

Dear incoming 3L students,

Congratulations on entering your final year of law school!

As you start planning your 3L courses, you may be interested in participating in an intensive clinical placement. As you may or may not be aware, Robson Hall has a number of 3-credit clinical courses. More recently, we have initiated legal externships. **Robson Hall defines externships as those courses for which a student will receive 12-credit hours.** These externships provide students the chance to apply what they have learned in the classroom to a real life context. Students will gain legal skills under the support and supervision of an on-site supervising lawyer. The 3-credit hour or 6-credit hour clinical courses do not currently form part of the externship program.

At this point our program is starting small with a limited number of opportunities. It is our expectation that the program will grow steadily each year. As the program is in its earliest stages, please contact me with any questions/concerns. I welcome your feedback throughout the school year.

Please note that I am away from the office from June 29, 2019 through July 9, 2019. I will return to the office on July 10, 2019. I will not be able to respond to your questions/concerns during this period.

All the best for a successful final year at Robson Hall!

Yours truly,

Natasha L. Brown

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Types of Placements

Students can participate in one of the following externship experiences:

- (i) **Intensive Term Placement:** This is an intensive externship placement whereby students earn a total of 12 credits in one term. Students are placed at an organization for either the fall or the winter term and are expected to work at their placement sites for 28-30 hours each week for 12 consecutive weeks (excluding reading week). Students enrolled in the Intensive Term Placement must also be enrolled in Legal Profession and Professional Responsibility [LAW 3024] in the same term, unless the student has received written approval from the Externship Supervisor, the Director of Externships and the Associate Dean allowing otherwise.

- (ii) **Two-Term Placement:** This is an 8-month placement whereby students earn 6 credits per term (fall and winter) for a total of 12 credits over both terms. Students in the Two-Term Placement are expected to work at their placements for 14 hours each week for 12 consecutive weeks in the fall term and for an additional 14 hours each week for 12 consecutive weeks in the winter term. Students may enroll in Legal Profession and Professional Responsibility [LAW 3024] in either term; however, enrollment in the fall term is strongly recommended.

Intensive Term Placement:

Event	Fall Term Timeline	Winter Term Timeline
Externship Applications open	June 26, 2019	June 26, 2019
Externship Application due	July 12, 2019 at 4:00 pm	July 12, 2019 at 4:00 pm
Students are selected for placement positions in consultation with placement organizations	July 30, 2019 (interviews to take place July 15, 2019 – July 29, 2019)	July 30, 2019 (interviews to take place July 15, 2019 – July 29, 2019)
Students complete orientation, write Learning Agreement, sign and return Confidentiality Agreement to Director of Externships and begin work at placement	First week of September	First week of January
Students complete Learning Agreement and Memorandum of	Second week of September	Second week of January

Understanding with Externship Supervisor		
Students meet with Director of Externships for seminar course	Every Friday from 9:00 am – 11:00 am at Robson Hall from September through early December (max. 12 classes total). No class during reading week	Every Friday from 9:00 am – 11:00 am at Robson Hall from January through early April (max. 12 classes total). No class during reading week
Mid-Term Self-Evaluation is due from students. Mid-Term Evaluation is due from Externship Supervisors. Director of Externship meets with all students and organizations individually to check on learning goals, any issues in the workplace and the plan for the rest of term	Last week of October/First week of November	Last week of February/First week of March
Students end placements, Final Self-Evaluation is due from students, Final Evaluation is due from Externship Supervisors	First week of December	First week of April
Students and Externship Supervisors provide feedback on course to Director of Externships	Third week of December	Third week of April

Two-Term Placement Externships:

Event	Timeline
Externship Applications open	June 26, 2019
Externship Application due	July 12, 2019 at 4:00 pm
Students are selected for placement positions in consultation with placement organizations	July 30, 2019 (interviews to take place July 15, 2019 – July 29, 2019)
Students complete orientation, write Learning Agreement, sign and return Confidentiality Agreement to Director of Externships and begin work at placement	First week of September
Students complete Learning Agreement and Memorandum of Understanding with Externship Supervisor	Second week of September

Students meet with Director of Externships for seminar course	Every Friday from 9:00 am – 11:00 am at Robson Hall from September through early April (max. 24 classes total). No class during reading weeks or last three weeks of December
Mid-Term Self-Evaluation is due from students. Mid-Term Evaluation is due from Externship Supervisors. Director of Externship meets with all students and organizations individually to check on learning goals, any issues in the workplace and the plan for the rest of term	Last week of November/ First week of December
Students end placements, Final Self-Evaluation is due from students, Final Evaluation is due from Externship Supervisors	First week of April
Students and Externship Supervisors provide feedback on course to Director of Externships	Third week of April

Academic Component

While students work at their placement, their experience must be supported by an on-campus academic component. **All externship students must participate in a Reflective Practice Seminar for two (2) hours each week. This seminar is held at Robson Hall every Friday morning from 9:00 am – 11:00 am for every week that the student is engaged in fieldwork.** The seminar is taught by the Director of Externships. The seminar is designed to complement the field placement experience and build each student's professional skills. It includes readings, class assignments, verbal and written reflection, developing an educational plan and mid- and end-of-year evaluations. Students are expected to actively engage in the course roundtable discussions, small group exercises and oral presentations.

The course content will focus on these general areas:

- The general details of each student's work at their placement (specific file details will be omitted to protect client confidentiality);
- Issues relating to ethics, cultural competence and practice management;
- Developing a professional identity;
- Successfully progressing from an academic environment to a professional workplace.

There is one textbook required for this seminar class: *Learning from Practice: A Text for Experiential Legal Education (3rd ed.)*.

***Please note that the time students spend attending at and preparing for the Reflective Practice Seminars do not count towards the required field work hours.**

Grading

Externships are graded on a pass/fail basis. To earn a passing grade, students must complete the minimum number of hours required by the field placement in a satisfactory and professional manner as determined by their supervising lawyer. Students must also attend all required seminar sessions, demonstrating appropriate preparation, as well as active and professional participation, and satisfactorily complete all assignments in a timely and professional manner.