requires your consistent attendance. Additionally, since there are limited methods for me to gauge your grasp of the legislative process and the intricacies of lobbying, it is critical for you to participate in class.

b. The law school's academic rules stipulate that students are required to attend class "regularly in a punctual and prepared manner." Accordingly, attendance is mandatory and no absences will be accepted…unless there is an unprecedented disaster beyond your control. It is your responsibility to inform me via e-mail immediately if such a situation should arise that would prevent you from attending.

HUSL Policies on attendance, lateness and preparation

The program of instruction at the School of Law is based on an active and informed exchange between instructor and student and between student and student. Regular, prepared class attendance helps develop skills essential to the competent practice of law. A student who violates the attendance policy, including the instructor's specification of class expectation described below, may lose his or her right to take the exam in the course, to receive course credit or may receive other penalties described below and in Academic Rule 108. Persistent or frequent lateness or unpreparedness may also be the basis for reduction of the grade awarded in a course. See Academic Rule 108 for further details.

c. Please note that attendance does not just include your physical presence; **attendance requires critical thinking, listening attentively, and constructive speaking.** To ensure that everyone will feel comfortable sharing their ideas, we will all listen and respond respectfully.

d. All students are expected to share with the entire class their weekly experiences and observations of the legislative process.

f. Students are expected to ask one question per class, preferably on point to the subject matter being presented by our guest speakers or me.

g. Class is scheduled to begin promptly at 6:00 p.m.; however, I understand that students may be coming to class from off campus and that an occasional late arrival will be overlooked. In addition, due to my regular work demands, I may be slightly tardy in my arrival. In the event that I am not in the room at 6:00 p.m., please do not leave until 6:15 p.m.

V. GRADING

a. Your final grade is pass/fail and will be based on the satisfactory performance of the following three categories. **All three** must be completed satisfactorily in order to receive a passing grade for the course.

1. Completion of 114 hours of field placement work
2. Classroom Participation
    a. Attendance
    b. Discussions of Externship Analytical Question / Response
3. Completion of weekly assignments about the field placement
    a. See Appendix I

VI. OFFICE HOURS

a. Please contact me via telephone or e-mail to discuss the externship, your observations of the legislative process or needs you may have regarding your placement. I do not hold regular office hours, but am accessible most of the time and can arrange a meeting with your on fairly short notice.

VII. OTHER MATTERS

a. I will make every effort to reasonably accommodate all students who, because of religious and other obligations, have conflicts with required attendance.
    i. In order to receive the accommodation, you need to notify me at least two weeks in advance of the scheduled conflict.

VIII. TECHNOLOGY POLICY

Please refrain from using laptop computers & other electronic devices when we have guest speakers addressing the class.

Laptop computers & other electronic devices may be used in class to take notes, access course related materials or to aid in classroom activities. However, in no situation should laptops, PDAs, cell phones, etc. be used for other purposes, such as text messaging or e-mail.

In real life, the legislative process depends upon interpersonal relationships; communicating in person and eye-to-eye with other people is essential. Many people find it rude and disrespectful to use smartphones, laptops, or cell phones during your time with them. Practicing restraint in the classroom will prove to be a practical skill when meeting with clients and policy makers once you leave the academic setting.

IX. CLASS SCHEDULE – weeks may be re-arranged to accommodate guest speakers' schedules. See appendix II for dates.

WEEK ONE:	Lobbying 101. Non-adjudicative representation – introduction to legislation, rulemaking & lobbying
WEEK TWO:	The Ethical Lawyer – Lobbyist. The nature of legislative and administrative representation and ethical considerations
WEEK THREE:	Minnesota's legislative process – basics & beyond. Bill drafting, Senate & House Agendas, deadlines & conference committees
WEEK FOUR:	Corporate legislative counsel and government relations
WEEK FIVE:	Polling: Setting public policy and political agendas
WEEK SIX:	The Top 5. What to Love; What Not to Love; What I Wish I Knew Before I Did This
Week Seven:	End of Session Recap (optional) – TBD