

UHLC EXTERNSHIP STUDENT MANUAL & SYLLABUS

Fall 2015

(for Judicial, Government, and Nonprofit Externs working locally or out of town; whether participating in the program for the first or second time.)

READ THIS SYLLABUS CAREFULLY, for you will only pass and receive credit for your externship if you comply with ALL the rules/procedures contained herein.

I. Requirements for the Externship Program

A. Check Your Course Schedule

1. Once students have completed the Program's online application and have received a copy of Prof. Bonadero's email to Student Services requesting your enrollment, **IT IS EACH STUDENT'S RESPONSIBILITY** to thereafter check his/her course schedule to ensure that the correct course in fact appears on your schedule. (It may take a few days to show up on the schedule, but no more than that.) Always follow up.
2. If, after a few days, your schedule does not list the externship course, students should notify Prof. Bonadero and Students Services ASAP.
3. Students should be sure to pay tuition timely; otherwise, you will be dropped from your externship course, and this could lead to myriad problems.

B. Mandatory Meetings

1. **Orientation.** Students seeking externship credit *for the first time* **MUST** attend an orientation where we will go over the nuts and bolts of the course requirements, discuss matters of ethics and professionalism, and address any initial student concerns/questions.

This mandatory orientation will occur on Friday, August 21, 2015, starting at 10:30 AM in Room 4 BLB (which is located on the bottom floor).

- a. **Make sure you have cleared your calendar for this date/time.**
- b. **You are expected (1) to arrive at the orientation *on time*; (2) to sign the sign-in sheet; and (3) to contact Prof. Bonadero in case of emergency; otherwise, we will assume you will be present.**

2. **Mid-term.** Students must schedule and attend a mid-term individual conference with Prof. Bonadero to discuss your progress and any concerns you might have at your placement. The meeting may be held in person or via Skype. I will send a sign-up sheet via Doodle.com as the time gets closer.
3. **Semester's end.** Students will attend a group Wrap-Up meeting with Prof. Bonadero on **11/18**. (More on this below.) Students who cannot attend the meeting or who would rather meet one-on-one with Prof. B. must arrange a mutually convenient date/time to do so with her.

C. On-the-Job

1. Hours

Students may elect to take the externship for anywhere from **2 to 6** credit hours. Each credit hour requires 60 on-the-job hours. In other words, 2 credits = 120 working hours; 3 credits = 180 working hours; 4 credits, 240; 5 credits, 300; and 6 credits, 360. (Note: students may earn no more than 12 total externship credits over their law school career.) LLM students are limited to taking only 2- or 3-credit externships.

2. Ability to Change Number of Credit Hours

Once you are officially enrolled in the program, you may elect to either increase or decrease your number of externship credits provided you email Prof. Bonadero about your desire to do so **no later than Friday, August 28, 2015**.

After that date, students wishing to make a change must go through Student Services directly (but note that the last day to make a change is Monday, August 31, 2015.)

D. Working Hours

1. Time Sheets/Time Logs

Revised 08/15: We will NOT be using the software program "MyCase" this semester after all. I will provide you with a sample of what your time sheets/time log should look like. **At the semester's end, you are to have your supervisor send me an email verifying the number of hours you completed at**

the externship, **OR** have him/her sign off on your time log showing all completed hours.

2. Completion of Hours by End of Semester

Students should complete their minimum required number of hours on or before Friday, December 4, 2015. If towards the end of the semester you do not feel you will be able to meet this deadline, contact Prof. B. ASAP.

3. Types of Activities Which Count Towards the Required Minimum Number of Hours

- Time actually working* (writing, observing, etc.)
- Time while at placement, but awaiting assignment (*within reason*)
- Orientations provided by your placement
- Any outside research assigned by supervisor/judge
- Luncheons and other events **ONLY** if attended with on-site supervising attorneys and/or a judge
- Time drafting your time sheets/time log

(*Note: Supervisors should give students **substantive** legal work, and not be used primarily for secretarial or administrative work. Please contact Prof. Bonadero immediately if you have a problem with this at your placement.)

4. Types of Activities Which *Don't* Count

- Drive time/parking time
- Days off due to illness, government shutdowns, or holidays
- Lunch on your own or with other interns (without a supervising attorney or judge along with you)

E. Assignments

Students must complete written assignments during the course of the semester. These assignments may take the form of: (1) journal entries drafted in Word for each day of work, or (2) one Word document summarizing each weeks' work (at least one typed page long, 12-pt.type); or (3) short writing assignments based upon selected readings. You will receive more detailed information concerning assignments and journaling requirements at orientation.

II. Conflicts of Interest & Confidentiality

All students must comply with the Texas Disciplinary Rules of Professional Responsibility. Part-time employment of a student enrolled in an externship may create a

conflict of interest, as may a student's prior employment. Notify your supervisor of any potential conflicts **immediately**. Students are on notice that if a student's employment or volunteer work during the semester results in a conflict of interest or the appearance of impropriety, the student may be asked to terminate the employment or volunteer work, or leave the externship.

Students are reminded that conduct with regard to confidentiality should also be guided by the Texas Disciplinary Rules of Professional Responsibility, as well as the Rules of Judicial Conduct.

Every enrolled student must complete and return a **Conflict of Interest & Confidentiality Form**. We will do this during orientation. If you are exempted from attending orientation because you are a repeat-for-credit extern, I will email the form to you to complete and return.

III. Evaluations

A. Theirs. Prof. Bonadero will email your supervisors at the middle and end of the semester to complete a brief online evaluation of your performance. These evaluations are for Prof. Bonadero's eyes only, although the judges/supervisors are strongly encouraged to share their contents with you. (If they do not, you might wish to ask them to do so.)

B. Yours. Students must complete a placement evaluation at the end of the semester (which will not be shared with the placement) that's meant to assist others students when deciding where they might wish to apply in future semesters. You may choose to leave your name off this form.

C. Questionnaire. We continuously seek items – *i.e.*, copy and pictures – for our Externship and Clinical Newsletters. Near the semester's end, I will email you a questionnaire in which you can boast about your accomplishments and describe highlights from your externship. We hope you will also share a photo or two that you might have taken during your externship.

D. Grading. To repeat what is stated on Page 1 of this syllabus, you can expect to receive a passing grade for your Externship if you complete your required number of hours and fulfill the other requirements listed in this syllabus. If you do not do all of these things, you will not pass and receive credit for your externship.

IV. IMPORTANT DUE DATES

(NOTE: No hard copies of time sheets, assignments, etc., will be accepted, and students are responsible for keeping copies of all emailed correspondence sent regarding the Externship course until they have completed working at their externship and have received their final grade.)

A. Judicial Externship Due Dates

Journal Entries/Assignments and Time Logs are due on the following **Mondays** for the preceding week:

- #1 -- 8/31
- #2 – 9/14
- #3 – 9/28
- #4 – 10/12
- #5 – 10/26
- #6 – 11/9

B. Government/Nonprofit Externship Due Dates

Journal Entries/Assignments and Time Logs are due on the following **Mondays** for the preceding week:

- #1 – 09/08 (actually a Tuesday due to Labor Day holiday)
- #2 – 09/21
- #3 – 10/05
- #4 – 10/19
- #5 – 11/02
- #6 – 11/16

C. **All Externs** must attend a **Wrap-Up Meeting** on ***Wednesday, 11/18, from noon – 12:50 PM.** You will turn in a Status Report at that time. (Meeting's location and what's required in the Status Report TBD.)

D. **All Externs** should have **all** their: (i) cumulative, supervisor-signed time logs/supervisor time verification emails; (ii) placement evaluations; and (iii) questionnaires emailed to Prof. Bonadero on or before **Friday, Dec. 4, 2015.** If you cannot make this deadline, contact Prof. Bonadero.

V. HOW TO ENSURE YOU WILL RECEIVE ACADEMIC CREDIT FOR YOUR EXTERNSHIP

Although the Externship courses are graded on a Credit/No Credit basis, students must not only satisfactorily complete all their required working hours, but **must also comply with all course requirements**, such as adherence to due dates, completing all assignments/time logs, and attending various meetings.

Once the semester gets rolling and you are juggling classes, work, and other responsibilities, you may neglect/forget to complete your externship course requirements, or to send them in on time. In the real world of legal practice, however, attorneys must be diligent about deadlines. Excuses won't cut it. If you haven't already, *now* is the time to start developing habits of responsibility/reliability.

VI. Remote Field Placements

Students working at out-of-town placements will have their mid- and end-of-semester conferences via Skype or phone. All other course requirements are identical to those of students working locally.

VI. Contact Info

E-mail: ecbonade@central.uh.edu

Office Hours: Tuesdays and Wednesdays from 2:00-3:30 PM (or by appointment)

BEST OF LUCK TO YOU! I look forward to assisting you throughout this exciting adventure of an externship.