I. Externship Program Requirements

A. Mandatory Meetings

1. Orientation

Students who have secured a fall externship, but who neither participated in the UHLC Externship Program previously, nor attend the 4/28/16 orientation, are responsible for scheduling an in-person meeting with Prof. Bonadero sometime before the first week of fall classes. At your earliest opportunity, email Prof. Bonadero with several possible meeting dates/times to meet with her to review the Program’s policies, procedures, and to sign various required forms.

2. Mid-term Conference

At the semester’s midpoint, (i.e., the week of 10/3), students must attend an in-person conference with Prof. Bonadero to discuss their externship experience progress to date. (Note: The current plan is for Prof. Bonadero’s office to move from the Blakely Suite to the Clinical Program office on the ground floor in September or early October. In mid-September, I will email you where to come to sign up for your conference date/time.)

3. End-of-Semester Exit Interview

Students must attend an in-person exit interview with Prof. Bonadero near the semester’s end. These interviews will occur during the weeks of 11/14 and 11/21 (prior to Thanksgiving). You will be contacted in advance about the sign-up procedure.

B. Credit Hours

1. Each academic credit hour requires 60 working hours.

   a. J.D. students may seek to enroll in 2 – 6 credits; LL.M. students, in 2 – 4 credits.)

   b. J.D. students seeking to earn 5 or 6 credits at a single placement are to contact Prof. Bonadero prior to completing the program’s online application. (Exceptions -- This is not required if you will be working for any of the following placements: a federal court judge; a state court of appeals justice; the Texas Supreme Court judge; a judge of the Texas Court of Criminal Appeals; the District Attorneys’ offices of Harris County, Fort Bend County, Montgomery County, or Galveston County; the Federal Public Defender’s office; the Harris County Public Defender’s office, the VA Legal Department/Houston; Baylor College of Medicine; M.D. Anderson; UTMB; Methodist Hospital; or Texas Children’s Hospital.)
2. Increasing/Decreasing Credit Hours

Once enrolled in an externship course, students may not increase/decrease their number of externship credits without first obtaining approval from Prof. Bonadero. After consulting with Prof. Bonadero, should you decide to change your number of credit hours, you must email both Prof. Bonadero and Derrick Gabriel of Student Services prior to the last day to add a course for the semester, which is generally a week after classes begin. (Check the official school calendar for the exact date.)

3. Tracking Your Work Time

Externs must keep track of their work hours using a time log which should look similar to the template I will email you. Students are to email their completed time logs to Prof. Bonadero, concurrently with their writing assignments (the timing of which is outlined in the "Mandatory Assignments" section below). Once you have completed all your required number of hours, you may discontinue time log submissions. (NOTE: Have your supervisor sign off on your final, cumulative time log before emailing it to Prof. Bonadero.)

a. Hours Which Count Towards Your Required Minimum Number of Working Hours
   o Time spent researching, writing, observing courtroom procedures, etc.)
   o Time while at placement, but awaiting assignment (within reason)
   o Orientations provided by your placement
   o Externship Program Orientation
   o Outside research assigned by supervisor/judge
   o Luncheons and other events, if attended with on-site supervising attorneys and/or judge

   (NOTE: Placement supervisors should provide externs with primarily substantive legal work, not secretarial/administrative work, and they are made aware of this requirement when they sign on to participate in the program. Email Prof. Bonadero if you find this is not happening at your placement. You may log and receive credit for a small amount of administrative work, so long as the majority of working hours are spent on substantive legal work/observation.)

b. Hours Which Do Not Count Towards Your Required Minimum
   o Time spent completing your time log and other course assignments
   o Lunch on your own or with other externs (without a supervising attorney or judge along with you)
   o Drive time/parking time
   o Days off due to government shutdowns
   o Days off due to illness or holidays (including government holidays)
c. Non-completion of Hours by End of Semester [New Policy as of Fall 2016]
Externs not completing their minimum hours' requirement within one week following the last
day of classes for the semester will not receive credit for their externship, and your transcript
will reflect a "U" for "Unsatisfactory" for the course. The new policy means that it is more
important than ever for student, when planning their course schedules, to think carefully about
what their overall schedule will look like during the semester, and take care not to overextend
yourselves.

C. Mandatory Assignments
The mandatory assignments must be completed and emailed to Prof. Bonadero as described below:

(1) First Assignments; Due Fri., 9/9/16

- **Learning Agenda.** This document is to be completed and signed by the student and
  the placement supervisor. (You will receive a blank Learning Agenda form via email
  prior to the start of the semester.)

- **UHLC Student Externship Agreement.** This document is to be signed by the
  student. (You will receive a blank UHLC Student Externship Agreement prior to the
  start of the semester.)

- **Time Log.** A time log showing all work completed beginning from your first day of
  work. You will receive a time log template prior to the start of the semester. Follow
  this template. (Do not submit a copy of your placement’s official time log instead.)

(2) Second Assignments; Due Fri., 10/14/16

- **Learning From Supervision Assignment.** Please read “Learning from Supervision”
  from J.P. Ogvily, et al., *Learning From Practice: A Professional Development Text
  for Legal Externs* (which you will receive at your orientation meeting. If you attended
  the 4/28 orientation or are a repeat externship student, contact me for the handout.)
  After reading the material, reflect the assignments you have received thus far from
  your supervisors. How have you addressed questions regarding your work with your
  supervisor and/or other attorneys at your placement? How do you plan to address
  concerns that might arise in the future? What concerns, if any, have you had about
  your assignments thus far? How can you best secure effective feedback from your
  supervisors?

- **Your updated time log** (showing your cumulative hours to date).
(3) Third Assignments; Due Fri., 11/11/16

- **The “Generation Gap” and the Practice of Law Assignment.** Please read Melissa H. Weresh’s *I’ll Start Walking Your Way, You Start Walking Mine: Sociological Perspectives on Professional Identity Development and Influence of Generational Differences*, 61 S.C. L. Rev. 337 (2009), and reflect upon how your externship experience is shaped by your expectations. What do you make of Prof. Weresh’s thesis that “Millennials” have different expectations of practice and work-life balance as compared to “older” or “more experienced” lawyers? Have you seen instances of the “Generation Gap” at your externship? How have you dealt with these issues?
- **Your updated time log** (showing your cumulative hours to date).

(4) Fourth Assignments; Due Mon., 12/5/16

All Required Hours Must Be Completed by This Date!

- **Work-Life Balance Assignment.** Please read Krieger & Shelton’s article *What Makes Lawyers Happy?: A Data-Driven Prescription to Redefine Professional Success*, 83 Geo. Wash. L. Rev. 554 (2015), and reflect upon the concerns it raises for you in your career and life planning. What expectations do you have from your future employment? How are you going to achieve “balance” or “happiness” in your work and professional lives? Do you consider “balance” or “happiness” to be attainable goals? What is “happiness” for you? How do lawyers at your placement achieve (or not achieve) work-life balance?
- **Your time log** showing all completed hours to date, signed by both you and your supervisor. If your supervisor is unable to sign the document (s/he is out of town, etc.), have him/her email me to verify that you’ve completed your hours.
- **A completed Placement Evaluation Form** (which you will receive by email prior to the semester’s end.)
- **Completion of a Survey Monkey[tm] questionnaire** (which you will receive by email prior to the semester’s end.)
D. Am I Guaranteed I’ll Receive Academic for My Externship?

The short answer is “no.” Students will receive credit for their externships only if they satisfactorily complete their required number of working hours working at placements, as well as everything listed in this syllabus, (including any additional assignments which will be tacked on if “regular” assignments are submitted late. All students in the Externship Program are on notice that those who do not submit all of the aforementioned items will not receive credit for their externship.

E. Late Assignments

As is the case in the “real world” of law practice, turning in late assignments for the externship course comes at a price. Students who turn in assignments late will be required to complete additional, specially selected writing assignments for each late assignment. (See “D” above.)

II. Conflicts of Interest, Confidentiality, Professionalism

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.

Additionally, 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.

The Texas Disciplinary Rules of Professional Responsibility and other Texas ethics resources can be found here at https://www.texasbar.com/AM/Template.cfm?Section=Ethics Resources.

As students participating in the UHLC Externship Program you are not only representing yourself and your developing a reputation within the legal profession, you are also acting as “The Face of the School” at your placement. It would behoove you to reacquaint yourselves with the UHLC Honor Code before starting work at your placement. Remember: it is imperative that are dependable, reliable, proactive, and cooperative while on the job; in other words, that you act in a professional manner at all times.

III. Evaluations

A. Placement Evaluation of Student. Prof. Bonadero will email your supervising attorney at the semester’s end to request that the latter complete a brief online evaluation of your work performance. While she does not share the evaluations' contents with the students, Prof. Bonadero will strongly encourage the supervisors to share the contents of their evaluations with their externs.
B. **Student Evaluation of Placement.** Prof. Bonadero will email you a placement evaluation form at the semester’s end. Students are to complete and return the evaluation as instructed on the form. The evaluation will not be shared with your placement supervisor; rather, it is intended to assist future student externs when deciding where they might wish to apply. (You may choose to remain anonymous on the form.)

C. **Survey Monkey[^tm] Questionnaire.** Students will be asked to complete a brief Questionnaire at the end of the semester via Survey Monkey.[^tm]

V. **Grading**

Expect to receive a passing grade for your Externship if you: (1) attend the orientation (if required by your particular circumstances), (2) complete ALL your required number of hours by the deadline, (3) submit all your assignments/journal entries/documents and time logs, (including any additional assignments garnered due to lateness), and (4) fulfill any/all other requirements listed in this syllabus on a timely manner. If you do not do all of these things, you will not pass the externship course, or receive credit for your externship.

VI. **Correspondence**

- Prof. Bonadero will contact you using your UHLC email address. It is your responsibility to check this email account often. ("I never check that email address," will not be considered an excuse for lateness or other transgressions related to your externship.)

- Students should always keep a copy of any correspondence, assignments, time logs, etc. which you submit to Prof. Bonadero. (Mistakes sometimes happen: you may one day be asked to resubmit something.)

VII. **Contact Info**

Email is best: ecbonade@central.uh.edu; otherwise, drop by my office or make an appointment.

Should you decide to drop your externship for any reason, {even if it's before the start of the semester}, please be sure to inform BOTH Prof. Bonadero AND Derrick Gabriel in Student Services, ASAP.