



*SIU Law*

**LAW \_\_\_\_\_  
Belleville Externship  
Fall 2024**

**Meeting Times:**

September 25, 2024 (Wednesday)  
Veteran's Court Judge Smith

October 1, 2024 (Tuesday)  
Mental Health Court Judge Cruse

October 8, 2024 (Tuesday)  
Federal Court Judge Rosenstengel

October 15, 2024 (Tuesday)  
St. Clair County Jail

October 29, 2024 (Tuesday)  
Drug Court Judge Napp

November 7, 2024 (Thursday)  
Federal Court Judge Rosenstengel

November 16, 2024 (Saturday)  
Teen Court Judge Eckert

November 19, 2024 (Tuesday)  
Mental Health Judge Berkeley

We will also meet at the Teams Sessions:

**Friday, August 23, 2024 / 12:00-1:00 p.m.**

Meeting ID: 270 216 323 080

Passcode: JPM4vf

08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d

**Friday, September 6, 2024 / 12:00-1:00 p.m.**

Meeting ID: 278 447 904 627

Passcode: zHdKpE

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZmQ3ZTViOTctYTcxNy00ODVmLTliMmUtNTI0ZjEyN2U4NWY5%40thead.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmQ3ZTViOTctYTcxNy00ODVmLTliMmUtNTI0ZjEyN2U4NWY5%40thead.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d)

**Friday, September 20, 2024 / 12:00-1:00 p.m.**

Meeting ID: 210 116 074 103

Passcode: TBA Dj3

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZWI4MDY3ZTYtOGIyMy00OTBjLWE5NmUtMTdjOWFhMjQzZGI4%40thead.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZWI4MDY3ZTYtOGIyMy00OTBjLWE5NmUtMTdjOWFhMjQzZGI4%40thead.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d)

**Friday, October 4, 2024 / 12:00-1:00 p.m.**

Meeting ID: 269 959 048 777

Passcode: YmV9qU

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[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTUxM2RhOWQtZDg3NC00OGNmLWFINDItOWY1NDlhOTI4NmQ3%40thead.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTUxM2RhOWQtZDg3NC00OGNmLWFINDItOWY1NDlhOTI4NmQ3%40thead.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d)

**Friday, October 25, 2024 / 12:00-1:00 p.m.**

Meeting ID: 296 211 246 576

Passcode: Ygw9QK

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTE4NWU5NjgtMDgxNC00ZjdLk2NDctYjI2NjhODczYzg2%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTE4NWU5NjgtMDgxNC00ZjdLk2NDctYjI2NjhODczYzg2%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d)

**Friday, November 8, 2024 / 12:00-1:00 p.m.**

Meeting ID: 299 519 001 681

Passcode: uVbpPs

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[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZjMyY2UwZWMTNWJIZi00N2Q5LTk1ZmEtYTU2NDZkODQzZWRh%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjMyY2UwZWMTNWJIZi00N2Q5LTk1ZmEtYTU2NDZkODQzZWRh%40thread.v2/0?context=%7b%22Tid%22%3a%22d57a98e7-744d-43f9-bc91-08de1ff3710d%22%2c%22Oid%22%3a%22b2daade8-7dc8-49c8-8f6e-e76901a11612%22%7d)

**Course Credit Hours: 9**

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Prof. Shelly Page

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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 Simmons Law School (SLS). This course furthers the mission of SLS Law by allowing students 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 course. The first externship class will provide the students with an introduction and overview of the externship experience, focusing on placement expectations, professionalism, and ethics. The remaining three (3) externship classes will allow for a dynamic discussion of the student’s experiences and educational development at the various off-campus sites.

**Course Objectives:**

Students who successfully complete this course will:

- Gain essential knowledge of substantive criminal law and procedure as well as increase understanding of the functioning role of at least one legal branch within the broad criminal court system by interning at one of the following: the United States Attorney’s Office for the Southern District of Illinois, the Federal Public Defender’s Office for the Southern District of Illinois, the St. Clair County State’s Attorney’s Office, or the St. Clair County Public Defender’s Office.
- Develop core lawyering skills including legal research, document review and evaluation, oral advocacy, legal analysis, and legal writing.
- Demonstrate professional conduct, including punctuality, office and courtroom etiquette, organization, professional appearance, job knowledge, and interpersonal skills.
- Observe and reflect upon the work of presiding judges and attorneys throughout the Metro East region by viewing court proceedings, as well as meeting and discussing the practice of law with federal and state court judges and lawyers in the Metro East region.
- Examine and evaluate the operations of the criminal justice system in the Metro East, including the convergence of criminal law and public policy, multi-faceted approaches to case resolutions, ethics, the role of attorneys on multidisciplinary teams within the public sector, and best practices in communicating with criminal justice stakeholders.

**Minimum Course Requirements:**

1. Satisfactorily complete the requisite number of total hours for the credit hours of enrollment.  
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2. Attend and participate in Metro East Criminal Justice Experiential Learning Program (MECJELP) class sessions.
3. Satisfactorily complete all course assignments and requirements set forth below.

***Class Meetings and Meetings with Course Instructor***

All students must attend and participate in class meetings during the fall semester (see attachment detailing required dates and times). The first class meeting will be an orientation to the program, communicating course expectations, requirements, and procedure. Students will also receive course forms that must be completed and submitted during the semester. The second class meeting will be an orientation and welcome at the federal courthouse in East St. Louis, Illinois. Subsequent class sessions will be held at various Metro East problem-solving and restorative justice courts. Students will receive a schedule of observation dates at Metro East problem-solving and restorative justice courts (such as the St. Clair County Drug Court, Madison County Veterans Court, St. Clair County Mental Health Court, St. Clair County Domestic

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<sup>1</sup>For nine credit hours, students must complete 382.5 hours of work at the placement site and in the classroom component (combined) over the 14 weeks.

Violence Court, and St. Clair County Teen Court) at the beginning of the term.

### ***Meetings with Field Supervisor***

Each student will be assigned a Field Supervisor at the job placement site. The Field Supervisor will complete a Biweekly Performance Checklist which will be submitted via email to the student for the student's review and reflection. The Field Supervisor will also submit a duplicate copy of each Biweekly Performance Checklist to the course instructors via email.

### ***Other Course Requirements and Assignments:***

1. Each student must complete and turn in the Student Information Form, which instructors will email to students prior to orientation, during the first session. This information enables the course instructors to reach students in case of an emergency.
2. Students will keep a Weekly Journal which is to be emailed to the course instructors by 5 p.m. (CST) each Monday (beginning upon completion of the student's first week at the placement site). Journal entries should include a concise description of the student's activities and personal reflections on the events. Students should also write about lessons learned and insight gained throughout the experiential learning program by connecting observations with background experience, knowledge, or objectives.
3. Students will keep complete accurate Biweekly Hours Reports and email them to course instructors by 5 p.m. (CST) Monday every other week. Copies of this form and other forms will be provided to students at the beginning of the term.
4. At the end of the semester, each student must complete and submit a Placement Evaluation and a Course Evaluation. These forms will be distributed via email by the course instructors along with assigned due dates.
5. All hours and paperwork must be completed and turned in no later than the last official day of classes during the fall semester.

Students should retain electronic and hard copies of all forms and materials turned in. All materials should be submitted electronically. Electronic materials should be turned in using Word-formatted documents.

**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 relies upon the satisfactory performance of your assigned responsibilities (i.e., class attendance, journal recordings) and 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 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 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.

- (2) Time Logs and Journal: **YOU MUST USE THE FORM FOUND IN THE MANUAL.** Maintain a typed time log and journal of the time worked each day, a brief description of the field placement activities the student has engaged in, and the legal issue(s) involved. Students must make the journal entries available to the Externship Professor bi-weekly or when requested.
- In addition, each student is responsible for supplying his or her Site Supervisor with the Three-Way Agreement (which will be provided via email). The signed form is due to Prof. Page no later than **September 20, 2024**. 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 fully in class when present. In-class activities may include but are not limited to, in-class exercises and ungraded assignments.

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

- VI. 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](mailto:siucares@siu.edu), <https://salukicare.siu.edu/>. Associate Dean Angela Upchurch ([aupchurch@siu.edu](mailto:aupchurch@siu.edu) or (618) 536-8314) is available at the School of Law 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.
- VII. 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>
- VIII. 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.**