

General Externship Perspectives
Law B567 A
Winter Quarter 2021

I. Logistics

A. Instructor Contact Information and Office Hours

Esther Park

Office: _____

Office hours: by appointment via

B. Class Times/Location

This course meets from 5:30 to 7:20p.m. on Tuesdays via Zoom:

C. Course website

The CANVAS course for this class is "2021 Winter Externships":

Please take some time to familiarize yourself with this platform before the first individual meeting referenced in Section

IV. F. below.

D. Assigned Readings

There is no textbook for this course. Assigned reading materials will be posted on the course website.

E. Access and Accommodations

Your experience in this course is important to me. If you have already established accommodations with Disability Resources for Students (DRS), please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations (conditions include, but not limited to, mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact DRS at 011 Mary Gates Hall or 206-543-8924 or uwdrs@uw.edu or disability.uw.edu. DRS offers resources and

coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and DRS. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law.

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy \(https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/\)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form \(https://registrar.washington.edu/students/religious-accommodations-request/\)](https://registrar.washington.edu/students/religious-accommodations-request/).

II. Course Overview - General Information

General Externship Perspectives is a seminar designed to support and enhance the experiences of law student externs by encouraging reflective practice. The goals of the externship program are to help students:

- Reflect on their work, especially as it relates to professional identity.
- 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.
- Effectively communicate, orally and in writing, with a variety of people.

III. Structure and grading

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

- Attend and participate in class
- Submit all written assignments by the posted due dates
- Have two individual meetings with the faculty supervisor
- Submit a final presentation

A. Class attendance

Students are expected to “attend” class via Zoom to the same degree that they would normally be expected to attend a live class (at least 80 percent of the class sessions). Because the class sessions will be largely discussion-based, they will not be recorded. Unless a student lacks the technology to do so, they are expected to join the class using video as well as audio and not merely audio. Video feeds should stay on, and microphones should be muted except when speaking. If you anticipate any difficulty with this requirement, please let me know before our first class meeting.

B. Assignment Due Dates

All written assignments should be submitted online via Canvas by 11:59 p.m. on the due date. The first day of winter quarter classes is January 4 and the last day is March 10. Assignment due dates generally follow the UW Law academic calendar.

Meeting deadlines is an important part of practicing law, and managing competing demands is a professional skill. If you become aware of a conflict, it is your responsibility to contact the faculty supervisor at the earliest opportunity to discuss arrangements for meeting your obligations.

IV. Assignments

A. Canvas

All assignments will be posted and accepted through the Canvas page for this course.

Each week's assignments are organized into modules. The opening page of each module, which has "Readings and overview of assignments" in the title, has links to the readings for that week's class.

Each part of that week's assignments has a separate page, which includes links to readings, assignments, discussions, and surveys. It may have the effect of looking like there are a lot of assignments every week, but this is designed to make the whole assignment clearer and help to ensure you don't miss any parts.

B. Formatting

All written assignments, including time logs, should be formatted as follows:

- Student's name, externship host site, assignment title, and date submitted in heading;
- Standard letter-sized paper with one inch margins;
- Single-spaced;
- 12 point font; and
- If document is longer than one page, including a footer with student name, date submitted, and page number.

C. Initial Assignment

1. Proposed schedule. Your proposed externship schedule should include your start and end dates and use the template posted on the course website. Please also include any requests for adjustment in your credits on this form.

2. Current resume and transcript.

3. Individual learning agreement. You should meet with your site supervisor to discuss the anticipated lawyering activities and learning outcomes. You will need to sign it and ask your site supervisor to sign it as well.

4. Self-evaluation. Complete the initial self-evaluation form.

5. Goal development plan. Please look at the sample Goal Development Plan posted on the course website, then write your own Goal Development Plans using the template provided. For this, please do at least one personal goal and one professional skills-related goals.

D. Journals

Journals 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. Prompts are posted with the Assignment on Canvas. **Students should be careful to not reveal confidential, privileged, or sensitive information.**

Journal submissions are confidential and will not be shared with other students without the writer's permission.

Journals should be 1-2 single-spaced pages. Journal submissions are confidential

and will not be shared with other students without the writer's permission.

E. Assignment List and Time Logs

Students are expected to keep a running assignment list and time logs recording projects and amount of time worked at the externship host site. Time logs should include enough detail about your activities that both your site supervisor and faculty supervisor can evaluate whether you are receiving sufficiently varied and challenging work. Each week, the time log should be a cumulative log of all hours worked through the previous week.

Instructions and the template are available on the course website. The Assignment List and Time Log must be uploaded to the assignment labeled "Assignment List and Time Log" weekly. The last weekly submission is due on March 8. You may report hours worked after that in your complete time log submitted with your final report.

F. Individual meetings

Recognizing that externship placements vary and that each extern will have personal goals and challenges, I will schedule two individual meetings with each student to discuss your unique experience. The first meeting will occur during the first half of the quarter, ideally within the first two weeks, and the second meeting will occur during the second half of the quarter.

G. Oral presentation

You may complete this assignment individually or in a team with one or two of your colleagues in the seminar. I will provide more instruction about this assignment later in the quarter.

H. Final Report

The final report consists of the following five parts:

1. Completed Final Report Cover Sheet Form;
2. Complete Assignment List and Time Log;
3. Completed Self-Evaluation Form;
4. Completed Site Evaluation Form; and
5. A final reflection, which may address the following:

- a. How your practical lawyering skills developed;
- b. What you learned about lawyers' professional responsibilities;
- c. How the externship affected your ideas about pro bono or public service;
- d. How and to what extent the externship fulfilled your expectations;
- e. How your perception of law practice was affected by the externship; and
- f. Progress you made toward goals you established for the externship and evaluation of the factors that helped or hindered your progress.

A comprehensive final reflection should be 1,000 – 1,500 words.

Schedule of Meetings, Readings, and Assignments

*All-class meetings in shaded weeks

Meeting Schedule and Readings	Assignments and Journals - Submit Assignment List and Time Log each week
<p>Week 1: January 5 Lawyers Learn Lawyers Plan</p> <p>(no all-class meeting; individual meeting with faculty supervisor)</p> <p>Readings:</p> <ol style="list-style-type: none"> 1. Syllabus 2. Assignment List and Time Log Instructions 3. Goal Development Plan Instructions 	<p>Assignments due January 11</p> <ul style="list-style-type: none"> - Submit proposed schedule - Submit current resume and transcript - Submit individual learning agreement - Submit initial self-evaluation - Submit goal development plans - Schedule individual meeting with faculty supervisor
<p>Week 2: January 12 Lawyers Tell Stories: Effective Communication Lawyers Ask Questions</p> <p>Readings:</p> <ol style="list-style-type: none"> 1. <u>Storytelling for Lawyers</u> excerpts 2. Chambers blog 3. <u>A More Beautiful Question</u> excerpts 	<p>Assignments due January 18</p> <ul style="list-style-type: none"> - Submit: <i>Either</i> a shadow resume (to be discussed in class) or Beyond the Bar No. profile
<p>Week 3: January 19 Lawyers Observe: Reflective Lawyering Lawyers Pay Attention: Mindfulness in the Law</p> <p>Readings:</p> <ol style="list-style-type: none"> 1. The Meditative Perspective 2. President's Corner from WSBA's NW Lawyer, Apr/May 2014 issue 	<p>Assignment due January 25</p> <ul style="list-style-type: none"> - Engage in a mindfulness activity for at least one hour total. The hour can be in one sitting or divided over multiple sessions. - Journal: Describe your experience with the assigned activity. What did you notice?

<p>Week 4: January 25 Lawyers Evaluate, Part 1 Lawyers Make Mistakes, Part 1</p> <p>Readings: <u>Thanks for the Feedback</u> excerpts</p>	<p>Assignments due February 1</p> <ul style="list-style-type: none"> - Start mid-term self-evaluation - 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?
<p>Week 5: February 2 Lawyers Evaluate, Part 2 Lawyers Make Mistakes, Part 2</p> <p>Readings:</p> <ol style="list-style-type: none"> 1. Goal development plans 2. Initial and mid-term self-evaluations 	<p>Assignment due February 8</p> <ul style="list-style-type: none"> - Meet with site supervisor to discuss mid-term self-evaluation - Submit Mid-term self-evaluation - Journal: Reflect on your meeting with your site supervisor.
<p>Week 6: February 9 Lawyers Choose</p> <p>(no all-class meeting; individual activity, individual meeting with faculty supervisor, or small group meeting)</p>	<p>Assignments due February 15</p> <p>Choose a theme from the Optional Assignments List and complete all parts of it</p>
<p>Week 7: February 16 Lawyers See Things Differently Lawyers Review</p> <p>(no all-class meeting; individual activity, individual meeting with faculty supervisor, or small group meeting)</p> <p>Reading: Your choice.</p>	<p>All:</p> <p>Assignment due February 22</p> <ul style="list-style-type: none"> - Journal: Consider how reading, watching, or hearing something that isn't directly connected with law helped you learn something about the legal system or your role in it. Share the source and a description of what you learned. <p>February 23 presenters:</p> <p>Assignments due February 22</p> <ul style="list-style-type: none"> - Submit copy of oral presentation

<p>Week 8: February 23 Lawyers Teach: Oral presentations</p>	<p>March 2 presenters: Assignments due March 1</p> <ul style="list-style-type: none"> - Submit copy of oral presentation
<p>Week 9: March 2 Lawyers Teach: Oral presentations</p>	<p>Everyone else: Assignments due March 8</p> <ul style="list-style-type: none"> - Submit copy of oral presentation
<p>Week 10: March 9 Lawyers Teach: Oral presentations</p>	<p>Assignments due March 22</p> <ul style="list-style-type: none"> - Final Report Cover Sheet Form; - Complete Assignment List and Time Log; - Self-Evaluation Form; - Site Evaluation Form; and - A final reflection.

Optional Assignments

<p>Lawyers Connect: Readings: <i>Learn to Love Networking</i></p>	<p>Assignments Participate in or attend an event for networking. - Journal: Describe your experience with the networking activity. What did you enjoy about it and why? What did you struggle with and why? What could have been done, by you or others, to make the experience better? How will you build and cultivate your network?</p>
<p>Lawyers Engage Readings: Your choice</p>	<p>Assignments - Participate in a community event of your choice. - Journal: Describe your experience with the event. What did you find inspiring, hopeful, challenging, upsetting, etc.? Why did you choose to participate? How do you see yourself being involved with events like this in the future?</p>
<p>Lawyers Give: Law as a Service Profession Readings: 1. <u>Give and Take: Why Helping Others Drives Our Success</u> excerpts 2. RPC 6.1</p>	<p>Assignments - Engage in a service activity of your choice. The service does not need to be legal work, necessarily. - Journal: Describe your experience with the service activity. Why did you choose it? Do you see yourself continuing to serve in this way? How can you incorporate service into your professional life?</p>
<p>Lawyers Play Readings: <u>Play: How It Shapes the Brain, Opens the Imagination, and Invigorates the Soul</u> excerpts</p>	<p>Assignments - Make time to do something that you consider play. - Journal: Describe your experience with the assigned activity. How did you feel before, during, and after? What did you have to do make it happen? How will you plan to include time for play in your life?</p>

