



**LAW 5210 / 5220
Externship
Spring 2024**

SIU Law

Meeting Times:

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

Friday, January 19, 2024 / 12:00 p.m.-1:00 p.m.

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

Meeting ID: 962 6855 0779

Passcode: 456306

Friday, February 9, 2024 / 12:00 p.m.-1:00 p.m.

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

Meeting ID: 962 8606 8008

Passcode: 666766

Friday, March 1, 2024 / 12:00 p.m.-1:00 p.m.

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

Meeting ID: 953 7599 0133

Passcode: 197256

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

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

Meeting ID: 915 0677 4278

Passcode: 287694

Friday, April 5, 2024 / 12:00 p.m.-1:00 p.m.

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

Meeting ID: 941 5749 5111

Passcode: 621442

Friday, April 12, 2024 / 12:00 p.m.-1:00 p.m.

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

Meeting ID: 925 5648 2278

Passcode: 995464

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

Prof. Shelly Page

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

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

- 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 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.
- 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 the roll via Zoom. To receive credit for attendance, each student must remain for the class period, and your cameras must be on for the entire 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 attendance; the Externship Professor will not send any warnings or reminders when students are near or exceeding 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 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 **February 9, 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.
- (4) Site Evaluation: Obtain a satisfactory evaluation from the Site Supervisor. With direct input from the Site Supervisor, the Site Supervisor or Prof. Page will complete the student's Final Evaluation Form. The criteria for evaluating the student 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. The student is responsible for confirming that the Site Certification Form and the Final Evaluation Form have been completed by **April 30, 2024**. A copy of the Final Evaluation Form may be made available for review upon the student's request.

- V. **METHODS OF INSTRUCTION**: Students will receive classroom instruction through the Externship Professor, 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. **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/>.
- VIII. **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. 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.

- IX. 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 Angela Upchurch (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.
- X. 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>
- XI. CLASS SCHEDULE AND ASSIGNMENTS:**
Class One: January 19, 2024. Review the syllabus and course requirements, instructions on keeping a student journal/work hours, and questions/answers. Possible Guest speaker.
Class Two: February 9, 2024. Instruction on professionalism in the workplace, professional ethics and responsibility, individual work ethic, the nature of legal work, and diversity in the workplace. Possible Guest speaker.
Class Three: March 1, 2024. Instruction on expectations at the various off-campus sites, legal research and writing techniques, and critical thinking and analysis. Possible Guest speaker.
Class Four: March 8, 2024. Discussion of externship placements and experiences. Class discussion on progress. Possible Guest speaker.
Class Five: April 5, 2024. Discussion of the assigned movie, “13th” on Netflix. The movie is by Ava Duvernay and is designed to meet the ABA’s Standard 303: Curriculum (c). This standard deals with “bias, cross-cultural competency, and racism.” Possible Guest speaker.
Class Six: April 12, 2024. Discussion of externship placements and experiences. Class discussion on progress. Possible Guest speaker.
- XII. 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.**