SIU School of Law
IP Semester in Practice Program
Spring 2014 Syllabus

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Objectives of the IP Semester in Practice

This course is designed to offer students a chance to gain real life experience in the practice of intellectual property law in a workplace setting. Objectives include:

- To improve lawyering skills, including writing, research, legal analysis, professional judgment, and managing client relationships.
- To perfect and observe professional behavior and general job-related skills, including interpersonal skills, professional demeanor, organization, and time management.
- To observe and reflect on the values and obligations of the legal profession as they apply to one’s work and clients.
- To learn how intellectual property issues arise in the context of practice and business.

Structure

- Duration: 14 weeks
- Students may earn up to 9 credit hours.
  - Students earn 3 credits for every 10 hours worked per week for the 14 week period.
  - For example: 10 hours X 14 weeks = 3 credits; 20 X 14 = 6 credits; and 30 X 14 = 9 credits.
- Hours should be spread roughly evenly over the 14 week period, with reasonable flexibility based on the needs of the student and the externship site and reasonable variation in workload.
- The student and supervisor should agree upon regular hours.

Expectations of the Student

- The IPSIP program is available only to students who have declared for the Intellectual Property Law Concentration.
• Satisfactory completion of the required number of work hours for the credit hours of enrollment.
• Satisfactory final performance evaluation.
• The student is expected to work very hard to meet the needs of the office where they are placed, to behave professionally at all times, and to be an excellent representative of the SIU School of Law.
• Satisfactory completion of all course assignments and requirements, including:
  o Attendance and participation in the IPSIP orientation
  o Preparation of a Student Learning Plan
  o Weekly Journal & Hours Report
  o Midterm Performance Review and Midterm Report
  o Final Performance Review, Final Report, Placement Evaluation and Course Evaluation

**Expectations of the Supervisor and Office**

We are very grateful to our placement supervisors and offices. This educational experience is transformative for students and is an important component in improving legal education to ensure that new attorneys are practice ready. We have a few things we request of our placement supervisors.

• To provide a valuable educational experience that meets the objectives set forth above.
• To work closely with the student, providing feedback on their communications skills, research, writing and other professional skills.
• To develop a Student Learning Plan in collaboration with the student.
• To provide a Midterm and Final Performance Review that reflects the student’s progress on the work plan.
• To provide the student with significant "observation hours," where the student watches trials or hearings, attends client meetings (conference calls count), observes team strategy meetings, or has other opportunities to shadow or watch attorneys perform the parts of their jobs where they are interacting with each other or clients. (Client confidentiality allowing.) We ask this to ensure that our externs have an opportunity to understand how lawyers perform their jobs and behave with clients, outside of the library or their one-on-one interaction with a computer screen.
• Provide the student with sufficient time and flexibility to meet other educational obligations.
• The student should not work more hours that necessary to earn the number of credits for which the student registered.
• The student’s work may not be billed to clients, nor may the student be paid.
• We will need to arrange an in-person visit or equivalent (e.g., via Video Skype) with me or a colleague during the semester (our accrediting body, the American Bar Association, requires this of us).

• Since this is an unpaid externship, you may not pay the student, they must not displace a paid employee, and his or her work may not be billed. The work may not be routine operational work, such as clerical work, for which one might otherwise hire a paid employee.

Requirements

The extern and supervisor should prepare a brief description of thier mutual expectations for the externship. It should address the following:

(1) Start and end dates, hours per week (this is a 9 credit externship, and our rules and policies require 32 hours a week for 14 weeks to earn 9 credits).

(2) General subject matter

(3) Expectations regarding the type of assignments the student will receive

(4) I would recommend a commitment to some percentage of "observation hours," say 10% total, where the student watches trials or hearings, attends client meetings (conference calls count), observes team strategy meetings, or has other opportunities to shadow or watch attorneys perform the parts of their jobs where they are interacting with each other or clients. (Client confidentiality allowing.) We ask this to ensure that our externs have an opportunity to understand how lawyers perform their jobs and behave with clients, outside of the library or their one-on-one interaction with a computer screen. The foregoing is standard language directed toward more conventional law firms, so you may have to translate it to your organization's need. I expect that it would be helpful to include Jaci in meetings with the companies you represent.

Students are required to engage in journaling about their experiences and submit a weekly journal to me by 8:00 a.m. each Monday during the semester, summarizing and reflecting on their experiences from the week before. These journals are confidential. I will not disclose their contents.

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1 If this is an unpaid externship with a for profit entity it is subject to a number of restrictions. Among other things, the externship must be for the educational benefit of the student and not for the immediate advantage of the employer. For further information on the limitations and requirements for unpaid externships with for profit entities, see U.S. Department of Labor Wage and Hour Division, Fact Sheet #71 (available at http://www.dol.gov/whd/regs/compliance/whdfs71.pdf). Further relevant information is contained in a letter from the Solicitor of Labor to the American Bar Association dated September 12, 2013 (available at http://www.americanbar.org/content/dam/aba/images/news/PDF/MPS_Letter_reFLSA_091213.pdf).
I ask that you submit a written mid-term evaluation of the student’s performance by March 10th of about one page. This review should be a candid appraisal of the student’s strengths and weaknesses, and contain any suggestions for improved performance that you might have. Also, a final evaluation is due by May 9th. I will provide a more specific rubric.

The schedule for the externship experience is outlined below:

(1) Week of January 6th (TBD): Student orientation with Professor Schultz via Video Skype conferencing
(2) Monday, January 13th: First Day of Externship
(3) Monday, January 20th, 8am: Student’s First journal entry due to mschultz@siu.edu (every Monday)
(4) Monday, January 27, 5pm: Job Duties and Learning Experiences Summary, signed off on by student and supervisor.
(5) March 10th 5 pm: Supervisor’s Mid-Term Evaluation due to mschultz@siu.edu
(6) TBD: Last Day of Externship
(7) May 9th: Final Supervisor Evaluation sent to me

We will need also to arrange an in-person visit or equivalent (e.g., via Video Skype) with me or a colleague during the semester (our accrediting body, the ABA, requires this of us). I am in D.C. a couple of times a month, so I expect that I can drop by your offices. I will email you to make arrangements.