

St. Mary's University School of Law

Externship Summer 2025 Syllabus

Modules by Week	Assignments/Tasks	Time (Est.)	Deadlines
Module 1: Pre-Externship Orientation (Week 0)	<ul style="list-style-type: none"> • Post in the Introduce Yourself Discussion. • Complete the Get to Know You Survey and upload your resume. • Complete the Work and Personal Values Survey. • Answer the Pre-Semester Assessment Quiz. • Work on your Goals & Learning Plan Draft. • Create & Upload a Practice Video presenting your proposed goals. • Review the Timesheet & Confidentiality Videos. • Read the Student Handbook. 	2.5 hrs.	Before Day 1
Module 2: Settling into Externship (Weeks 1-3)	<ul style="list-style-type: none"> • Goals Conference: collaborate and finalize Learning Plan with your Supervising Attorney. <ol style="list-style-type: none"> a. Set midterm and final evaluation feedback meetings. b. Submit the finalized Learning Plan. • Early Check-in w/Director Rivas (Find Pre-work & details on Canvas). • First Class: Strategize goals, explore professional identity, and analyze how self-directed learning skills will play a role in your transition from law student to lawyer. Class prep required. • Videos: Reflective Assignments, Exemplars, Assignments, & Feedback 	4 hrs.	First Class: May 30 12:00 – 1:00 P.M. Via ZOOM
Module 3: Small Group Assignment (Weeks vary)	<ul style="list-style-type: none"> • Small Group (Pick a Topic/Date): • <u>Attendance at one is required, but attending two is highly encouraged. Please RSVP by 5/30 to your small group(s).</u> <ol style="list-style-type: none"> a. Exploring Practice Areas: Jun. 6 b. Peer Networking: Jun. 13 c. Mental Health/Mental Performance: Jun. 20 d. Belonging & Inclusion in Law: Jul. 25 	1.5 hrs.	Small Group Options: 6/6, 6/13, 6/20 or 7/25 12:00– 1:00 P.M. Via ZOOM
Module 4: Midterm Tasks (approx. Weeks 4-6)	<ul style="list-style-type: none"> • Midterm Evaluation- Supervisor completes the evaluation form and discusses the feedback with Extern in a formal meeting. <ol style="list-style-type: none"> a. Sign and promptly upload evaluation form to Canvas. • Midterm Feedback Reflective Essay- Due three days after the midterm feedback meeting with your supervisor. • Second Check-In: Dean Kelley will check-in with you and separately with your supervising attorney. <ol style="list-style-type: none"> a. This occurs after the Midterm Evaluation and Essay are uploaded. 	2.5 hrs.	Midterm Dates vary
Module 5: Wrapping Up Your Externship (approx. Weeks 8 and beyond)	<ul style="list-style-type: none"> • Last Class: Discuss ways to leverage this experience and prepare for your next professional step. Class prep is required. <u>Final Documents due by August 8.</u> <ol style="list-style-type: none"> a. Exemplar. b. Post-Semester Self-Evaluation c. Final Timesheet d. Final Timesheet Verification (signed) e. Final Evaluation by Supervisor (signed) f. Final Evaluation Reflective Essay g. Extern Evaluation of Course, Placement, and Supervision 	2.5 hrs.	Last Class: August 1 12:00 – 1:00 P.M. Via ZOOM Final documents due: August 8
Module 6: Timesheets	<ul style="list-style-type: none"> • Template provided in Week 1 assignment for easy use. 	15 min./wk.	Due Weekly

Statement of Educational Objective

St. Mary's University School of Law implemented the Externship course with the goal of creating more practice-ready law graduates. With this in mind, the educational objectives for the course are to provide an opportunity for law students to:

- Develop skills required for legal practice, specifically interpersonal skills and analytical or technical skills.
- Apply the rules of professional responsibility to their clients, opposing parties, colleagues, and the court system.
- Engage in active learning through experience, feedback, and reflection.
- Understand and apply remote work strategies that result in effective communication, productivity, and relationships within the professional office.

Attendance Policy

Given the limited times this course meets, the standard attendance policy does not apply. Attendance is required for both classes (May 30th and August 1st) and a small group meeting listed in the syllabus above. Class and small groups will take place on Zoom from 12:00pm – 1:00pm (CST).

ABA (American Bar Association) Standard 310

ABA Standard 310 governing a program of legal education provides the following expectation of a credit hour:

- A “credit hour” for field placements is an amount of work that reasonably approximates 42.5 hours per credit of time spent in class, performing field placement or clinic work, preparing for class, or completing class assignments (e.g., reflective writing assignments), and preparing for and taking an exam, if applicable. [See Managing Director's Guidance Memo Standard 310, May 2016]

Disability/Accommodations Statement

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendment Act, Student Accessibility Services is the designated office responsible for coordinating all accommodations and services for students with disabilities at St. Mary's University. St. Mary's University supports equal access of qualifying individuals with documented disabilities to all educational opportunities, programs, services, and activities.

If you have a documented disability or a condition which may impact your performance and want to request disability-related accommodations, you must first register with the Office of Student Accessibility Services, located in the Student Counseling Center (in the Center for Life Directions Building) in room 139.

Please stop by the Student Accessibility Services Office, call 210-431-5080, or email stmudsts@stmarytx.edu to set up an appointment to meet with the Student Accessibility Services staff.

University Policies

St. Mary's University is committed to providing a safe, equitable, and fair environment where students can pursue academic excellence. Policies and procedures have been developed to foster and sustain such an environment. Students need to be aware of these policies and procedures, which can be found in Gateway1 or in the law school Student Handbook, or on the University Policies2 webpage and include but are not limited to:

- Nondiscrimination
- Sexual and Other Forms of Harassment
- Students with Disability
- Human Subjects Research
- Course Incompletes
- Course Attendance
- Academic Honesty

Diversity Statement

St. Mary's University embodies the Marianist spirit of educating the heart and mind. The University draws on the example of Blessed William Joseph Chaminade, founder of the Society of Mary – to create an environment that lets students thrive and where diversity, equity, and inclusion are essential. The intersectionality of our diverse experiences and characteristics are valued in all spaces within our community, beginning in this course. Thus, we are committed to building an inclusive learning environment that values the individual experiences of every student in this course and where each has an opportunity to learn, engage in dialogue, question, and contribute to their fullest potential.

AI Policy

Law students may not employ generative AI tools or services, including, but not limited to, language models, essay generators, or any other type of AI-enabled content creation tools, for course assignments, examinations, or any other academic work, unless explicitly authorized in writing by the course professor. This includes both direct usage of AI output in submitted work and using AI tools to inform or guide the creation of student work. Violation of this policy will be considered a breach of academic honesty and will be dealt with according to our existing academic integrity procedures. This applies across all coursework and examinations unless otherwise stated in writing by the professor.