I. Logistics

A. Instructor Contact Information and Office Hours

Deborah Maranville
Office: Room 247
Tel: (206) 685.6803
E-mail: maran@uw.edu
Office hours: by appointment

B. Class Times/Location

This seminar is a distance education class. Much of the course work can be performed individually. However, students will be required to participate in several in-person or virtual meetings as described in the Schedule of Assignments below.

C. Course website

The CANVAS course for this class is “B567 Section B”: https://canvas.uw.edu/courses/948363. We will use it to post Course Materials and to collect assignments. Please take some time to familiarize yourself with this platform before Monday, January 12th, when the first assignment is due.

D. Assigned Readings

There is no text book for this course. Assigned reading materials will be posted on the course web site.

II. Course Overview - General Information

General Externship Perspectives is a seminar designed to enhance the experiences of public service externship students.

The goals of the course are to help students:

- Cultivate skills and habits necessary for a healthy professional life
- Understand the systems in which lawyers operate, and think about their roles in these systems
- Reflect on their work, especially as it relates to professional identity
- Effectively communicate, orally and in writing, with a variety of people
- Practice working remotely
III. Structure and Grading

This focus of this 2-credit course is to help you to reflect on your experience in your externship placement in order to help maximize what you learn. This course is graded on a Credit/No Credit basis. In order to receive credit for this class, you must satisfy all of the following requirements, which are more fully explained below:

- Discuss your goals individually with the course instructor before the end of January
- Engage in all assigned learning activities
- Submit at least seven of the nine journal assignments and do so by the posted due dates
- Submit all other written assignments, including weekly time logs and the Final Report, by the posted due dates
- Submit a final presentation

A. Engage in Learning activities as Outlined in Schedule of Assignments

The learning activities for this distance learning course are designed to provide you with opportunities to reflect on different aspects of a lawyer’s life, and to develop the skills you will need for a satisfying professional life.

B. Assignment Due Dates

All written assignments should be uploaded to the appropriate assignment on the CANVAS course website by the due dates listed in the schedule. Each assignment closes at 11:59 p.m. on the due date, after which submissions will not be accepted, absent an emergency.

Due dates follow the UW Law academic calendar. If your externship goes beyond the first and/or last day of the quarter, you may request an adjustment in due dates. Please note that any adjustment must be made before the due date passes.

C. 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
- If document is longer than one page, include a footer containing Student Name and page number
IV. Assignments

A. Weekly Learning Activities

For each week of the quarter, this class is organized around a theme concerning different aspects of what lawyers do. That theme will be the focus of the week’s reading, activity, and suggested journal entry topic.

Written assignments related to the learning activities should be submitted weekly on CANVAS under Assignments/Assignments/[Date].

B. Weekly Journals

Journal entries are intended to encourage reflection about your experience. While a journal entry properly includes some description of activities, it should not be limited to that; a satisfactory journal entry includes your thoughts about what you did and observed. Suggested journal topics are included in the Schedule of Assignments below. You are welcome to focus your reflections on events and experiences at your externship in addition to, or instead of, the assigned topic. Please do address the assigned topic most weeks.

Sample journal entries from previous externs will be available on the CANVAS course website. Journal submissions are confidential and will not be shared with other students without the writer’s permission, except for the first journal entry that you will exchange with another student.

Journals should be submitted weekly on CANVAS under Assignments/Assignments/[Date]. Please note that written assignments for weekly learning activities, journals, and time logs are submitted to separate locations.

C. 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 weekly and quarterly total of hours worked to track progress toward the credit goal.

Instructions, a template, and sample Time Logs are available on the CANVAS course website.

Time Logs should be submitted weekly on CANVAS under Assignments/Time Logs/Date. Your Final Complete Time Log should be submitted under Assignments/Final Assignments/Complete Time Log – Final.
D. Final Presentation

At the end of the course, you will submit a visual or audio-visual presentation about your externship experience. This can be a video clip, PowerPoint, Prezi, or any other visual presentation that you could give in 10 minutes. You will not be able to give a comprehensive description about your experience, so decide on a theme or lesson that was prominent in your experience or that you would like to highlight. Your Final Presentation should be submitted on CANVAS under Assignments/Final Assignments/Final Presentation.

E. Final Report

Each extern must submit a Student Final Report, which must include:

1. The Student Final Report cover sheet;
2. 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
   d. Progress you made toward goals you established for the externship and evaluation of the factors that helped or hindered your progress.

A comprehensive narrative report should be at least 3 single-spaced pages. Please submit this on CANVAS under Assignments/Final Assignments/Student Final Report

Disability Related Needs

The University of Washington is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For information or to request disability accommodation contact: Disability Resources for Students, 448 Schmitz Hall, Box 355839, phone 206 543.8924/V, 206.543.8925/TTY, 206.616.8379 (FAX), or email wudss@u.washington.edu
Schedule of Assignments

<table>
<thead>
<tr>
<th>Week, Assignments and Journal Topic</th>
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<tr>
<td><strong>Week 1: Lawyers Learn, Lawyers Plan</strong></td>
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**Assignments Due January 12**

- **Reading:** Syllabus and Schedule of Assignments, Goals PowerPoint, Goals Development Plan, and Schedule
- **Learning Activities:** Prepare Goals Development Plan and Schedule, using templates provided, and submit on CANVAS
- **Preparation for Weeks 2-4:** Email Prof. Maranville at least 3 times you are available for a 30-minute phone call between January 15 and January 30.
- **Preparation for Weeks 4 and 8:**
  - Begin paying attention to potential networking events that interest you and work with your schedule.
  - Begin thinking about potential volunteer activities and when they are available.

**Learning Activity Assignment Details:**

Please look at the sample Goal Development Plan posted on the course website, then write your own Goal Development Plans using the template provided. You will need to identify at least one goal statement and submit a Goal Development Plan for accomplishing that goal, but I recommend that you identify a separate goal and Goal Development Plan for every 3-5 externship credits you are taking. So for a 15 credit externship you would identify three to five goals. I encourage you to discuss your goals with your field supervisor early in your externship, within the first week if possible.

Your proposed externship schedule should include your start and end dates and use the template posted on the course website.
Week 2: Lawyers Observe: Reflective Lawyering

Assignments Due January 19

- **Reading**: Sample journals #1,3 and 5 posted on course website
- **Learning From Practice**: Chapter 11, posted on course website
- **Learning Activity**: Discuss your goals with Professor Maranville individually on the date to be determined by January 14
- **Journal**: Reflect on your externship site, your supervisor, other staff, the nature of the work, your experience so far, etc. and submit to CANVAS course website
- **Preparation for Next Week**: Email your journal to assigned partner(s) for week 3 assignment
- **Time Log**: Submit on CANVAS

Assignment Details: The purpose of the individual discussions is to recognize that externship placements vary and each student will have personal goals and challenges, and to help me understand your individual situation. We will exchange availability times by email and set up times to talk. I am happy to schedule discussions with you on other occasions to discuss any challenges with your experience, or other concerns.

Week 3: Lawyers Tell Stories: Effective Communication

Assignments Due January 26

- **Reading**: Garner and Chambers blog posts
- **Learning Activities**:
  - Meet with your assigned partner, via telephone or another virtual medium, if an in-person meeting is not possible. Interview your partner, gathering enough information to tell a compelling life story. Discuss your journals with the goal of asking questions that will help your partner reflect more deeply.
  - Write a compelling narrative biography of your assigned partner’s life.
- **Journal**: Reflect on the meeting with your partner. What did you learn about your colleague? Yourself? What did you learn about effective story telling? About effective reflection?
- **Time Log**: Submit on CANVAS

See next page for assignment details
**Assignment Details:** The purposes of this assignment are to practice your story telling skills and to get feedback from another person that will help you learn to be more reflective in your journal writing. By January 15, I will assign students to pairs, or groups of three. For this assignment, exchange your journal with your partner and meet, in person, if possible, to interview your partner(s) and discuss your journals.

**Week 4: Lawyers Connect**

**Assignments Due February 2**

- **Reading:** Excerpts from Susan RoAne, *How to Work a Room*, posted on the course website
- **Learning Activity:** Attend a “Young Lawyers” meeting or other networking event
- **Journal:** Reflect on your experience at the networking event. Were you comfortable? Why or why not? What steps did you or others take that made the experience positive, or not? What did you learn about being a lawyer?
- **Time Log:** Submit on CANVAS

**Assignment Details:** The purposes of this assignment are to help you understand how to build professional relationship, to practice networking in a professional setting, and to begin building professional connections. For this assignment, you will attend a professional networking event of some type, after reading suggestions about effective networking. This event can be one explicitly billed as a networking event, or it can be a bar association awards event, or a non-profit fundraiser. You are not limited to an activity that takes place this week, so long as you have identified one, let me know when it will take place, and report back on it.

**Week 5: Lawyers Live: What Do You Want To Do?**

**Assignments Due February 9**

- **Reading:** Handouts: *Satisfaction in the Workplace* and *Interview an Attorney*
- **Learning Activity:** Interview two attorneys in different types of jobs, preferably one newer attorney and one with more than fifteen years of experience using *Interview an Attorney* and *Satisfaction in the Workplace* handouts as a guide.
  - Submit write-ups of both interviews, writing one in a Question and Answer transcript format and one as a one-page biographical sketch.
  - Submit a written response to the interviews, noting similarities and differences between your interviewees and reflecting on how their experiences compare with the professional life you envision for yourself.
- **Journal:** Reflect on your work-life balance--what’s going well, what you’re struggling with.
- **Time Log:** Submit on CANVAS

See next page for assignment details
### Assignment Details:
The purpose of this exercise is to help you learn more about the work lawyers do and the types of career paths they may pursue. This exercise, combined with developing greater self-awareness about your own strengths and interests, and the kinds of work environments, tasks and workflow you enjoy, will help you determine what career paths may be good fits for you.

### Week 6: Lawyers Understand Themselves and Others

**Assignments Due February 16**

- **Learning Activities.**
  - Take one or more of the Project Implicit tests at [https://implicit.harvard.edu/implicit/takeatest.html](https://implicit.harvard.edu/implicit/takeatest.html) that you have not previously taken
  - Take *How I Deal With Conflicts* test on course website
  - Optional: Take Strengths Finder Test
  - Reflect on the results of the test and submit a written response to the tests discussing any surprises and any findings that you particularly agree or disagree with

- **Reading: *Conflict Resolution Styles***

- **Journal:** Think about someone you have found difficult to work with. Reflect on the personality similarities and differences between the two of you, how those characteristics may have contributed to the challenges of working together, and how you might mitigate such challenges in the future.

- **Time Log:** Submit on CANVAS

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**Assignment Details:** The purposes of this assignment are to help you better understand yourself – your strengths, weaknesses, and work style, and to understand yourself in relationship to others, so that you can work effectively with others, as needed. Note that the learning activities include taking and reflecting on two different tests.

Consider taking optional StrengthsFinder test. You buy the book by that name and get a code to take the test. Books are usually available for about $15. You don’t want a used book, because the code is not re-usable. See [http://strengths.gallup.com/default.aspx](http://strengths.gallup.com/default.aspx) If you have previously taken all three recommended tests (Project Implicit, *How I Deal With Conflicts*, and Strengths Finder), contact me for other options.
**Week 7: Lawyers Make Mistakes: Lessons in Professionalism**

**Assignment Due February 23**

- **Reading:** Attorney discipline cases on the course website
- **Learning Activity:** Submit a written response to one of the lawyer discipline cases, addressing issues such as red flags before the offense, points at which events could have taken a different turn.
- **Journal:** Reflect on a mistake you made or observed during the course of your externship. What caused it? How was it resolved? How could it have been avoided? If it was a mistake you made, what steps do you plan to take to avoid it?
- **Time Log:** Submit on CANVAS

**Assignment Details:** The two purposes of this assignment are, first, to help you think about what leads to attorney misconduct and how that misconduct might be avoided, and second, to help you think about how you can most effectively avoid mistakes and deal with them when they do occur.
Week 8: Lawyers Serve: People are Involved in and Affected by What We Do

Assignment Due March 2

• **Reading:**
  - RPC 6.1 Pro Bono Publico Service
  - *Addressing a Systemic Legal Problem* handout

• **Learning Activities:**
  - Investigate service opportunities that would appeal to you after you graduate and select one of the following options:
    a. Engage in service by attending a meeting of the board or committee, and write a report about the experience
    b. Draft the cover letter you would use to apply for an appointment to a board, committee, or organization
    c. Engage in service by actually volunteering at an organization, and write a report about it
  - Think about a systemic problem you observe or encounter in the course of your externship. Consider some possible causes and solutions. If you have the opportunity, talk to someone at your externship site about this.

• **Journal:** Reflect on the types of service activities that make your eyes light up. What appeals to you? Why? What post-graduation service activities did you identify? Why? What barriers, if any, did you encounter? How will you incorporate service into your professional life?

• **Time Log:** Submit on CANVAS

**Assignment Details:** Lawyers serve individual clients, organizations seeking to address structural issues affecting many people, and the profession. The purpose of this assignment is to help you think about the different ways lawyers engage in service to individuals and the profession, and give you an opportunity to explore one of them.

A list of resources for finding Washington volunteer opportunities to serve individuals and the profession is available on the course website.

Identify at least one opportunity for direct service to individuals, and one for service to the profession through participating in a committee, or serving on a board. Then explore one of those potential activities by attending a meeting of the committee, board, or organization, or by exploring the process for being appointed to the committee or board and drafting the cover letter you would use to apply for the position, or engaging in a direct service activity.
Week 9: Lawyers Pay Attention: Mindfulness in the Law

Assignments Due March 9

- **Reading:** *The Meditative Perspective* on the course website
- **Learning Activities:**
  - Practice meditation or another mindfulness activity
  - Think about your routines. Pick one thing that you do regularly (at least 5 times per week) and change something about it.
- **Journal:** Describe your experience with the mindfulness activity and with changing your routine. What did you notice?
- **Time Log:** Submit on CANVAS

Assignment Details: The purposes of this assignment are two-fold: to encourage you to grow as a lawyer by paying attention to what is happening within and around you, and to engage in healthy stress management and self-care strategies. Engaging in a mindfulness practice is one way of accomplishing these goals.

Your assignments are to engage in a mindfulness practice and to change one of your regular routines, something that you do at least 5 times per week.

Finals week: Lawyers Teach, Lawyers Evaluate

Assignments Due March 23

- **Learning Activity:** Final presentation
- **Journal:** None
- **Final Report:** Complete and submit on CANVAS
- **Time Log:** No weekly time log required. Submit Comprehensive Time Log on CANVAS

Assignment Details: The purposes of this assignment are to give you an opportunity to identify a key theme or lesson from your externship and to give you practice creating a visual or audio-visual presentation.

Prepare a visual or audio-visual presentation about your externship experience. This can be a video clip, PowerPoint, Prezi, or any other visual presentation that you could give in 10 minutes. You will not be able to give a comprehensive description about your experience, so decide on a theme or lesson that was prominent in your experience or that you would like to highlight.