

**University of Florida Levin College of
Law *General Externship* LAW 6946 (18419)
Spring 2025 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

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!

REQUIRED READING MATERIALS:

There are no required textbooks. Reading assignments will be given as needed.

COURSE EXPECTATIONS AND GRADING

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 approved time sheets per “Instructions for Completing Weekly Timesheets” in Canvas Files. 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 and other end of semester assignments 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, assignments, 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.

ABA OUT-OF-CLASS HOURS REQUIREMENTS:

ABA Standard 310 requires that students devote 120 minutes to out-of-class preparation for every “classroom hour” of in-class instruction. Our class time is approximately two and a half hours, requiring at least five hours of preparation outside of class, including reading the assigned materials, completing written assignments, and submitting your

bi-weekly reflections. Articles and viewing materials relating to current events will be added to your assignments periodically throughout the semester.

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

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)

Draft Course Schedule and Assignments

Week 1	Info Sheet	Fri. Jan. 17
Week 2	Class Zoom 1	Jan. 22 or 23
Week 3	Journal 1	Sun. Jan. 26
Week 4	Signed MOU	Sun. Feb. 2
Week 5	Journal 2	Sun. Feb. 9
Week 6	Individual Meetings 1	See CANVAS Calendar
Week 7	Journal 3	Sun. Feb. 23
Week 8	Class Zoom 2	TBD
Week 9	Journal 4	Sun. Mar. 9
Week 10	Spring Break	Mar. 17-21
Week 11	Journal 5	Sun. Mar. 23
Week 12	Individual Meetings 2	TBD
Week 13	Journal 6	Sun. Apr. 6
Week 14	Wrap up (as needed)	TBD
Week 15	Journal 7 (as needed)	Sun. Apr. 20

Other work and meetings as assigned.