

**University of Florida Levin College of Law**

*General Externship LAW 6946 (13568)*

**Fall 2024 Syllabus (2-5 credits)**

Professor Lisa Polak Edgar

Office Location: 370A Holland Hall

Office Phone: (352) 273-0972 Cell Phone: (850) 322-6502 (preferred)

Email: [lisa.edgar@law.ufl.edu](mailto:lisa.edgar@law.ufl.edu)

Office Hours: Tuesdays 1:30 p.m. to 3:30 p.m.

In addition to office hours, students are encouraged to contact me (faculty supervisor) by email or text with questions or concerns, for discussion, and to make appointments.

**COURSE OBJECTIVES AND GOALS:**

- Facilitate as students develop and pursue professional goals while practicing and reflecting upon work at an approved legal field placement
- Improve lawyering skills, including research, writing, and oral advocacy by putting these skills into action and receiving feedback from attorney supervisors
- Further develop habits of reflective learning and self-awareness
- Experience the importance of professionalism by working directly for practicing attorneys
- Expand substantive legal knowledge and analytic skills
- Foster initiative—students are encouraged to ask questions, seek assignments, and take appropriate action without waiting to be directed by others

**LEARNING OUTCOMES:**

This course allows you to step out of the classroom to work closely with practicing lawyers and senior executives while earning academic credit. The work assigned by your field placement should be intellectually challenging and contribute to your professional growth and development. You'll learn by doing and observing, and in the process, grow essential skills for becoming an ethical, skilled, and effective lawyer. This semester will be a unique opportunity for the attorneys and others at your field placement to meet you and see your work over an extended period of time. Make the most of it!

## GRADING POLICIES:

This course is graded pass/fail (S/U). You will be working in a law practice setting under the supervision of an attorney. To receive credit for your externship you must:

1. Complete your required hours and provide signed time sheets by email to [externships@law.ufl.edu](mailto:externships@law.ufl.edu) approximately every two weeks. One credit hour equals 45 hours of professional legal work.
2. Conduct yourself in an ethical and professional manner.
3. Complete and submit journal entries/reflection papers on time and as described. These should be thoughtful and contemplative, not just a recitation of tasks. Include your name, the date, and page numbers on each submission.
4. Attend and participate in two Zoom class meetings, unless excused in advance.
5. Schedule and complete a minimum of 2 individual in person or Zoom meetings with me, Professor Edgar, your Faculty Supervisor for this course.
6. Complete and submit Student Evaluation Form near the end of your placement.
7. Other work as assigned.
8. Respond to all emails, texts or calls from me promptly.

**Forms, due dates, detailed time sheet instructions, and announcements will be available on the CANVAS class page.**

## SITE PLACEMENT POLICIES

As a Student Extern you are expected to comply with the rules, guidelines, and policies of your field placement organization. This includes absences, schedule changes, illness, etc. Note, the Student Extern is required to maintain the confidentiality of any client information or attorney work product according to the policies of the placement organization. Questions should be directed to your Attorney Supervisor or me, or both.

## LAW SCHOOL COUNSELOR

We are fortunate to have a mental health counselor, **Ritzy Ettinger**, who is dedicated to the law school community. Ritzy assists with both crisis and non-crisis services. You may reach out to Ritzy by email or call the Student Life main office.

Name: Ritzy Ettinger

Direct Email: [rettinger@ufl.edu](mailto:rettinger@ufl.edu)

Student Life Phone: 352-273-0620

## **IMPORTANT**

**Pay attention to announcements and assignments in Canvas and email.** As the semester progresses, changes may, and probably will, be necessary. This applies for the class as a whole and for individual students. Re-read point 8 in Grading Policies.

Syllabus, Calendar, Assignments, and Time Sheets will be discussed in detail in our first class Zoom meeting.

## **NOTICE**

Students are required to follow UF Law policies regarding the use of AI and Plagiarism. For work assigned by your externship placement, abide by the AI policies of that organization. Other information about UF Levin College of Law policies, including compliance with the UF Honor Code, Grading, Accommodations, Class Recordings, and Course Evaluations can be found at this link:

<https://ufl.instructure.com/courses/427635/files/74674656?wrap=1>

## **UF LAW STUDENT LIFE**

Please familiarize yourself with the law school's Student Life page at <https://www.law.ufl.edu/student-life>. It is a tremendous resource for both law school and university resources and services, including the following:

- Academics (e.g., Schedules, Calendars, Policies, Experiential Learning)
- Campus Logistics (e.g., Reserving a Study Room)
- Technology (e.g., Zoom, Canvas, ExamSoft, Helplines)
- Research Tools (e.g., Law Library, Westlaw, Lexis)
- Diversity & Inclusion (e.g., Statements, Policies, D&I Dean's Information)
- Career and Professional Development (e.g., Advisors, Appointments, Symplicity)
- Health And Safety (e.g., Wellness, Title IX)
- Contact Information (e.g., Law School Departments)

## Assignments and Due Dates

Week 1	Info Sheet	Fri. Aug. 23
Week 2	Class Zoom 1	Wed. Aug. 27
Week 3	Journal 1	Sun. Sept. 1
Week 4	Signed MOU	Sun. Sept. 8
Week 5	Journal 2	Sun. Sept. 15
Week 6	Individual Meetings 1	See CANVAS Calendar
Week 7	Journal 3	Sun. Sept. 29
Week 8	Time Sheet Verification	Sun. Oct. 6
Week 9	Journal 4	Sun. Oct. 13
Week 10	Individual Meetings 2	See CANVAS Calendar
Week 11	Journal 5	Sun. Oct. 27
Week 12	End of Semester Assignments	Sun. Nov. 3
Week 13	Journal 6	Sun. Nov. 10
Week 14	Wrap up (as needed)	Sun. Nov. 17
Week 15	Journal 7 (as needed)	Sun. Nov. 24

Other work and meetings as assigned.