

Externship Class

Fall, 2025 Law 672 Judicial Externship
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Course Description: Externships give you a chance to put classroom learning to work. You have a supervising attorney, and you have access to Professor Dale Aschemann as a faculty advisor. Six virtual class sessions will help you set expectations, ask questions, and connect with students in other externship placements

Course Objectives: You will deepen your understanding of how the legal profession works. You can expect to:

- Practice legal research and writing skills in a variety of contexts.
- Learn substantive and procedural law.
- Appreciate professional responsibility in action.
- Develop understanding of the judicial system where the student is working.
- See the customs and courtesies that exist among lawyers and within law offices.

Texts for the Course: None required.

Course Requirements and Evaluation: This course is graded on a satisfactory/unsatisfactory basis. Assessment will be based on class attendance, hours in your completed timesheets, a self-evaluation, and an evaluation by your supervisor.

A. Attendance: You must attend and participate in at least five of the six offered classes.

B. Work requirements. Each week you will turn in a timesheet detailing the time you worked and the tasks you worked on. If your office uses a time reporting system, you can use that report, so long as no confidentiality is breached. Here is the chart of required work hours for corresponding course credit hours:

- 1 credit hour = 42.5 work hours.
- 2 credit hours = 85 work hours.
- 3 credit hours = 127.5 work hours.
- 4 credit hours = 170 work hours.
- 5 credit hours = 212.5 work hours.
- 6 credit hours = 255 work hours.

C. Self-evaluation. Before the end of the term, you must submit an evaluation of your learning experience. A sample format will be provided.

D. Supervisor's evaluation: Either your supervisor or Prof. Simon, with input from your supervisor, will complete an evaluation. The criteria upon which you will be evaluated will include work ethic, performance, timeliness, oral skills, written skills, and work product. You are responsible for confirming that the final evaluation has been completed.

Class Schedule: Classes will be held on Tuesdays at 12:30, by Teams. Here's the link:

[Externship Class | Meeting-Join | Microsoft Teams](#)

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDY3ZjkwOGQtNzBhMy00M2M2LTg2YzktODA0NGM0YmFiMTli%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22fbc6ac3b-1b8f-4d2c-b80a-38b4a686dd13%22%7d)

[join/19%3ameeting_NDY3ZjkwOGQtNzBhMy00M2M2LTg2YzktODA0NGM0YmFiMTli%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDY3ZjkwOGQtNzBhMy00M2M2LTg2YzktODA0NGM0YmFiMTli%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22fbc6ac3b-1b8f-4d2c-b80a-38b4a686dd13%22%7d)

[08de1ff3710d%22%2c%22Oid%22%3a%22fbc6ac3b-1b8f-4d2c-b80a-38b4a686dd13%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDY3ZjkwOGQtNzBhMy00M2M2LTg2YzktODA0NGM0YmFiMTli%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22fbc6ac3b-1b8f-4d2c-b80a-38b4a686dd13%22%7d)

Meeting ID: 265 621 274 625 8

Passcode: nb3Xf9cm

August 19-- Introduction to how this class works. Be ready to describe what you have been up to so far.

September 2 – Interview/Q&A with Judge Jeffrey Goffinet.

September 16 – Interview/Q&A with Judge Jonathan Mitchell

The next 3 classes will be held on Wednesdays at 12:30, by Teams. Here's the link:

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmViMmViYzQtYmY4Zi00YTkxLTlhMGUtMjcxOTdhYmQ2ZWY2%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22fbc6ac3b-1b8f-4d2c-b80a-38b4a686dd13%22%7d)

[join/19%3ameeting_MmViMmViYzQtYmY4Zi00YTkxLTlhMGUtMjcxOTdhYmQ2ZWY2%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmViMmViYzQtYmY4Zi00YTkxLTlhMGUtMjcxOTdhYmQ2ZWY2%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22fbc6ac3b-1b8f-4d2c-b80a-38b4a686dd13%22%7d)

[08de1ff3710d%22%2c%22Oid%22%3a%22fbc6ac3b-1b8f-4d2c-b80a-38b4a686dd13%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmViMmViYzQtYmY4Zi00YTkxLTlhMGUtMjcxOTdhYmQ2ZWY2%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22fbc6ac3b-1b8f-4d2c-b80a-38b4a686dd13%22%7d)

Meeting ID: 220 564 771 751

Passcode: 6KQ7uA2c

October 1 -- Learning from practice and how to make the most of this experience. Be ready to talk about how this learning experience differs from classes.

October 15 – Ethics! Kinda different to see this in real life, right? Bring examples of challenges you have seen.

October 29 – Reflections on the extern experience

University Policies:

https://provost.siu.edu/_common/documents/syllabus-attachments/syllabus-attachment-summer-2025.pdf

SYLLABUS ATTACHMENT

SIU SIMMONS LAW SCHOOL – Fall 2025

EMERGENCY PROCEDURES: We ask that you become familiar with Emergency Preparedness @ SIU. Emergency response information is available on posters in buildings on campus, on the Emergency Preparedness @ SIU website, and through text and email alerts. To register for alerts, visit <http://emergency.siu.edu/>.

DISABILITY POLICY. SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. The Office of Access and Accommodations, formerly Disability Support Services, coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval, please contact OAA immediately at 618-453-5738 or disabilityservices.siu.edu. You may request accommodations at any time, but timely requests help to ensure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty. Please send approved accommodations to your faculty through the DSS online portal.

SALUKI CARES and COUNSELING & PSYCHOLOGICAL SERVICES (CAPS). The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students, and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-2461, or siucares@siu.edu, <https://salukicare.siu.edu/>. Associate Dean Shelia Simon ssimon@siu.edu or (618) 536-8321 is available at the Simmons Law School to help students access university resources. Additionally, counseling services are available through CAPS ([*Counseling and Psychological Services \(CAPS\) | Student Health Services | SIU*](#)). A counselor is at the law school every Wednesday from noon until 4:30pm in Room 268 for drop-in appointments.

SAFETY AWARENESS FACTS AND EDUCATION Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: <http://safe.siu.edu>

Syllabus Attachment

Fall 2025

MISSION STATEMENT FOR SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.

IMPORTANT DATES:

Semester Classes Begin:08/18/2025
Last day to add full-term course (without Dean's signature):08/24/2025
Last day to withdraw from the University with a full refund:08/29/2025
Last day to drop a full-term course for a credit/refund:08/31/2025
Last day to drop a full-term course (W grade, no refund):.....10/26/2025
Final examinations:12/08/2025–12/12/2025

Note: Please verify the above dates with the Registrar calendar and find more detailed information on deadlines at <http://registrar.siu.edu/calendars>. For add/drop dates that apply to shorter-than-full-term courses, please look at the Schedule of Classes search results at <http://registrar.siu.edu/schedclass/index.php>

FALL SEMESTER HOLIDAYS:

Labor Day 09/01/2025
Fall Break 10/10/2025
Veterans Day 11/11/2025
Thanksgiving Break 11/22/2025 - 11/30/2025

DIVERSITY: Southern Illinois University Carbondale's goal is to provide a welcoming campus where all of our students, faculty and staff can study and work in a respectful, positive environment free from racism and intimidation. For more information visit: <http://diversity.siu.edu>. Additional [informational flyer](#).

OFFICE FOR ACCESS AND ACCOMMODATIONS: SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. Office for Access and Accommodations coordinates the implementation of accommodations. If you think you may be eligible for accommodations but have not yet obtained approval please contact OAA immediately at (618) 453-5738 or <https://access.siu.edu>. You may request accommodations at any time, but timely requests help to ensure accommodations are in place when needed. Accommodations and services are determined through an interactive process with students and may involve consideration of specific course design and learning objectives in consultation with faculty.

MILITARY COMMUNITY: There are complexities of being a member of the military community and also a student, and military and veteran related developments can complicate academic life. If you are a member of the military community and in need of accommodations please visit Veterans Services at <http://veterans.siu.edu/>.

STUDENT MULTICULTURAL RESOURCE CENTER: The Student Multicultural Resource Center serves as a catalyst for inclusion, diversity and innovation. As the Center continues its work, we are here to ensure that you think, grow and succeed. We encourage you to stop by the Center, located in the Student Services Building Room 140, to see the resources available and discover ways you can get involved on the campus. Visit us at <https://smrc.siu.edu/>.

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PREGNANCY: Title IX makes it clear that students who are pregnant or have a related condition may contact the Title IX Coordinator to request accommodations or to report any allegations of discrimination. The Title IX Coordinator may be contacted at: Nick Wortman, Associate Vice Chancellor for Human Resources, Southern Illinois University Carbondale, 0135 Woody Hall, 900 S. Normal Avenue, Mail Code 6520, Carbondale, IL 62901, (618) 453-6667, equity@siu.edu.

SIU COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): Mental health counseling services are available by calling [CAPS](#) at (618) 453-5371. CAPS offers confidential same-day services and ongoing counseling. For after hours crisis care, students are encouraged to call 988, 911, or present to their nearest emergency room.

WITHDRAWAL POLICY (Undergraduate Only): Students who officially register for a session must officially withdraw from that registration in a timely manner to avoid being charged as well as receiving a failing grade for those classes. An official withdrawal must be initiated by the student, or on behalf of the student through the academic unit, and be processed by the Registrar's office. For the proper procedures to follow when dropping courses and when withdrawing from SIUC visit: <https://registrar.siu.edu/students/withdraw.php>.

SIUC'S EARLY WARNING INTERVENTION PROGRAM (EWIP): Students enrolled in courses participating in SIUC's Early Warning Intervention Program might be contacted by University staff during a semester. More information can be found at the University Core Curriculum's Overview webpage: <https://corecurriculum.siu.edu/for-faculty/>.

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CATALOGS:

catalog.siu.edu
gradcatalog.siu.edu - Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please refer to the graduate catalog.

CENTER FOR LEARNING AND SUPPORT SERVICES:

Tutoring: <https://clss.siu.edu/>
Math Labs: <http://math.siu.edu/courses/course-help.php>

WRITING CENTER: <http://write.siu.edu/>

PLAGIARISM: See the Student Conduct Code: <http://srr.siu.edu/student-conduct-code/>

INCOMPLETE POLICY (Undergraduate Only): <http://registrar.siu.edu/grades/incomplete.php>

REPEAT POLICY: <http://registrar.siu.edu/students/repeatclasses.php>

MORRIS LIBRARY HOURS: <https://libcal.lib.siu.edu/hours/>

ADVISEMENT: <http://advisement.siu.edu/>

SIU ONLINE: <https://online.siu.edu/>