



**EXTERNSHIPS  
Spring 2015**

**INSTRUCTOR:** Professor Renata Turner  
Assistant: Prof. Bridgett Ortega  
Administrative Assistant: Natasha Berry

**FIRST ASSIGNMENT**

**Due Monday, January 12, 2015**

- **IF YOU'VE NOT DONE SO, REGISTER YOUR PLACEMENT ON SYMPPLICITY. IF YOU'RE NOT ON SYMPPLICITY, YOU'RE NOT IN THE CLASS!!**
- **JOIN THE SPRING 2015 EXTERNSHIP TWEN PAGE**
- **Reading Assignment:**
  - Carol R. Young and Barbara A. Blanco, *What You Should Know BEFORE Your Externship Begins*. (Attached)
    - **Post your reaction to the above reading assignment on the class TWEN page under the forum entitled "Before Your Externship Begins". FOR FIRST TIME EXTERNS ONLY**
  - The AJMLS Student Handbook located on the Spring 2015 Externship TWEN site
- **Suggested Reading**
  - Carol R. Young and Barbara A. Blanco, *What Students Don't Know Will Hurt Them: A Frank View from the Field on How to Better Prepare Our Clinic and Externships Students*, 14 Clinical L. Rev. 105, 136 (2007).

## MEMORANDUM



**TO:** Student Extern  
**FROM:** Your Field Supervisor-to-Be\*  
**DATE:** Now and Always  
**RE:** What You Should Know *Before* Your Externship Begins

As your field supervisor for your upcoming externship, I want to share with you the following few things you should know, and a few things you should do, to prepare for your externship:

### Workplace Etiquette

- Dress for success. Think Brooks Brothers, not Juicy Couture. If I think you should dress more casually, I'll tell you. And if I do tell you "business casual," that does not mean what you would wear to school or to a club. No flip flops, tank tops, sequins or shorts, please.



- Don't be shy. Introduce yourself around. Everyone may look busy, but they are never too busy to say hello to the new kid, especially the new kid who is friendly and eager to help.

- Talk to my support staff as you talk to me, and show them the respect you would want to be shown. The guy in the copy or file room really runs the show. If you cop an attitude, believe me, I'll hear about it, and you'll feel it.
- Even if I start behaving more casually, that doesn't mean you should. Don't call me "dude" or "man," or tell me about something "retarded" that happened to you last weekend. I may like you, but this is still a 15-week job interview.

### Professionalism

- Learn the rules of our workplace regarding confidentiality of information, especially rules about what you can or can't talk about outside of our office. Ask me for written information and make sure you are comfortable with the rules. I will be happy to answer your questions – confidentiality is critical.
- Avoid the trap of the unauthorized practice of law! You may **never** give legal information or advice to any person or client without my express prior authorization. Don't even think about providing information until you talk to me first.

## Use of the Internet at Work

- Do not plan on using any computer at our workplace to answer personal email or to log on to social networking sites such as Facebook.
- It is not appropriate to post a picture of yourself and the judge, or yourself and the court staff, or any other picture of yourself and your supervising attorney on your social networking page!
- It is not appropriate to discuss any matter you are working on for a judge, a public interest firm or a government agency on your social networking page. Confidentiality is critical.
- Is there anything else on your social networking page (pictures of what you are doing or what you are wearing) that may reflect negatively on the court, on you as a member of the chambers team, or on you generally as a professional at your placement? Clean it up!

## Workplace Attitude

- Demonstrate your maturity. The extern with poise and confidence inspires confidence in me (even if you have to fake it until the self-assurance actually kicks in). When I talk with you about your work or a position you have recommended, don't back down too quickly. Be articulate and firm in your convictions.
- Don't be afraid to ask questions when getting an assignment. Make sure you understand exactly what I'm asking, the meaning of unfamiliar terms, key background facts, when it is due, what research sources you might use, and anything else that seems relevant. In fact, you might repeat the assignment back to me to make sure you've gotten it right and I haven't forgotten to tell you something important.
- Take the initiative and demonstrate self-reliance. Always try to figure something out for yourself before asking me for help. That said, don't spin your wheels for too long before letting me know you are stuck. Your time (and mine) is valuable, so don't waste it.
- When I call you to my office, bring a legal pad and a pen with you. I may not be giving you a new assignment, but you need to be prepared in case I am. Please don't keep me waiting as you run back to your desk to get a pen and paper, and don't think you will remember everything I tell you without writing it down. Trust me, you won't.



- Show up on time. I rely on you to be there when you say you will. Getting all your hours in by staying late or working through lunch is not enough. If you are supposed to come in at 9 am, I expect you to do so.

- Ask me about which computers you are authorized to use, which copiers and which phones. Please do not make any requests of our support or clerical staff without approving the requests with me in advance.
- Don't goof off. Put your phone away so you aren't even tempted to text, and shut down Facebook (assuming our office hasn't blocked it already). These things are a huge distraction, for you and for me. You may get away with surfing, IMing and chatting while at the back of the classroom, but in my office, we are all business, all the time.
- Turn your work in on deadline. If I forget to ask for your work when it's due, you should come to me. And never leave tasks unfinished, especially if you know you won't be in the office the next day.
- When you are finished with a project, seek me out to ask for another. Although you might get away with an afternoon of slacking off if I'm too busy to notice, when I *do* notice it will not look good.

- I didn't go to law school to make photocopies either, but even the best lawyer has to Bates stamp exhibits or catch up on filing now and again. I'll do my best not to give you too much of this work because I know you are here to learn about the practice of law, but realize that the practice of law includes stuffing the occasional envelope.

## **Brush Up Before You Show Up**



- Review the applicable area of law or procedural rules before you start. For example, if you are working at the Court of Appeal, review the standards of appellate review and the court rules. If you are working in the bankruptcy courts, read an article on the new changes in the bankruptcy law and be somewhat familiar with the basics of the Bankruptcy Code. If you are not sure what would be most useful for an overview of the subject, ask me for my suggestions – I'll probably be impressed by your initiative.
- Read about my chambers/court/office/agency, so that you have a basic idea of what we do, how we work, and who we work for. "Google" me on the web or read a few cases I have handled or decisions I have written. That way when you show up your first day, you won't say something silly about wanting to work on a type of case we don't handle.
- Research and writing are the most important skills an extern can have, so I expect you to remember how to plan a research strategy and draft a memo. It has probably been a while since your first-year research and writing class, so review your notes or flip through your course book.

## **What I Want from Your Research and Writing**

- Before you begin, go over the file or issue thoroughly first and pay attention to the details – you just might catch something I've missed.
- Brainstorm about the issues with the blinders off. Think about all the possibilities, not just the legal issues the parties have raised or I have asked you about.
- Outline, or at least jot down, a research strategy. That strategy should rarely begin with a term search for cases on Lexis and Westlaw, especially if the issue you are researching is new to you (and most will be). Start with treatises (Witkin or a relevant specialist), practice guides (Rutter), and digests (West). These all come in book form (an increasingly foreign concept to law students, I understand), and luckily for you are also on Westlaw.
- Outline before you begin writing. "Build" your memo or brief from there.
- Keep your writing clear and concise. Edit out unnecessary words and phrases and legalese. If you want help in this area, try *Plain English for Lawyers* by Richard C. Wydick, or one of Bryan A. Garner's many books.
- Remember the hierarchy of authority.
- Remember the standard to be applied.
- **Cite with Bluebook if you are working on a filing in the state court. The Alwood citation system is not appropriate in state or federal court.**



- PROOFRD!
- PROOFRAD!!
- PROOFREAD!!!
- Have another extern PROOFREAD for you!!!!
- It is your writing, not your eyes, that is the window to your soul. I will expect you to produce thoughtful arguments and legal analysis. Never take shortcuts by substituting conclusory statements for careful reasoning.
- Besides the Bluebook and the Rutter Guide, your most important legal tool is your common sense, so don't leave it at the door. Try to understand the issues as they play out in the real world, and worry less about whether your memo sounds like a lawyer wrote it and more about whether it says what you want it to say clearly.

If you take the time to follow these rules both before and during your externship, our work together will be more beneficial to both of us.

\* By means of dictation to Carolyn Young, Externship Director, Chapman University School of Law, and Barbara Blanco, Externship Director, Loyola Law School. Last updated April 2010.

(Modified slightly By Prof. Renata Turner for AJMLS students.)

\*\*\*\*\* SYLLABUS BELOW \*\*\*\*\*



**EXTERNSHIP SYLLABUS  
SPRING 2014**

**INSTRUCTOR** Dean Renata Turner  
Assistants: Prof. Bridgett Ortega  
Natasha Berry

**OFFICE HOURS:** Dean Turner's office hours are Mondays and Tuesdays 10:30 -12:30 or by appointment. Prof. Ortega's office hours are 2:00-4:00 Mondays and Wednesdays, 2:00 to 6:00 p.m. Tuesdays and Thursdays, or by appointment.

**Our offices are located on the 7<sup>th</sup> floor.**

**CONTACT** Dean Turner- (404) 872-3593, Ext. 251 or [rturner@johnmarshall.edu](mailto:rturner@johnmarshall.edu)  
Prof. Ortega- (404) 872-3593, Ext. 127 or [bortega@johnmarshall.edu](mailto:bortega@johnmarshall.edu)  
Ms. Berry – [nberry@johnmarshall.edu](mailto:nberry@johnmarshall.edu)

**(404) 873-3802 [Main Fax]**

**GRADES**

Grades are Pass/No Credit/Fail based on your performance on the job and your participation in the classroom component including journal submissions, forum discussions and evaluations. Please see the Externship Handbook for additional information.

## CREDIT HOURS

You must work an average of 4.7 hours a week\* or 47 hours a semester for each credit hour. The breakdown for the number of hours per credit is as follows:

2 credits	94 hours
3 credits	141 hours
4 credits	188 hours
5 credits	235 hours
6 credits	282 hours
7 credits	329 hours
8 credits	376 hours

**You must complete your credit hours on or before April 28, 2014**

**\*In a fourteen week semester. If you work more or less weeks, adjust your hourly work requirements accordingly.**

## TWEN

All students (new and returning) must register for the Spring 2015 Externship course on TWEN, the Westlaw Education Network, as soon as possible. Log-in to TWEN for reading assignments, journal topics and forum discussions. Journal entries and assignments should be submitted through TWEN. Since we will not meet regularly, I encourage you to use the TWEN forums to share your experiences with the rest of the class. Be sure to check TWEN on a regular basis for correspondence from the Office of Pro Bono Outreach and Experiential Learning.

## SYMPPLICITY

We use the Symplicity system to record your register your placement, record your time, and receive your evaluations. If you've not done so, the first thing you need to do is register your placement.

### **How to register your placement**

1) **Please direct your web browser to:** <https://law-ajmls-csm.symplicity.com>. Remember to create a bookmark for future use!!!

2) **Username:** [email]

**Password:** [password] You will use the same password that Career Development assigned you. After that time you will need to click the "Forgot Password" button on the sign in page to reset your password.)

3) Go to **Profile**, and click on **Externships**

4) You will click on **Add New Experience**, fill out the information in the form

**Note:** The learning objectives replaces the goal sheet. Please fill out your objectives in Symplicity. Your supervisor will be able to better evaluate you if they have a copy of your goals handy.

5) Once it is submitted, both your employer, the Office of Pro Bono and Experiential Learning and the registrar will approve the form.

6) Once your form is approved, you will be able to track your hours and submit your evaluations. (You will receive an email message reminding you to complete your evaluation. Your supervisor will receive the same message and instructions on how to submit the evaluation.

### **To Track Hours**

1) Log-on to Symplicity

2) Select Profile, and click on Externships

3) You should see your “experience” and a button that says track hours

4) Fill in information and click submit.

AJMLS Symplicity: <https://law-ajmls-csm.symplicity.com->

If you have any questions regarding the system, please contact Natasha Berry at [nberry@johnmarshall.edu](mailto:nberry@johnmarshall.edu).

### **EXTERNSHIP GOALS- REQUIRED FOR ALL STUDENTS EVEN IF YOU ARE CONTINUING AN EXTERNSHIP FROM A PREVIOUS SEMESTER**

The first goal of the externship program is to improve your legal skills. These skills include problem solving, legal analysis, legal research, factual investigation, communication, counseling, negotiation, advocacy, work place management, and professionalism. Your placement may expose you to all or some of these skills. Consider which of these skills you want to gain from your externship experience and discuss your goals with your supervisor.

The second goal of the program is to develop an understanding of what it means to be a lawyer and a member of the legal profession. Specifically, your goal is to use this experience as a tool to help you shape your future as a member of the bar. The required journal entries and forum discussions provide an opportunity for you to reflect on your experience and its impact on your developing legal career.



# **ASSIGNMENTS**

## **IF THIS IS YOUR FIRST EXTERNSHIP**

### **1. FORUM DISCUSSIONS**

You are required to participate in the Forum Discussions listed on TWEN. Each discussion is based on a topic and may or may not have a reading assignment or CALI lesson associated with it. Your discussion should reflect that you have read the assignment. Post on or before the due date.

### **2. CALI LESSONS**

First time externs are required to do **one** of two CALI lessons that relate to ethical issues. Links to the lessons are on the Spring 2015 Externship TWEN page. There is also a list of suggested CALI lessons related to the general practice or a specific subject area. These lessons are recommended, not required.

### **3. FINAL OVERVIEW**

You must write a 1 to 2 page final overview of your experience if you are earning two to four credits. In addition to the instructions on TWEN, include details about the goals that you met and the skills you developed. Do not disclose any confidential or identifying information about a particular case or client.

## **IF THIS IS YOUR SECOND OR THIRD EXTERNSHIP**

### **1. FORUM SECTIONS**

The TWEN site also has Forum Sections based on various practice areas. Students who are doing an externship for the second or third time are required to start or continue a discussion on issues relevant to your practice area. The discussions can focus on particular issues or concerns you've experienced at your externship or new developments in that area of the law. You can start a discussion or respond to a classmate's entry. **Remember not to post any confidential or identifying information about a particular case or client.**

### **2. FINAL OVERVIEW**

You must write a 1 to 2 page final overview of your experience if you are earning two to four credits (if earning five or more, please see instructions below). In addition to the instructions on TWEN, include details about the goals that you met and the skills you developed. **Do not disclose any confidential or identifying information about a particular case or client.**

## **IF YOU ARE EARNING 5 OR MORE CREDITS**

### **1. FINAL PAPER**

If you are taking five or more credits, **in lieu of the final overview**, you must complete a five to six page paper on your externship experience. The paper should include a sample of written work products or detailed description of oral arguments, client interviews, or other oral presentations. Your paper should discuss how your experience shaped your thoughts about the profession and your understanding of the related practice area. Please also include the most memorable experience of your externship and what, if anything, disappointed you about your experience and why. **Do not disclose any confidential or identifying information about a particular case or client.**

## Spring 2015 Externship Course Schedule and Assignments

Assignments	First Time Externs	Extended , Second & Third Time Externs	Due Date
TWEN Registration	X	X	<b>January 12</b>
Forum Discussion <i>“Before Your Externship Begins”</i>	X		<b>January 12</b>
CALI Lessons: Covering Ethics in the Profession: <i>Client or Not?</i> <b>OR</b> <i>The Attorney’s Duty of Confidentiality &amp; the Attorney Client Privilege</i>	X		<b>February 9</b>
Forum Discussion <i>“Work/Life Balances”</i>	X		<b>February 16</b>
First Evaluations and Conferences*	X	X	<b>March 2-March 27</b>
Overview of your experience	X	X	<b>April 28</b>
Final Paper* 5 or more credits	X	X	<b>April 28</b>
Supervisor’s - Final Evaluation	X	X	<b>April 28</b>
Student Evaluation	X	X	<b>April 28</b>
Practice Area Forums	Recommended	X	<b>At least monthly</b>

**\*NOTE: In--person conferences required. Sign-up sheets will be available on TWEN. Midterm evaluations are due ON OR BEFORE your midterm conference. The deadline for conferences and evaluations is March 27.**

**Journal Entries and Assignments should be submitted in the TWEN Assignment Drop Box.**