

Student Externship Syllabus – Fall 2008

NOTE: Your externship materials MUST be typed and turned in as hard copy in your extern binder.

Submissions Deadlines: (all to be placed in your binder provided by Lisa Cannon)

Early Report – by Friday, Sept 5th - The purpose of this early report is to confirm you have started your hours and to identify any problems that need to be remedied

State Judicial – Submit a brief email message to Prof. Vance at ruth.vance@valpo.edu detailing your externship experience to date.

Non-Judicial – Submit a ½ - 1 page memo to Lisa Cannon for Assoc. Dean Cichowski to review

- 1) **Mid-term Reports – Monday, Oct. 13th** It is critical that your field supervisor's evaluation and your reports are received on time. Plan accordingly. Do not wait until the due date to request a mid-term evaluation from your field supervisor (students who do so often discover that their field supervisor is out of the office or otherwise unavailable).
 - a. **Time Log** to date – Must be signed by Field Supervisor, with hours totaled. Hours completed should be approximately half the hours required for the full semester's credit. You will not be eligible to decrease your extern credit past the drop/add deadline one week after class begins. Time Log available on extern website, <http://www.valpo.edu/law/externships>.
 - b. **Journal** to date – Maintain a journal with an entry for each day or week you spend in your externship. These entries should reflect on what you are doing and observing in the workplace.
 - c. **Work Product** to date – Keep a file of all final copies of your work product. Before you turn it in, make sure that your Field Supervisor approves (some of your work product may not be appropriate for disclosure). **If you are unable to submit work due to confidentiality**, please note this in your work journal.
 - d. **Field Supervisor's Mid-term Evaluation** of your work – please confirm this is returned to Lisa Cannon by the date above.

NOTE: State Judicial Mid-term Meeting will be held Wednesday, Oct. 22 at 11:00 am in Stride.

- 2) **Final Reports – Monday, December 8th**
 - a. **Comprehensive time log** – Signed by supervisor, with hours totaled which must equal amount required for your extern credits (45 hours per credit)
 - b. **Final journal** – Beginning where mid-term journal ended
 - c. **Work product** – Include only your work completed since Mid-term Report
 - d. **Field Supervisor's Final Evaluation** of your work (verify it will be received on time, so you do not receive an "Incomplete" on your grade report).
 - e. **Part I and Part II Student Evaluations** of your Externship/Field Supervisor and Faculty Supervisor/Director – You must **complete evaluations of your Faculty Supervisor and Field Supervisor (for ST JUD)** at the end of the semester to obtain credit. Forms are found on the Externship website and must be placed in your binder **by Dec. 8**, with your final materials.
 - f. **State Judicial Final Paper** – The paper should be 3-5 pages, double-spaced and may be shared with future externs interested in working with a specific employer. You should discuss and analyze your experiences in light of your formal education.

Non-Judicial Final Journal/Analysis and Reflection – Prepare a "Final Analysis and Reflection" entry of about a page or so in length at the end of your journal. The purpose is to draw the entire experience to a close and to take some time to reflect on what was gained through the experience.

There are 3 parties with whom you will be involved in each externship:

- 1) Field Supervisor at the extern placement
- 2) Faculty Supervisor–**Non-Judicial** - Assoc. Dean Curt Cichowski, **State Judicial** – Prof. Ruth Vance
- 3) Externship Director – Lisa Cannon