Syllabus – B530: Judicial Externship – Winter 2014

I. Logistics

A. Contact Information and Office Hours
Faculty Supervisor: Esther Park
Office: Room 366 │ Tel: (206) 616-1364 │ E-mail: ejp@uw.edu
Office hours: by appointment

B. Course Website
The course CANVAS page is https://canvas.uw.edu/courses/882862. It is very important that you are able to access this page as we will use it to post Course Materials and to collect assignments. Please take some time to familiarize yourself with this platform before January 13, when the first assignment is due.

C. Course Overview - General Information
An externship is an experiential learning opportunity, which allows students to receive academic credit while working in judges’ chambers, government agencies, and non-profit organizations.

Our Externship Program is intended to serve the following goals:
- to educate students about their professional responsibilities, including the Rules of Professional Conduct as well as their obligation to perform pro bono work as practicing attorneys
- to help students develop practical lawyering skills by carefully supervising students in real-world situations and thereby teaching them to integrate the theory of law with the practice of law
- to help students become aware of meaningful career opportunities, particularly in public interest and governmental settings, and to encourage a lifelong commitment to public service

In order to receive academic credit for an externship, a student must meet the requirements established by the UW Law Externship Program, in addition to performing the work required by the Sponsoring Organization.
Students who fail to satisfy all of these requirements will not be awarded academic credit.

II. Grading and Requirements
Externship courses are graded Credit/No Credit. In order to receive credit for an externship, students must fulfill all of the following requirements:

- Satisfactorily complete work at Sponsoring Organization as assigned by Field Supervisor (at least 30 hours for each enrolled credit);
- Take the required seminar, if you take 6+ externship credits per quarter or 6+ externship credits at the same Sponsoring Organization over multiple quarters;
- Arrange a site visit between your Field Supervisor and Faculty Supervisor for externships of 6+ credits; and
- Submit completed written assignments as indicated in the next section.
III. Assignments

A. Formatting

All written assignments, including time logs, should be formatted as follows:
- Student’s name, Sponsor Organization, Assignment Title, and Date Submitted in heading
- Standard letter-sized paper with one inch margins
- Single-spaced
- 12 point font

When uploading assignments to Canvas, please name your files with your last name, course number, and assignment title. For example, “Park_B530_Goals”.

B. Due Dates

The first day of Winter Quarter classes is January 6 and the last day is March 12. Assignment due dates follow the UW Law academic calendar. If your externship goes beyond the last day of the quarter, you may request an adjustment in due dates. Please note that any adjustment of a due date must be made before it passes. Late submissions will not be accepted unless the student has requested and been granted an extension in writing before the due date.

C. Schedule

Part 1 of the first assignment is your work schedule for the quarter. Please follow the sample available in the Files section of the course page.

As a reminder, you must work at least 30 hours at your field placement site for each credit you are taking.

D. Goals

Part 2 of the first assignment is a written statement of your goals for this externship. If you are taking the General Externship Perspectives seminar with Professor Bill Covington, you may submit your goals assignment from that class for this assignment. Also, I encourage you to discuss your goals with your field supervisor early in your externship, within the first week if possible.

E. Journals

During the quarter, you will be required to submit five journals. Ideally, you should spread them out and submit one journal approximately every two weeks, but the exact timing is up to you. The only timing requirements are that you may only submit one per week, and they are due on Mondays. Each journal assignment will open on Tuesday at midnight and close the following Monday at 11:59p.m.

Journal entries are intended to encourage reflection about your experience. Please refer to "Journal Ideas", taken from Learning From Practice by Ogilvy, Wortham, and Lerman, for journal topics if you need suggestions. While a journal entry may include some description of activities, it should not be limited to that; a satisfactory journal entry should include your thoughts about what you did and observed.
Journals should be 1-2 single-spaced pages. Sample journal entries from previous externs are available on the course website. Journal submissions are confidential and will not be shared with other students without the writer's permission.

F. Time Logs

Students are expected to keep weekly Time Logs recording the amount of time worked at the Sponsor Organization. Time Logs should include enough detail about your activities that both your Field Supervisor and Faculty Supervisor can evaluate whether you are receiving sufficiently varied and challenging work. Time Logs should also include a running total of hours worked to track progress toward the quarterly goal.

A template and sample time logs are available on the course website.

The first time log is due with Assignment #1. Thereafter, time logs must be submitted with each journal entry.

G. Final Report

The Final Report is due on Monday, March 24, 2014.

The Final Report must include:
1. The Student Final Report cover sheet;
2. Complete Time Logs for the entire quarter, consolidated into a single file;
3. A narrative report describing the following:
   a. The substantive work performed;
   b. The training and supervision provided by the Sponsor Organization and your Field Supervisor;
   c. The educational benefits obtained from the externship, including:
      i. How your practical lawyering skills developed;
      ii. What you learned about lawyers' professional responsibilities, particularly the public service obligation;
      iii. How likely you are to practice or perform pro bono service in the area of the externship in the future;
      iv. How and to what extent the externship fulfilled your expectations;
      v. How your perception of law practice was affected by the externship
      vi. Progress you made toward goals you established for the externship and evaluation of the factors that helped or hindered your progress.

A comprehensive report should be at least three (3) singled-spaced pages. Students should be careful to not reveal confidential, privileged, or sensitive information.