



**LAW 672 / 675  
Externship  
Fall 2022**

*SIU Law*

**Meeting Times:**

**All classes will meet via Zoom. Zoom links are attached below.**

**Friday, September 9, 2022 / 10:30-11:30 a.m.**

**Prof. Page is inviting you to a scheduled Zoom meeting.**

**Topic: Externship First Class 9/9**

**Time: Sep 6, 2022 10:30 AM Central Time (US and Canada)**

**Meeting ID: 919 5287 3478**

**Passcode: 222185**

**Friday, September 30, 2022 / 10:30-11:30 a.m.**

**Prof. Page is inviting you to a scheduled Zoom meeting.**

**Topic: Externship 2nd Class 9/30**

**Time: Sep 30, 2022 10:30 AM Central Time (US and Canada)**

**Meeting ID: 960 6126 8965**

**Passcode: 711149**

**Friday, October 7, 2022/ 10:30-11:30 a.m.**

**Prof. Page is inviting you to a scheduled Zoom meeting.**

**Topic: Externship Class 3 10/7**

**Time: Oct 7, 2022 10:00 AM Central Time (US and Canada)**

**Meeting ID: 923 5900 6502**

**Passcode: 441142**

**Friday, October 28, 2022/ 10:30-11:30 a.m.**

**Prof. Page is inviting you to a scheduled Zoom meeting.**

**Topic: Externship Class 4 10/28**

**Time: Oct 28, 2022 10:30 AM Central Time (US and Canada)**

**Meeting ID: 945 9543 4037**

**Passcode: 522773**

**Friday, November 4, 2022/ 10:30-11:30 a.m.**

**Prof. Page is inviting you to a scheduled Zoom meeting.**

**Topic: Externship Class 5 11/4**

**Time: Nov 4, 2022 10:30 AM Central Time (US and Canada)**

**Meeting ID: 993 9834 2639**

**Passcode: 022866**

**Friday, November 18, 2022/ 10:30-11:30 a.m.**

**Prof. Page is inviting you to a scheduled Zoom meeting.**

**Topic: Externship Last Class (6) 11/18**

**Time: Nov 18, 2022 10:30 AM Central Time (US and Canada)**

**Meeting ID: 998 0377 7930**

**Passcode: 188689**

**Course Credit Hours: 1 to 6 (depending on registration)**

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Prof. Shelly Page

Office 210 | Phone: (618) 453-8120 | Email: [cheryl.page@siu.edu](mailto:cheryl.page@siu.edu)

Office Hours: By Appointment (call or text me at 512-809-1890)

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- I. COURSE DESCRIPTION:** Externships provide students with an environment in which they can test the theories they have learned thus far in law school and obtain verification of the practical application of law and legal skills taught by Southern Illinois University School of Law (SIU Law). This course furthers the mission of SIU Law by providing students with

the opportunity to engage in the practical application of the law at off-campus sites where the students can “learn by doing.” These sites will have a supervisor who may be an attorney or a judge. Each student will also have a responsible faculty advisor to whom the student will report on three (3) occasions throughout the duration of the course. The first externship class will provide the students with an introduction to and overview of the externship experience, focusing on topics such as placement expectations, professionalism, and ethics. The remaining three (3) externship classes will allow for dynamic discussion of the students’ experiences and educational development at the various off-campus sites.

**II. COURSE OBJECTIVES:** Externships enhance a student’s learning opportunities by offering actual legal problems that are difficult to simulate or replicate through traditional law school learning. Upon completion of this course, students will more deeply understand how the legal profession operates and how the on-site training received will assist students in becoming practice-ready attorneys. Specific objectives include, but are not limited to, the following:

- (1) Enhancement of legal research and writing skills. Students will generally have the opportunity to prepare memoranda, draft briefs and pleadings, or otherwise assist with legal research and writing tasks.
- (2) Enhancement of knowledge of substantive and procedural law.
- (3) Appreciation of professional responsibility.
- (4) Enhancement of understanding of the Illinois (or the state where the Site is located) judicial system.
- (5) Acquisition of practical knowledge. Students will learn the customs and courtesies that exist among lawyers and within law offices, but which generally are not taught through law school courses.

**III. TEXTS/MATERIALS FOR THE COURSE:** None required. All materials will be provided to the students by the Externship Professor, as needed.

**IV. COURSE REQUIREMENTS, ASSESSMENT (LEARNING OUTCOMES), AND EVALUATION METHODS:**

**A. ATTENDANCE:** Each student must attend 75% of his or her classes, which means that you are permitted only one absence in the summer externship course (we are meeting six [6] times). *Please note that your Externship Professor does not have any discretion to excuse an absence. Any student who wishes to have an absence excused must present the request to the Associate Dean for Academic Affairs.*

Since the classes will take place via Zoom (remotely), the Externship Professor will take roll via Zoom. To receive credit for attendance, each student must remain for the duration of the class period AND your cameras must be on for the ENTIRETY of the class period. Students arriving excessively late to class, leaving excessively early, or being unprepared will be deemed absent from that day’s class, at the discretion of the Externship Professor.

Students must keep track of their own attendance; the Externship Professor will not send any warnings or reminders of any kind when students are either near or exceed the absence limits.

**B. ASSIGNMENTS AND GRADING:** Your externship is graded as “Satisfactory/Unsatisfactory” and will be based on class attendance and participation, journal completion, and your on-site supervisor’s evaluation. As more specifically described below, your passing grade is reliant upon the satisfactory performance of your assigned responsibilities (i.e., class attendance, journal recordings), as well as the timely completion of the necessary hours at your off-campus externship site. Again, that will be counted as 42.5 working hours for every one credit earned. Specifically, you must satisfactorily complete each of the following seven (7) requirements to achieve a passing grade in the externship course:

- (1) Work Hours: Complete the requisite number of work hours at the Site corresponding to the number of credit hours in which the student is enrolled:
  - 1 credit hours = 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.
- (2) Time Logs and Journal: **YOU MUST USE THE FORM FOUND IN THE MANUAL.** Maintain a typed time log and journal consisting of the time worked each day, a brief description of the field placement activities in which the student has engaged, and the legal issue(s) involved. Students must make the journal entries available to the Externship Professor on a bi-weekly basis or when requested.  
In addition, each student is responsible for supplying to his or her Site Supervisor the Three-Way Agreement (which will be provided via email). The signed form is due back to the Prof. Page no later than **September 23, 2022**. The student and the Site Supervisor must sign and date the form.
- (3) Classroom Component: Attend 75% of classes. This means students may miss only one of the six (6) classes. With a second absence, students will be administratively withdrawn from the class, whether they complete the required hours at the Site. In addition, students must participate in class fully in class when present. In-class activities may include, but not be limited to, in-class exercises and ungraded assignments.
- (4) Site Evaluation: Obtain a satisfactory evaluation from the Site Supervisor. Either the Site Supervisor, or Prof. Page, with direct input from the Site Supervisor, will complete the student’s Final Evaluation Form. The criteria upon which the student will be evaluated will include work ethic, performance, timeliness, oral skills, written skills, and work product. If the Site Supervisor has any questions regarding the student’s Final Evaluation Form, he or she should contact Prof. Shelly Page at [cheryl.page@siu.edu](mailto:cheryl.page@siu.edu). The student is responsible for confirming that the Site Certification Form and the Final Evaluation Form has been completed by no later than November 28, 2022. A copy of

the Final Evaluation Form may be made available for review upon the students' request.

**V. METHODS OF INSTRUCTION:** Students will receive classroom instruction through the Externship Professor and group discussions, and on-the-job training at each externship site.

**VI. INFORMATION LITERACY/TECHNOLOGICAL RESOURCES:** Because students will receive academic credit for the externship course, students are permitted to use their legal research resources provided by SIU Law. These resources include, but may not be limited to, Westlaw, LexisNexis, HeinOnline, BNA/Bloomberg, Lexis Congressional, Fastcase, and Gale Digital Libraries. Other databases can be accessed through the law library webpage.

**VII. UNIVERSITY POLICIES:**

**Mental Health and Wellbeing:** The University and the School of Law recognize that there are lots of potential stressors in your life. Here is some information on a campus-wide effort to be there to support you: 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](mailto:siucares@siu.edu), <http://salukicare.siu.edu/index.html>. At the School of Law, Assistant Dean Judi Ray is also available to help students access university resources. Her email is [judiray@siu.edu](mailto:judiray@siu.edu), and her phone number is 618-453-3135.

**Disabilities and accommodations:** I want everyone in this class to succeed. If a disability is challenging you, here is some information about how to seek accommodations: SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. 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 DSS immediately at 618-453-5738 or [disabilityservices.siu.edu](http://disabilityservices.siu.edu). You may request accommodations at any time, but timely requests help to insure 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. Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreements for each course to the School of Law Registrar's Office to ensure the School of Law provides the proper classroom and examination accommodations. Accommodation [request](#) and [renewal](#) forms can be found here.

**Weather Issues:** 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/>.

**COVID-19:** SIUC's policy on face masks and social distancing is consistent with the guidance from the Centers for Disease Control and Prevention and the Illinois Department of Public Health. For up-to-date information, students, faculty, and staff should visit SIUC's COVID

website (<https://siu.edu/coronavirus>), which includes the Saluki Safety Plan. People can also send email to [pandemicinfor@siu.edu](mailto:pandemicinfor@siu.edu).

#### **VIII. CLASS SCHEDULE AND ASSIGNMENTS:**

Class One: September 9, 2022. Review of syllabus and course requirements, instruction on keeping a student journal/work hours, and questions/answers.

Class Two: September 30, 2022. Instruction on professionalism in the work place, professional ethics and responsibility, individual work ethic, the nature of legal work, and diversity in the workplace.

Class Three: October 7, 2022. Instruction on expectations at the various off-campus sites, legal research and writing techniques, and critical thinking and analysis.

Class Four: October 28, 2022. Discussion of externship placements and experiences. Class discussion on progress.

Class Five: November 4, 2022. Instruction on expectations at the various off-campus sites, legal research and writing techniques, and critical thinking and analysis.

Class Six: November 18, 2022. Discussion of externship placements and experiences. Class discussion on progress.

**IX. THE INSTRUCTOR RESERVE THE RIGHT TO REVISE, ALTER, OR AMEND THIS SYLLABUS AS NECESSARY. STUDENTS WILL BE NOTIFIED IN WRITING OF ANY SUCH REVISIONS, ALTERATIONS, OR AMENDMENTS.**

**X. 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/>.

**XI. DISABILITY POLICY.** SIU Carbondale is committed to providing an inclusive and accessible experience for all students with disabilities. 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 DSS immediately at 618-453-5738 or [disabilityservices.siu.edu](http://disabilityservices.siu.edu). You may request accommodations at any time, but timely requests help to insure 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. Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreements for each course to the School of Law Registrar's Office to ensure the School of Law provides the proper classroom and examination accommodations.

**XII. SALUKI CARES.** 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](mailto:siucares@siu.edu), <https://salukicare.siu.edu/>. At the School of Law, Assistant Dean Judi Ray is also

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