

Externship Seminar Syllabus Spring 2009
Ann E. Pfeiffer

As in last semester, each student must complete 168 hours (for the 3 credit) or 112 hours (for the 2 credit) at his or her placement between January 12 and May 1, 2009. Attendance at the seminar is required.

Final grades for the seminar will be determined as follows:

Journal entries	20%
Presentation and paper	50%
Court observation paper	20%
Class participation	10%

Team Presentation and Paper

For the class presentation each team member should do an equal amount of work and should work together, not parallel, to present your topic and material in an interesting and engaging way. Your presentation should be guided by the goal of educating the others in the class on the topic as it might relate to them as new lawyers. What is the relevance to their future practice or position? The topics you have chosen should provoke some discussion, and the presenters should guide that discussion and encourage participation. Each team needs to present an outline and proposed bibliography to me at least a week before their presentation and provide an article or some reading for the class to prepare the class for your topic.

I want to meet with each team at least a week before the presentation. It is the teams' responsibility to schedule a meeting with me during my office hours. I will be happy to meet any team more than once if you request it. A 10 -12 page paper prepared cooperatively by all students in the team is due the week after your presentation. You will be graded on the organization and thoroughness of your presentation, as well as on your research, creativity and ability to work together as a team. I will give you a combined grade for the paper and presentation and all partners will receive the same grade.

I expect every student to be respectful of the teams as they present, closing lap tops unless you need to take notes on the subject presented. Do not email or do other work during class.

Court Observation Paper

The court observation paper is due the week of April 6th in your class period but may be handed in earlier if you wish. The paper should be no less than 5 no more than 7 pages long. It should be thorough and reflective. If you visited a State Court last semester you should visit a Federal Court this semester and vice versa. In this paper you should not only describe the court you visited but also compare and contrast to your court visit last semester. As last semester I want you to focus on the roles of the lawyers and judges rather than a narrative of the court proceeding. Discuss the interaction of the lawyers with the judge, each other, their clients, witnesses and jury if any. How does this all relate to you?

Assignments

Every student will be required to write an evaluation of the presentations and hand them in the following week. A form for these evaluations will be made available to you on Blackboard. If you were the presenter you must evaluate your presentation as well as the process of working with the other student on a cooperative project. You should address what you learned about this experience rather than the subject matter of the presentation. A form for the presenting team's self evaluation will also be on Blackboard. Each evaluation form is to be completed by the individual student, not the team.

Journal Assignments

For those journal assignments that require you to discuss your work at your placement you should focus on what you learned about your work style, your goals and accomplishments of those goals. You may wish to address changes you have made in your approach to your work based on feedback you got from your supervisor. Please show some indication that you have done reflective thinking about the placement's impact on you. How much effort you put into this reflection is going to be considered in the grade you receive for your journals.

Reading Assignments

There will be reading assignments before each team presentation. These will be posted on Blackboard or handed out in class the week before. It is your responsibility to read and be prepared to participate in every team presentation.

Class attendance and participation

Class participation is important and is reflected in the grading system. I expect you to participate in the student presentation at all appropriate opportunities when asked by the presenters. As in last semester, if you miss any class you have to do a 3-5 page paper on the subject of the presentation that you missed. You cannot make up the class by attending one of the other seminars as I allowed last semester. This make up paper will be required no matter what the reason is for the miss. I expect to be contacted if you miss class. Do not even think about missing on your presentation day.

Office Hours

Monday	11:30-12:30 and 2-3:30
Wednesday	10-3:30 (lunch break sometime in there)
Thursday	9:30-3:30 (lunch break sometime in there)

Please schedule by email or phone any meeting.

Although I always enjoy drop ins, I do not want you to find that I am at a meeting with someone when you come for your team meeting, so please schedule that meeting by contacting me directly.

Time Sheets

Do Not Hand In Time Sheets More Than One Week Late

Time sheets need to be signed by your supervisor and handed in no later than one week after the work was performed. I do not want to have a repeat of last semester of multiple time sheets handed in twice a semester. This is a weekly obligation and is not to be left to the end of the semester. Be sure you total your hours for each week and your hours already completed for the semester on each time sheet. Keep a copy for your records. Your form for the time sheet can be downloaded from Blackboard.

Please make every effort to word process your time sheets or write more legibly than last semester.

General policies

Students with disabilities are to contact Assistant Dean Tomas Gonzalez in Suite 444 as soon as possible.

I allow taping of class but if there are speakers, you must obtain their permission as well and some will not allow it.

I do not allow any internet use during class. This means you are not to be text messaging or emailing. Since there is no final test you do not even need to take extensive notes. I am asking many lawyers to take time out of their busy lives to speak to you throughout the semester. I think you owe them your attention, so close your computers.