

**UHLC EXTERNSHIP PROGRAM
SPRING 2015
PROFESSOR ERMA BONADERO
STUDENT MANUAL & SYLLABUS**

I. Requirements for the Externship Program

A. Required Meetings

1. All first-time-for-credit externship students must attend an introductory **orientation** wherein we will go over the nuts and bolts of the clinic's requirements, discuss matters of ethics and professionalism, and address any initial student concerns/questions.
2. **At mid-term**, students must attend a brief one-on-one meeting with Prof. Bonadero on campus to discuss the student's progress and any concerns he/she might have at his/her placement. These meetings will be scheduled individually in consultation with the professor.
3. **At the semester's end**, students will meet on campus for a one-on-one exit interview with Prof. Bonadero, again at a time scheduled in consultation with the professor.

B. On-the-Job

1. Hours

For each hour of credit, you must work 60 on-the-job hours, as noted here:

- For 2 credits, you must work 120 on-the-job hours
- For 3 credits, you must work 180 on-the-job hours.
- For 4 credits, you must work 240 on-the-job hours.
- For 5 credits, you must work 300 on-the-job hours.
- For 6 credits, you must work 360 on-the-job hours.

2. Ability to switch from one to another?

Yes, but only up to the last date to add a course for the semester, which for spring 2015 is **Tuesday, 1/27/15, at 12:00 noon.**

C. Working Hours

1. Time Sheets

All students must keep track of their daily and weekly hours on a time sheet **done in Word format**. (Please do **NOT** use Excel.) These should be emailed to the professor along with your bi-monthly writings.

Time sheet entries should look like this:

TIME LOG

WEEK 1 September 1 – September 4: 16.5 hours

Monday, September 1, 2014

- Labor Day Holiday

Tuesday, September 2, 2014 – 8 hours

- 8-10 Introduction, desk setup, read through Consumer Fraud manual
- 10-11:30 Listened to Jail Calls for case and documented conversation
- 11:30-12:40 Sat in on interview of Target for case
- 1:40-5 Listened to jail calls for case and documented conversation

Wednesday, September 3, 2014 – 4.5 hours

- 12:30-5 Listened to jail calls for case and documented conversations

NOTE: The final, cumulative time sheet that you will turn in to the professor when you have completed your required number of hours must be signed by your supervisor.

2. Non-Completion of Hours by End of Semester

If you do not complete your minimum number of required hours by the time the professor has submitted her grades, you will receive an “I” for “Incomplete.” This will remain on your transcript until you have provided the professor with your final SIGNED time log showing all hours completed. (NOTE: You have up to a year to complete your hours before the “I” turns into an “F.”)

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

(*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 Towards Your Required Number of Hours

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

D. Assignments

1. Reflective Writings

Students are required to submit reflective writings **bi-monthly** to the professor. You will be emailed the topics in advance.

Reflective writings are to be approximately one typed page long, (but may be up to two pages), double-spaced, and emailed to the professor **bi-monthly according to the following schedule:**

- **Judicial Externs: Mondays -- 2/2; 2/16; 3/2; 3/16; 3/30; 4/13; 4/27**
- **Gov't/Nonprofit Externs: Fridays -- 1/30; 2/13; 2/27; 3/13; 3/27; 4/10; 4/24**

Once a student has completed his/her required number of hours, no additional time sheets for the overage are required. No additional reflective writings are required after reaching your hours' requirement, (but you may continue to submit them, if you like!)

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 internship 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 internship.

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.

Students will receive a **Conflict of Interest and Confidentiality Form** via email. This form must be signed and returned immediately to the professor for your records.

III. Evaluations

A. Theirs. Prof. Bonadero will email your judges/supervisors at the middle and the end of the semester, asking them to complete a brief online evaluation of your performance. These evaluations are for Prof. Bonadero's eyes only, although the judges/supervisors will be strongly encouraged to share the contents with you.

B. Yours. Students must complete a placement evaluation at the end of the semester (which will not be shared with the placement) which is meant to assist future student interns when deciding where they might wish to apply. You may choose to leave your name off the form when submitting them. You may also receive a brief questionnaire to complete and return.

IV. Grading

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.

V. Contact Info

E-mail is best; otherwise, by appointment.

Prof. Erma Bonadero

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