JD EXTERNSHIP SEMINAR
Georgetown University Law Center
Adjunct Professor Lavery
Spring 2016
Alternate Wednesdays
5:45-7:45pm
Room MCD 156

Contact Information:
Yolanda Lavery
E-Mail: vglavery@gmail.com
Phone: 202-551-4700 (work)
Cell: 786-280-6456

Eligibility
Students must concurrently be enrolled in the JD Externship Program.
To be eligible to participate in the JD Externship Program, students must have completed one
year of law school study, and have secured a field placement in the public sector. The Law
Center faculty does not award credit for placements in the private sector, even at offices
engaged in work in furtherance of the public interest.

Course Description
The classes will focus on managing learning goals outside of the classroom, developing
additional competencies, reflection that is specific to the substance of certain practice areas;
and general reflections in practice including access to justice; bias in the legal profession; and
Leadership and Group Dynamics.

The goal of this seminar is for students to develop the tools necessary to contemporaneously
participate in and learn from field placement experience. An additional goal is for students to
become adept at evaluating, and assessing the value of practical experiences so that they are
able to match their learning goals with future practice environments.

This seminar will meet bi-weekly, and while geared toward students in Business and
Transactional field placements is available to all students enrolled in the JD Externship
Program.

Evaluation
This seminar is for one pass/fail credit. Students are expected to attend all seven classes,
submit reflective memos as assigned, and submit a final reflection paper. Students also will be
awarded either two or three pass/fail credits for the completion of ten or fifteen hours of work
at their field placements. For the Spring 2016 semester only, neither seminar nor field
placement credits count towards the seven credit pass/fail limit.

Final Reflection Papers
May graduates’ papers are due on Monday, May 2, 2016 through the Office of the Registrar's
Exam Management System.
All other papers are due on Tuesday, May 17, 2016 through the Office of the Registrar's Exam
Management System. Please visit Registrar’s webpage for instructions on how to submit final
papers.
Please include your name on your papers.
Program Requirements
Registration forms – Supervisor Agreement Form, Student Agreement Form
Field work – 110 or 165 hours for 2 or 3 credits, respectively
Goals Memo (or Worksheet)
Weekly time sheets
2 interim reflection memos (2-4 pages each)
Mid-term Goals Update
Student placement evaluation (submitted through Symplicity)
Student Evaluation – emailed to attorney supervisors during the last week of classes
Final Reflection Paper (5-7 pages)

IMPORTANT DATES AND REMINDERS:

☐ Before you start:
  o Review the Manual for JD Externship Supervisors located on the JD
    Externship web site. The Manual contains the forms that you will submit
    after you begin your placement.
    http://www.law.georgetown.edu/academics/academic-programs/clinical-
    programs/externships/index.cfm. It can be found under the “Links” bar on
    the left hand side of the page.

☐ After your first week:
  o Turn in Supervision Agreement Form. Your professor will let you know the
    preferred means of submission.
  o Turn in the Student Agreement Form. Your professor will let you know the
    preferred means of submission.
  o Turn in your Goals Memo. Your professor will let you know the preferred
    means of submission.

☐ Weekly
  o Turn in your Timesheets. The link to the online form can be found on the JD
    Externship web page.

☐ After Six Weeks
  o Complete a mid-term review of your Goals.

☐ At the end of our placement:
  o Complete a placement evaluation on Symplicity.
    ▪ STEP 1 – Please tell us where you will be externing this
      semester:
      • Login to Symplicity
      • Click on “Profile” tab
      • Click on the "Add New Externship" button in the “JD
        Externships” sub-section
      • Complete the “JD Externship Placement Registration Form”
        and click “Submit” when done
    ▪ STEP 2 – Complete the JD Externship Placement Survey:
      You may access the survey via Symplicity by clicking on the
      “Externship Placement Survey” link under the “JD Externships” tab.
      NOTE: the red exclamation point icon next to the survey link will
change to a green check mark icon once your survey has been approved by the Externship Office.

- If you have any questions about this process, please contact Ruby Sheikh in the Office of Public Interest and Community Service (OPICS) at ris6@law.georgetown.edu.

**Final Paper**

- Final papers are due in accordance with the dates on the Georgetown Law Center Academic Calendar produced by the Office of the Registrar, and should be submitted through the Office of the Registrar’s Exam Management System.

**CLASS SCHEDULE**

**Class 1 – January 27:** Setting Goals, Professionalism and Ethics in the Legal Setting

**Assigned Readings:**


Model Rules of Professional Conduct
- Rule 1.6 – Confidentiality of Information
- Rules 1.7-1.12 – Conflicts of Interest

**Goals Assignment (due before first class meeting):**
Take a moment to reflect upon why it is that you chose this placement. How does it fit into your learning goals? How will it enhance your experience in the classroom? How will it weave into the professional narrative that you are building? What do you want to achieve during these 11 weeks that you will spend in the field? Once you finalize your goals, sit down with your supervisor for a meeting to discuss what you hope to achieve during your placement.

Please e-mail me (vglavery@gmail.com) prior to our first class with a completed Goals Memo or Worksheet. If you have begun work at your externship, please include your attorney supervisor’s feedback.
Class 2 – February 10:  Supervision in Your Externship: Meaningful Work, Assignment Clarification and Getting Feedback

Assigned Readings:


Reflection Assignment (due before Class #2):
Take a moment to reflect on the assignments you have received so far in your placement. Were the assignments meaningful? Were the assignments clearly explained? Did you attempt to obtain clarification? Have you received feedback on your assignments? Was that feedback helpful to you? How did you handle feedback that was either not helpful or negative? Please e-mail me (vglavery@gmail.com) and come to class with your first completed reflection memo (2-4 pages).

Class 3 – February 24:  Bias, Diversity and Cultural Competence

Assigned Readings:


Class 4 – March 16:  Conducting Complex Fraud Investigations
(Guest Lecturer: Jill Henderson, Counsel to Commissioner Stein (SEC))

Assigned Readings:  TBD

Class 5 – March 30:  Developing Professional Relationships, Networking and Social Media

Assigned Readings:

Sheryl Sandberg, *Are you My Mentor, Lean In: Women, Work, and the Will to Lead*


Andrew Lu, *Things Law Students Should Never Do on Social Media*, FindLaw, (September 10, 2012).


**Assignment:** Please email (yglavery@gmail.com) your completed Midterm Goals Update in advance of this class and come to class prepared to discuss the assignment.

**Class 6 – April 13:** *Managing Everything: Balance and Resilience*

**Assigned Readings:**


Paula Davis-Laack, *Training your Brain for Self-Regulation and Resilience*, American Bar Association, Young Lawyers Division

Watch: Shawn Achor Ted Talk: The happy secret to better work

**Reflection Assignment (due before Class #6):**
Take a moment to reflect on what professional success means to you? For example, what is the relative importance of money, recognition, influence, providing help to others, etc.? What would it take to get that kind of success in a job that is of interest to you? How does the concept of balance factor into your definition of professional success? Please e-mail me (yglavery@gmail.com) and come to class with your second completed reflection memo (2-4 pages).
Class 7 – April 27: From Externship to Career – Connecting the Dots

Assigned Readings:

Asley Mosley, 7 Smart Things to Do After Your Internship Ends, http://www.brazen.com/blog/archive/career-growth/7-smart-things-to-do-after-your-internship-ends/ (October 17, 2013)

Kathryn Knight Randolph, Ending Your Internship on a Good Note, http://www.fastweb.com/career-planning/articles/end-your-internship-on-a-good-note (July 8, 2015)

Assignment: Please come to class prepared to answer one of the following questions with your classmates: (1) What about your internship was the most surprising to you and what lesson can you draw from this? (2) What new skills have you learned from your internship? (3) Have you changed any of your long term goals as a result of your experience?

Final Reflection Paper:

This Final Reflection Paper should assess your own learning and critically evaluate your externship experience. Reflect on what your externship experience has taught you. Consider some of the following: How has your externship experience contributed to your overall legal education? What aspects of your legal education best prepared you for your externship? Did you meet the goals you set out for yourself at the beginning of your externship? Why or why not? Are there new professional or personal goals that you would now like to set for yourself as a result of the experiences in your externship? Did your internship provide you with any insights that you hadn’t anticipated? (5-7 pages)
**GOALS MEMO** (or Goals Worksheet)
You may submit your goals in whatever format seems most effective (e.g. Chart I or memo format), but your submission must include feedback from your supervisor. Some things to think about:

1. What are your goals for the semester?

2. For each goal try to think of two or three tangible objectives that will help you achieve that goal.

3. What experiences or projects could you have at your placement that would increase the likelihood of achieving your objectives? Maybe you want to complete at least three research projects. If you do not know, ask your supervisor. Perhaps you would like to witness jury selection, or go to a detention facility.

4. Prior to submitting these goals on the Courseware page, please bring them to your initial meeting with your supervisor and record his or her feedback about your goals.

5. If a goal does not seem feasible, ask your supervisor for his or her suggestions for other learning opportunities that may not be on your list.

6. Set a date to review your goals mid-way through your time at your placement (Chart II).

**Goals Worksheet:**
**Chart I:**

<table>
<thead>
<tr>
<th>Goals</th>
<th>Objectives</th>
<th>Types of Projects</th>
<th>Supervisor Reactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please describe your meeting with your attorney supervisor. Was it a positive experience? Why or why not? Did your supervisor give thoughtful feedback about your goals? How did you feel after the meeting? If your meeting did not occur as you envisioned, what could you have done differently?
**MIDTERM GOALS UPDATE:**
At the mid-point of the semester, you should revisit your goals to see if they've been accomplished. Working with your supervisor, develop strategies to accomplish your goals, or to think about how they could be modified (feel free to copy and paste).

<table>
<thead>
<tr>
<th>Original Goals</th>
<th>Objectives</th>
<th>Types of Projects</th>
<th>Progress/challenges toward meeting goals</th>
<th>Strategies to accomplish and/or modifications</th>
<th>Supervisor feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Goals</th>
<th>Objectives</th>
<th>Types of Projects</th>
<th>Supervisor Reactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>