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SIP/EXTERNSHIP – LAW 976  
SYLLABUS & COURSE REQUIREMENTS

Required Materials:

We do not use a book for this class. However, each student is required to sign-up on TWEN (The Westlaw Education Network) to

(a) secure course assignments, including articles and other assigned readings, and
(b) submit timesheets, journals, writing samples, and student evaluations.

Introduction:

For those of you who are new to our law school or otherwise do not know me, I am the Boise Externship Director and the Federal Courts course instructor. I have been a lawyer for 16 years and have taught at the UI College of Law and coordinated the externship program since 2008. I also have worked for the Idaho Attorney General, Holland & Hart LLP, and in several positions at the state and federal courts, including as a law clerk for two judges with the Ninth Circuit Court of Appeals and for several judges with the United States District Court for the District of Idaho.

Required Class:

Our required class time is from **8:15 to 9:15 a.m. on Tuesdays** at the ILJLC in Room 325. *You are receiving classroom credit for this course and must attend the classes.*
Office Hours:

My office is in the southeast corner on the 3rd floor of the ILJLC in Boise, Room 329. My office hours are Mondays from 1:30 to 3:00 p.m. and Wednesdays from 10:30 to 12:30 p.m., or by appointment. I am out of the office for supervisor visits and other travel at times, so it often works best if you email me for an appointment time. You are welcome to contact me on my cell phone if I am not in my office and you need assistance. Also, please feel free to come by my office any other time you like, and, if I am not free to speak with you just then, we can set up an appointment.

Contact Information:

My office number is 208-364-4994 and my cell phone number is 208-870-8072. You can reach me by email at ktball@uidaho.edu.

Subject Matter and Objectives:

Subject matter: In this course you will learn about (1) professional skills and values in a variety of law practice settings; (2) the day-to-day workings of a variety of courts, law offices, agencies; (3) specific legal problems and the resolution of those problems; and (4) your abilities to work with others, work through legal problems, and learn from these experiences. Depending on the student’s field placement, students may be exposed to a broad range of lawyering skills, which may include client interviews, counseling, negotiation, developing policies and procedures, court appearances, administrative proceedings, settlement conferences, discovery, legal research and analysis, and formulation of case strategy.

Objectives: This course is designed to help students learn to:

1. Engage in professional interactions with supervisors, clients, community members, judges, lawyers, and staff members;
2. Understand and apply legal principles learned in the classroom to problems in the workplace;
3. Organize and approach work on specific legal problems and work with others or independently to resolve those problems;
4. Develop practice-ready legal research and writing skills through work on legal documents such as motions, complaints, briefs, memoranda, agreements and opinion letters;
5. Reflect on work and personal experiences and connect those experiences to particular areas of professional and personal development; and

6. Understand the importance of the fundamental values of fairness, justice and competent representation and ongoing professional growth, professional responsibility, and self-assessment through experience and critical reflection.

Course TWEN Page

We have a course TWEN page. I post handouts, reading assignments, supplemental readings, and other assignment information on our TWEN site. Please check the site regularly to ensure you do not miss something. Also, you will upload all assignments on TWEN. Please make sure your TWEN page is set to Mountain Standard Time!!!

Disability Support Services Reasonable Accommodations:

Reasonable accommodations are available for students who have documented temporary or permanent disabilities. Ideally, students in Moscow and Boise should meet with Disability Support Services (DSS) by the end of the first week of class to assess if any accommodations are needed for courses and/or examinations. All accommodation requests are then submitted by DSS to Dean Dodge for final approval. DSS serves as the sole evaluator of medical documentation and determines reasonable accommodations on a per semester basis. The College of Law does not have the authority to evaluate or grant disability accommodations without DSS first submitting a recommendation. You may contact DSS by:

- Calling 208-885-6307
- Emailing dss@uidaho.edu

It is ultimately the student’s responsibility to seek a disability accommodation, and until an accommodation is approved by DSS and Dean Dodge, no student will be entitled to receive any accommodations. To learn more about DSS, visit its website at https://www.uidaho.edu/current-students/asap/dss. Please review the College of Law Catalog and Student Handbook for more information on the disability accommodation process.
Civility

In any environment in which people gather to learn, it is essential that all members feel as free and safe as possible in their participation. To this end, it is expected that everyone in this course will be treated with mutual respect and civility, with an understanding that all of us (students, instructors, professors, guests, and teaching assistants) will be respectful and civil to one another in discussion, in action, in teaching, and in learning.

Should you feel our classroom interactions do not reflect an environment of civility and respect, you are encouraged to meet with your instructor during office hours to discuss your concern. Additional resources for expression of concern or requesting support include the College of Law Dean of Students (jdodge@uidaho.edu), the University Dean of Students office and staff (885-6757), the UI Counseling & Testing Center’s confidential services (885-6716), or the UI Office of Civil Rights & Investigations (885-4285).

Confidentiality:

Students often will obtain confidential information at their work placements. Each student must ensure he or she knows (1) how to identify what information at his/her workplace is confidential and (2) the limits on revealing information of a confidential nature. **Students should avoid disclosing confidential information in class discussion postings, journal submissions, timesheets, and final presentations. Some of your friends will be externing at other offices in the same building or nearby. Please take care to avoid the appearance of impropriety in your communications and contacts with other students and/or practicing lawyers.**

Grading:

Each student will be evaluated by his or her field supervisor at the conclusion of the externship based on the supervisor’s evaluation of the student’s:

- Research ability
- Legal analytical skills
- Intellectual capacity and creativity
- Writing skills
- Oral expression
- Common sense, judgment and ability to set priorities
• Initiative and responsibility
• Ability to relate well and effectively with clients and co-workers
• Enthusiasm, temperament, office demeanor and behavior.

That evaluation will be considered along with the following course work when assigning a pass or fail grade: journal assignments, discussion forum postings, weekly timesheets, class participation/attendance, and a final presentation.

Credit Hours for Coursework

In accordance with ABA Standard 310, the College of Law awards one credit hour for experiences that are reasonably designed to involve 50 minutes of classroom or direct faculty instruction and two hours of out-of-class student work per week, or at least the equivalent amount of work for academic activities including simulation, field placement, clinical, and other academic work leading to the award of credit hours.

The Course requirements outlined above with respect to materials and assignments, in my professional judgement, are complex enough in nature that it is expected that the amount of out-of-class time it will take students to complete the assignments will meet the rule.

Conflicts With Other Classes

Some of you will be working at your placements just part-time and are taking substantive law courses at the same time as you participate in the SIP course. You are required to meet the attendance policies of your other professors for their classes. Externship work ordinarily will not constitute an excuse to miss classes. There may be special circumstances, such as first-chairing a trial, when you will want to ask your other professors if you can miss class to perform that externship work. However, any special request to be excused from class should be made well in advance of that class. And, that request may or may not be granted.

Conflicts With Paid Work & Tracking Work Conflicts

Some of you may want to work for pay while externing. Please make sure you ask for permission from your externship supervisor and also let me know you have a paid job well before you start your externship work.
Also, all of you should keep in mind that you are building a list of client conflicts that you need to take with you to each job in the future. So, keep a confidential list of the names of cases you work on, witnesses in those cases, etc., that you can use for conflict checks in the future.

**Assignments & Other Course Requirements:**

1. **Hours required.**
   
   (a) For six classroom credits, you are expected to work full time (7 to 8 hours per day) for 15 weeks, three days per week (i.e., apx. 22.5 to 24 hours per week for 14 weeks).\(^1\) The goal for six credits is to work 330 hours (55 hours per credit)\(^2\); however, you can pass the course with about 320 hours.\(^3\) If you choose to take the week of Thanksgiving or Spring Break off, you need to make up that time at the end of your externship, after final exams, or by working extra hours earlier in the semester. If you take a vacation, you need to make up the time off by adding time to your externship in a similar manner. You also need to provide advance notice to your supervisor and ask permission to take a vacation! If you need to take more than two sick days, you also may need to make up that time. If you consistently work only six hours or less per day, you will have trouble meeting your work hours’ requirement. Please contact me early in the semester if this situation applies to you or if you have an extended illness and we can discuss how best to deal with it. Remember, always communicate with your supervisor in

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\(^1\) If your supervisor agrees, you may work part days, or any combination of days/hours, during regular working hours, as long as your total hours end up being what you need per credit. However, once you set your schedule and start working you are required to maintain that schedule, unless you obtain permission from me to change your schedule.

\(^2\) Students signing up for seven credits have an extra 55 hours to work, which can be done by working more than the 14-week average, starting early; working over summer or winter breaks (with advance permission); or by adding hours to each week. Students who signed up for five credits work 55 fewer hours, a total of 275 hours, for the semester. Do the same math for four credits, etc. (You must obtain instructor permission though to sign up for fewer than six credits.) Students who sign up for 10 or more credits must also complete an annotated outline, discussed at paragraph 6, infra.

\(^3\) The goal is for you to work **the same or a similar schedule** as the attorneys/judges/law clerks at your placement. For some of you, that will be at least eight hours a day, for others, it will be hard to get even 6.5 per day. As long as your schedule matches the typical schedule for your placement, do not worry, **but check with me if it is consistently 6.5 or fewer hours per day.**
advance about time off and call in to your supervisor when you are sick (you can let me know later by marking sick time in your time sheet; no need to phone me). Time spent in the externship class or attending CLE/educational training counts toward your externship hours. Time spent working on journals and assignments does not count.

(b) Full-time 12-credit externs are expected to work full time (7.0 to 8 hours per day) for 16 weeks and to treat your externship like you would any job. If you choose to take the week of Thanksgiving or Spring Break off, you need to make up that time at the end of your externship, after final exams, or by working extra hours earlier in the semester. If you take a vacation, you need to make up the time off by adding time to your externship in a similar manner. If you need to take more than two sick days, you also may need to make up that time. If you consistently work only six hours or less per day, you will have trouble meeting your work hours’ requirement. Please contact me early in the semester if this situation applies to you or if you have an extended illness and we can discuss how best to deal with it. Remember, always communicate with your supervisor in advance about time off and call in to your supervisor when you are sick (you can let me know later by marking sick time in your time sheet; no need to phone me). Time spent in the externship class or attending CLE/educational training counts toward your externship hours. Time spent working on journals or assignments do not count.

The goal is for you to work the same or a similar schedule as the attorneys/judges/law clerks at your placement. For some of you, that will be at least 8 hours a day, for others, it will be hard to get even 6.5 per day. As long as your schedule matches the typical schedule for your placement, do not worry, but check with me if it is 6.5 or fewer hours per day. I am looking at timesheets more for full work days than I am counting the exact number of hours. If you are a 10-11 credit extern you will look at the part-time externship course sheet to calculate the number of hours you need to satisfy to complete your externship requirements, and that may mean you work fewer than 16 weeks. However, you are still considered full-time and are subject to one additional requirement for full-time externs (10-12 credits). That requirement is an annotated outline for your end-of-semester presentation. We will
discuss the exact requirements later in the semester.

2. **Timesheets.** You must submit weekly timesheets on TWEN, tracking your hours worked. You should track your time in a law firm billing format, *i.e.*, 6 minute increments. I have uploaded a sample timesheet on TWEN with the first timesheet assignment. If you draft a letter that takes 5-6 minutes, you would have .10 hours to list on your timesheet (12 minutes = .2; 18 minutes = .3; 24 minutes = .4; 30 minutes = .5, etc.). Do not use client/case identifiers in your description; instead, generally note the subject matter of your work project and then the hours worked. There will be time in your office when you are not working on matters that could be billed (such as when you visit with a co-worker or are in your office checking email unrelated to a project/case, etc.), that extra time you spend in the office each day should be included on your timesheet as “General Office Hours”. In short, that time counts! You do not have to work on Federal/State holidays, such as President’s Day, *if your office is closed*. For these holidays, you will enter “Holiday” in the work description portion of the timesheet and “8” for the hours worked. If you were working in a paid position you would be paid even on holidays when you do not work, so we count them for externship purposes too. If you are sick, the process is similar, just put “sick leave” in the work description and “8” for the hours. You may count hours spent at networking events, training, and CLEs in your hours provided it does not provide more than 5% of the required hours. If you have questions about what counts as a networking event, please ask me.

3. **Assignments.** You must complete every journal assignment, regardless of how many credits you sign up for (because your course work is factored into the number of hours you need for each credit). The assignments will be posted on TWEN at least two weeks prior to their due date. You will not have an assignment every week and some assignments will be passed out in class. We do not have a text for this course; reading assignments will come from a variety of legal and professional journals.

4. **Classes and participation.** You must do your best to show up (1) for every class, (2) on time, and (3) prepared. We have fewer classes than other courses, per credit, so you should be able to make to almost every class. I will provide your supervisor with advance notice of the dates and times of our required classes so that he or she may plan your work to avoid conflicts. If you are externing part-time and taking classes, then you also should
provide your supervisor with your class schedule. As noted above, you are expected to attend your substantive law courses according to each professor’s attendance policy. The best way to avoid conflicts is to inform your supervisor of your class schedule and let him/her know when you are unavailable for your externship work.

In short, you must **attend all classes or make arrangements to attend an alternate class**. Alternative classes include certified legal education (CLE) training provided by the Idaho State Bar/Law Foundation or the federal court (and I can help you find a class make up). You also must write a journal entry about your make-up class experience (e.g., what class/event you attended and what you learned). You may not satisfy the course requirements by replacing all of our regular classes with alternative classes. I expect you to attend at least 80% of our regularly scheduled classes and you may miss class only for illness or a critical work or family conflict. Contact me to discuss the situation if you need to miss a class. Requests to be excused from a class should be made by phone or text to 870-8072 before the time set for class.

5. **Writing Sample.** You must turn in a written sample of substantive legal work you performed during the semester. If there are confidentiality issues with submitting your written work or you did not work on any writing projects, please let me know and we can make alternative arrangements. There is an “assignment” on TWEN that allows you to post this writing sample at the end of the semester. I encourage you to use this assignment as an opportunity to develop a great writing sample you can use for job applications. Remember to discuss with your supervisor whether you can use a work product as a writing sample, and under which conditions.

6. **Presentation.** At the end of the semester, regardless of the number of credits you sign up for, you must make a presentation to the class that lasts for 15 to 20 minutes. You are asked to teach the other students about something you learned during your externship. The goal is for this to be a way for the other students, and your instructor, to learn from your practical legal experience. You may use PowerPoint or handouts and you may work with another student on this project and presentation. If you work with another student, you should plan on at least 30 minutes for your presentation. You will be required to submit your proposed topic and an outline one week before we have our presentation class. A student earning ten or more credits must complete an annotated outline of his/her
7. **Student Review.** You must submit a comprehensive review of this course and your externship experience. A form for doing so will be posted on TWEN at the end of the semester.

8. **Supervisor’s Review.** Your supervisor must verify that you met your hourly and other requirements at your placement for you to pass this course. Your supervisor does not need to sign each weekly timesheet before you submit them, but you should submit your timesheets to your supervisor for review on a regular basis. The total number of hours you worked is one of the questions on the supervisor’s review form. I have provided the review form to your supervisor and will send a reminder and another copy of the review form to your supervisor near the end of the semester. You will not receive a copy of your supervisor’s review form from me, but I will discuss the content of that review with you.

9. **Email contact & TWEN.** You must check your email and make sure that I have the email address at which you prefer I contact you. *I will send important information about our classes and assignments to you through email.* If you do not want to use your Vandal email, please sign up on TWEN with the email you prefer and also email me your preferred email contact, as well as your cell number.

10. **Reporting Problems.** If there are any problems, big or small, that arise during your externship, please contact me by phone or email; don’t wait for me to discover them through journals or otherwise. The sooner we address problems, the better. The goal is to give you a great externship/educational/work experience and help you get a positive reference for future jobs. I look forward to working with you to accomplish these goals.