

Robson Hall
Faculty of Law



UNIVERSITY
OF MANITOBA

Externship Program 2020-2021

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.

Due to the current pandemic, this year we will be offering a limited number of opportunities. As we are to restrict in-person contact as much as possible, these externships will look different. Students will be working remotely within each placement as much as possible. Further details on this will be outlined below. As each placement will have some in-person (but socially distant) contact, there will be some risk associated with selecting an externship. If you are not comfortable with in-person contact or unable to be in the City of Winnipeg or surrounding areas during the school year, please do not apply for an externship.

Notwithstanding the changes to the program for 2020-2021, I expect that the placements will remain an exciting and challenging way to put your legal knowledge into action.

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

Yours truly,

Natasha L. Brown

Natasha Brown
Director, Professional Practice & Externships
204.474.7040
Natasha.Brown@umanitoba.ca

What does an externship look like?

For the current school year, an externship 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 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.

Event	Timeline
Externship Applications open	August 17, 2020
Externship Application due	August 23, 2020 at 11:59 pm Central Time
Students are selected for placement positions in consultation with placement organizations	August 31, 2020 (interviews to take place the week of August 24)
Students complete orientation, write Learning Agreement, sign and return Confidentiality Agreement to Director of Externships and begin work at placement. Students will also complete the Law Society of Manitoba's Law Student Registration Form. The fee associated with that form will be paid by Robson Hall	September 9, 2020 – September 11, 2020
Students complete Learning Agreement and Memorandum of Understanding with Externship Supervisor	Week of September 14, 2020
Students meet with Director of Externships for seminar course	Every second Friday from 9:00 am – 10:30 am <u>or</u> 1:00 pm – 2:30 pm via Zoom from September through mid-April. No class during reading weeks or during exam periods
Short written reflections	Due every second Friday at 9:00 am. The reflections will be due on the weeks that students are not engaged in the Zoom class
Mid-Term Self-Evaluation is due from students. Mid-Term Evaluation is due from Externship Supervisors. Director of Externship virtually 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. Last day of fall term is December 11, 2020
Students end placements, Final Self-Evaluation is due from students, Final Evaluation is due from Externship Supervisors	April 16, 2021

Students and Externship Supervisors provide feedback on course to Director of Externships	Third week of April
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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 1.5 hours every second week. This seminar is held virtually via Zoom every second Friday morning from 9:00 am – 10:30 am and every second Friday afternoon from 1:00 pm – 2:30 pm. Students will have the choice to participate in the group discussion ON FRIDAY MORNING OR FRIDAY AFTERNOON based on their class schedule/availability.** 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 discussions.

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 (3^d 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.

Application Process

1. Students must apply for externships no later than Sunday, August 23, 2020 at 11:59 pm Central Time.
2. Externship application packages must be submitted to Natasha Brown, Director of Externships via email (Natasha.Brown@umanitoba.ca). Application packages MUST NOT be submitted to the individual placements sites.
3. Students must submit a separate application package for each externship opportunity they wish to be considered for. i.e. If you wish to be considered for either the Criminal Defence Externship or the University of Manitoba Community Law Centre Criminal Law Externship, you must submit two separate application packages. When emailing their application packages to the Director of Externships, students will send one email. The email will contain multiple PDF application packages in the event that students are applying to more than one placement.
4. Each application package must contain a resume and answers to the required application questions.
5. As part of their application materials, students must also email one completed copy of each of the following:
 - a. Release Form;
 - b. Conflict of Interest Form; and,
 - c. Placement Selection Form.
6. On August 24, 2020, the Director of Externships will forward the application packages to the respective placement organizations.
7. Interviews, if necessary, will take place between August 25, 2020 and August 27, 2020. All interviews will be conducted virtually or by telephone. If students require accessibility accommodations for the interview process, they should notify the Director of Externships. Each placement organization will conduct their own interviews, if necessary, and will decide whom to interview.
8. On August 28, 2020, each placement organization will send the Director of Externships a list of their rankings of successful candidates.

9. On August 31, 2020, the Director of Externships will review the student placement rankings and will match students to organizations. In the event the same student is selected for more than one placement, the student will be placed with the organization that the student ranked higher on their Placement Selection Form. Students cannot participate in more than one externship.
10. On August 31, 2020, students will be notified via email as to their externship placement. It is anticipated that due to the limited number of externship experiences, not all students who apply for an externship will be selected.
11. On September 1, 2020, students will be required to contact Rosa Mueller to revise their course selections/current course registrations to accommodate their externship.

EXTERNSHIP PLACEMENTS

1. LEGAL HELP CENTRE OF WINNIPEG, INC. EXTERNSHIP

COURSE INSTRUCTORS:

Supervising Lawyers:

Nadia Rumore and Douglas Ripley
Legal Help Centre of Winnipeg, Inc. (LHC)
202-393 Portage Avenue

Email: nadia@legalhelpcentre.ca/doug@legalhelpcentre.ca

Office line: 204-258-3097/204-258-3094

Reflective Practice Seminar Instructor:

Natasha Brown
Director, Professional Practice & Externships
305A Robson Hall
Email: natasha.brown@umanitoba.ca
Office line: 204.474.7040

RECOMMENDED COMPLETED COURSES:

Family Law [*LAW 2640*], Civil Procedure [*LAW 2670*]

COURSE CO-REQUISITES:

Legal Profession and Professional Responsibility [*LAW 3024*]

COURSE ENROLMENT:

Up to 10 students total. It is anticipated that 5 third year students will be selected to work on Mondays and Tuesdays each week in the fall term and then Wednesdays and Thursdays in the winter term. The other 5 third year students will work on Wednesdays and Thursdays in the fall term and then on Mondays and Tuesdays in the winter term.

APPLICATION PROCESS:

Students must apply by completing the necessary application package. Candidates will be shortlisted for interviews. Interviews, if necessary, will take place virtually between August 25, 2020 and August 27, 2020. LHC staff will conduct the interviews.

COURSE DESCRIPTION:

The LHC Externship Course (LEC) has been designed as a bridge between the academic study of law and the practice of law. LHC is a downtown legal clinic that offers legal and social service information as well as summary legal advice to those whose annual family unit income meets LHC's eligibility criteria. Students are required to engage in problem solving by drawing on the substantive knowledge and skills they have acquired over the course of their law studies. Students will collaborate with others, such as students in social work, criminal justice and conflict resolution studies, whose resources, skill sets and perspectives are complementary. This interdisciplinary approach helps students to better understand and resolve challenges facing clients.

LHC EXTERNSHIP FIELD WORK:

The course will be a 12-credit hour course and academic credit is earned on a Pass/Fail basis. 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 will be expected to participate in LHC programming and learning for two full days each week (Monday and Tuesday **or** Wednesday and Thursday) with the exception that they will be permitted to attend the Legal Profession and Professional Responsibility ("LPPR") 3-credit course on a weekly basis. To the degree possible, attendance at LPPR should occur at a time other than during LHC's Drop-In Clinics (see below) when service to the public is being offered. LHC relies on student attendance to serve its clients; therefore, the course has a mandatory attendance policy. i.e. if the student is placed on Monday/Tuesday in the first term, it would be expected that they would enroll in LPPR on Fridays in the second term to ensure they are present on Tuesdays for drop-in clinic.

Students placed in the LEC will participate in all of the LHC programming, which is always subject to change depending on identified needs or gaps in services. Examples of the current programming at LHC are as follows:

1) Participation in LHC Legal Clinics and File Work

Students will have the opportunity to meet with clients and deal with real life issues by providing short-term summary advice, information and referrals, in our drop-in legal clinics. As well, students will inherit longer-term clients and carry caseloads arising from referrals to our specialized clinics, Family Law Clinic and Consumer Protection Clinic, as described below. Days and times of all of these clinics are always subject to change depending upon our clients' needs and LHC resources.

Drop-In Clinic: Anticipated to take place on Tuesday and Thursday afternoons as was the case this past academic year, students will meet with clients and answer legal questions, provide information on court processes, provide court forms and make referrals to community resources. Students observe and conduct interviews with clients on a wide range of legal topics. Students gain experience identifying and differentiating between legal and social issues. They consult with both staff lawyers and volunteer lawyers from the legal community to help identify issues and appropriate information or summary legal advice, which is then provided to the clients.

Family Law Clinic (FLC): Students directly assist LHC clients seeking information and assistance with their family law matters. They provide assistance with drafting court documents and/or legal correspondence, and guidance on family law (court) processes. They are provided with an in-depth experience in substantive family law, family court processes and alternative forms of dispute resolution in family law.

Consumer Protection Clinic (CPC): Students assist unrepresented parties related to consumer protection and general civil law issues. They are given an opportunity to draft correspondence with opposing parties/counsel, as well as court documents. Students may have the opportunity to observe and argue matters in Small Claims Court.

2) Legal Memorandums, Opinion Letters, Assignments and Special Projects

During the term, students will conduct research and prepare legal memorandums and opinion letters related to client files and other areas of interest / importance to the students and LHC. In addition, students will be assigned special projects throughout the term to assist with the operation of LHC such as participation in the development of resources, legal and otherwise, and educational workshops on a variety of legal topics for the benefit of the public. These projects and assignments will be reviewed and evaluated by the staff lawyers.

3) Participation in Court Processes

Historically, LHC students, under the supervision of staff lawyers, have always had a presence in the law courts, Winnipeg Centre, by providing some type of duty counsel

assistance to self-represented litigants, whether that was in the Family Division of the Court of Queen's Bench and also more recently, during the Protection Order (Set Aside) Docket in the General Division. LHC expects court participation to continue in some form and are currently in discussion with the judiciary about how this may look going forward,

In addition, students may speak to matters in court under the supervision of staff lawyers, as opportunities arise from time to time on their client files.

4) Participation in Outreach Services and Community Involvement

Students at LHC have always had an involvement with partner and other organizations for relationship building information-sharing purposes, and to also assist with presentations on substantive topics. It is expected that this will continue if not in person, then by way of video conferencing as is currently being done during this summer.

5) Presentations, Discussions and other forms of Learning

In addition to substantive law and procedural learning that naturally takes place from the client work LHC students are involved in on a day-to-day basis, they will also have the opportunity to receive a variety of presentations from staff lawyers and special guests that will strengthen their overall learning experience at LHC. Students can expect to receive presentations on the new family court process in Manitoba, and on small court processes, from staff lawyers. Discussions and presentations from others in the community and the legal profession have covered topics such as estate administration, residential tenancy issues, mental health challenges in clients, and domestic violence screening.

In addition, students will meet as a group on a regular basis with LHC staff and will participate in roundtable discussions, in order to discuss relevant topics on files, common questions, ethical and conflict issues as they arise, and other thought-provoking topics.

Remote Programming

As a result of the COVID-19 pandemic, LHC closed its physical premises in mid-March. Beginning on April 15, 2020, LHC began offering an alternative to in-person service in all of our legal clinics in order to ensure ongoing assistance to their clientele. Email and telephone inquiries are received from the public on an ongoing basis. Those individuals that meet eligibility requirements, and are not suitable for immediate referral elsewhere, are booked for afternoon "drop-in" phone consultations with students. Staff and volunteer lawyers are present throughout the afternoon in a shared videoconference, which closely

mimics the consultation atmosphere that would occur in the usual in-person drop-in setting.

Referrals to the specialized clinics have continued, and students will remain involved in ongoing file work which has remained relatively the same thanks to the use of remote/VPN connection; this has allowed for continued access to client files and office resources. Client contact will occur mostly by phone and email, and where necessary, by video conferencing in order to allow for more engagement with clients and/or to allow for staff supervision/evaluation where necessary, and to assist with client execution of documents now permitted under the Order of The Emergency Measures Act. Therefore, in-person client interaction is kept to an absolute minimum, and appropriate safeguards are implemented in situations where it is necessary.

Staff lawyers are continually available by email, telephone or videoconference.

If the public health situation does not allow for in-person attendance by the students at the LHC offices, LHC will be able to provide a fulsome externship experience using remote means as described above.

Participation in orientation, presentations and group discussions can be facilitated by way of videoconference as has already been done for our summer students.

In-Person Programming

LHC is hopeful that the public health situation will allow students to physically attend its offices at some point during 2020/21, in order that they are provided with the experiential learning that best approximates working in a law office. Nevertheless, they recognize the likelihood that precautions will almost certainly need to be taken to ensure the health of students, and in order to abide by public health recommendations. Therefore, LHC intends to:

- Constantly monitor the guidelines and recommendations put forth by the Office of the Chief Public Health Officer and the Law Society of Manitoba;
- Immediately begin procurement of Personal Protective Equipment, including disposable masks and gloves. LHC is also considering limited instalment of Plexiglas barriers to help facilitate situations where client attendance is necessary;
- Maintain extensive cleaning protocols and provide hand sanitizer;
- Enforce social distancing guidelines. The current configuration of LHC's premises allows for each student to have their own office;
- Consistently communicate with Portage Place so that we are apprised of any changes to access, cleaning procedures, etc.; and

- Minimize in-person client interaction to the greatest extent possible and where absolutely necessary, ensuring all safety protocols are followed including the completion of the COVID-19 questionnaire by the client before such attendance takes place.

As noted at the outset, LHC's main concern is ensuring the safety of all those involved in the delivery of our services. Any plans for in-person attendance will be done in consultation with the University of Manitoba, Robson Hall, and the externship students.

2. FAMILY LAW EXTERNSHIP

COURSE INSTRUCTOR:

Supervising Lawyer, Clinical Seminar Instructor, Reflective Practice Seminar Instructor:
Natasha Brown
Director, Professional Practice & Externships
305A Robson Hall
Email: natasha.brown@umanitoba.ca
Office line: 204.474.7040

COURSE PRE-REQUISITES:

Family Law [*LAW 2640*]

COURSE CO-REQUISITES:

Legal Profession and Professional Responsibility [*LAW 3024*]

ADDITIONAL COURSE REQUIREMENTS:

Students must complete a Criminal Record Check and Child Abuse and Adult Abuse Registry Checks in September as required by Legal Aid Manitoba. Legal Aid Manitoba will reimburse students for the costs associated with these checks.

COURSE ENROLMENT:

It is anticipated that 3 third year students will be selected.

APPLICATION PROCESS:

Students must apply by completing the necessary application package. Candidates will be shortlisted for interviews. Interviews, if necessary, will take place virtually between August 25, 2020 and August 27, 2020. Interviews will take place by the course instructor.

COURSE DESCRIPTION:

The purpose of the course is to provide students with a fulsome and comprehensive family law experience. In family law, the access to justice crisis has propelled legislation and practice norms to move towards less adversarial dispute resolution processes. Those processes require lawyers to build new skills, such as managing family violence, working

with other professionals (social workers and community service providers), and delivering unbundled legal services. The course aims to provide students with these skills and to develop student interest in the practice of family law.

The Family Law Externship Course is a 12-credit, 8-month clinical course. Students earn 6 credits per term (fall and winter) for a total of 12 credits over both terms. Students are expected to devote a minimum of 14 hours each week for 12 consecutive weeks in the fall term and devote an additional 14 hours each week for 12 consecutive weeks in the winter term (excluding reading weeks). To the extent possible, students should devote every Monday and Tuesday to the course field work. It is mandatory that the students be available for coursework on Mondays and Tuesday mornings each term.

FAMILY LAW EXTERNSHIP FIELD WORK:

Students placed in the Family Law Externship will participate in all of the following experiences:

Clinical Family Law Seminar: Mondays 9:00 am -10:30 am via Zoom

The major objective of the seminar is to introduce students to the procedural aspects of family law. The students will learn all the components of the family law process. The components will include drafting pleadings, applications, notices of motion, affidavits, briefs and orders.

Family Law Clinic: Mondays 12:00 pm – 4:00 pm, Tuesdays 9:00 am – 12:00 pm and additional 3 hours of work to be completed each week at the students’ convenience (mostly done virtually with some work required at various locations)

In partnership with Legal Aid Manitoba and under the direct supervision of the course instructor, students will provide clients with legal assistance. Students meet directly with Legal Aid Manitoba clients who are seeking assistance with uncontested divorces. Students will draft the necessary pleadings, affidavits and/or legal correspondence with the goal that the students will work on a file from file opening through file completion.

It is also anticipated that students may participate in the following additional experiences (depending on the guidelines and recommendations put forth by the Office of the Chief Public Health Officer, the Law Society of Manitoba, The Manitoba Law Courts and the University of Manitoba):

- shadow judges from the Court of Queen’s Bench of Manitoba – Family Division, observing court hearings and case conferences and engaging in debrief discussions with the Court;
- complete a minor discussion paper wherein they will critically examine the access to justice crisis in family law, reflect upon their personal experiences

- regarding the access to justice crisis in family law and propose ways in which law students and/or the law school can aid in the crisis; and
- assist self-represented litigants at the Great Library Information Hub

The vast majority of the file work can be done remotely with students working on files at their own homes. The clinic supervisor will have weekly check-ins with the students via email, phone or video conferencing. Students are required to meet with clients by phone, email or video conferencing as much as possible.

On certain occasions, it will be necessary for students to meet with clients to witness the signing of court documents. All in-person meetings will be limited to one student, the clinic supervisor and the one client. When this is required, the students will meet with clients at Legal Aid Manitoba located at 287 Broadway. The clinic supervisor will also be present. The students will be provided with an office wherein they can be socially distant from the client. The length of the meeting will be limited to 20 minutes or less. The students, supervisor and clients will be required to wear masks for the meeting. The supervisor will ensure that all surfaces are thoroughly disinfected before and after the meeting. Hand sanitizer will be available and students must use it before and after each meeting. The student and the clients will be required to bring their own pens. All attendees in the meeting must sit at least 2 metres apart from one another. In addition, the student will sit behind a plexiglass shield provided by Legal Aid.

Students may be required to attend at the Law Courts Complex to file or review court documents. This will be only be done when absolutely necessary. Students will be provided with disinfectant and hand sanitizer and will be advised to maintain appropriate social distance from others. In past years, students were paired with family law judges once per month to observe court. In the event this aspect of the course is able to continue, students will be provided with disinfectant and hand sanitizer, will be required to maintain appropriate social distance and will encouraged to wear masks throughout the court hearing.

In the event that students need to attend at the law school to review confidential client files, have access to a photocopier, etc., the students will have access to hand sanitizer and disinfectant. Students will be required to sign up for office time to ensure that only one student attends at the clinic at a time. The clinic office is located on the 3rd floor of the law school and is the same size as a typical faculty office on the 3rd floor. Surfaces will be disinfected before and after each student use. The student will be reminded to remain socially distant from anyone else who may be at the law school at the time.

3. University of Manitoba Community Law Centre (UMCLC) Criminal Law Externship

COURSE INSTRUCTORS:

Supervising Lawyer and Clinical Seminar Instructor:

Michael Walker
Riel Community Law Office
410-330 Portage Avenue
E mail: mwalker@legalaid.mb.ca
Office line: 204-985-8593

Reflective Practice Seminar Instructor:
Natasha Brown
Director, Professional Practice & Externships
305A Robson Hall
Email: natasha.brown@umanitoba.ca
Office line: 204.474.7040

COURSE PRE-REQUISITES:

Charter Issues in Criminal Law [*LAW 3590*]

COURSE CO-REQUISITES:

Advanced Advocacy [*LAW 3340*] and/or Intensive Criminal Law [*LAW 3532*], Legal Profession and Professional Responsibility [*LAW 3024*]

COURSE ENROLMENT:

It is anticipated that 6 third year students will be selected.

ADDITIONAL COURSE REQUIREMENTS:

Students must complete a Criminal Record Check and Child Abuse and Adult Abuse Registry Checks before the course begins in September. Legal Aid Manitoba will reimburse students for the costs associated with these checks.

ADDITIONAL COURSE MATERIALS:

The Criminal Code will be referred to during Criminal Law Seminars. As well, students will need to make reference to the Criminal Code during court appearances. For that reason the required text is: Martin's Annual Criminal Code, 2020 Student Edition.

APPLICATION PROCESS:

Students must apply by completing the necessary application package. Candidates will be shortlisted for interviews. Interviews, if necessary, will take place virtually between August 25, 2020 and August 27, 2020. Interviews will take place by the supervising lawyer.

COURSE DESCRIPTION:

The course will be a 12-credit hour course and academic credit is earned on a Pass/Fail basis. 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. The purpose of the course is to provide

students with a more fulsome and comprehensive criminal law practice experience. The course aims to provide students with the necessary practice skills and to develop student interest in the practice of criminal law. The University of Manitoba Community Legal Clinic, a legal aid clinic, is housed in the lower level of Robson Hall. Students will be encouraged to work from home as much as possible.

The course includes seminar instruction, court observation, assisting a supervising lawyer in relation to select practice activities and case conduct. Students are expected to devote 336 hours over the fall and winter term. The number of hours students are required to spend on the course will vary each week depending on the demands of their assigned cases.

*With the exception of the Clinical Criminal Law Seminar, (discussed further below), which has set hours, students will be able to schedule their field work hours directly with their Supervising Lawyers and may have flexibility in their work schedules.

The primary purpose of this course is to develop skills related to criminal law practice. To this end, instruction is given (virtually) on an intensive basis in a small group seminar. Students will be required to engage in classroom work during which substantive, procedural and evidentiary issues will be discussed. Students will be expected to complete reflective exercises in relation to observations of select criminal court proceedings. An important part of the course is student representation of Legal Aid Manitoba clients in relation to summary conviction criminal cases. This representation will take place under the supervision of a supervising Legal Aid Manitoba staff lawyer. There will be emphasis throughout the course on developing an understanding of the professional responsibility and ethics of criminal law practice.

*Note to Students that are UMCLC Students Supervisors: Student Supervisors who also take this externship will have a reduced assigned course caseload to account for the time that they spend handling non-course cases and for the time they spend supervising student volunteers during the fall and winter terms. Student Supervisors who do not elect to take this externship course will receive 3 credit hours for the time that they spend handling UMCLC cases and supervising student volunteers during the fall and winter terms.

UMCLC CRIMINAL LAW EXTERNSHIP FIELD WORK:

Students placed in the UMCLC Criminal Law Externship will participate in all of the following experiences:

Clinical Criminal Law Seminar: Thursdays 3:00 pm – 5:00 pm- to take place virtually

Seminar content will focus on the foundational knowledge and skills relating to criminal law practice. This will occur through lecture and discussion format. As well, guest speakers may present on special areas of interest in relation to criminal law practice. The hours students spend attending at and preparing for these seminars will count towards their field work hours.

Case Conduct: As scheduled.

Students will have an assigned caseload and will be responsible for all aspects of the case under the supervision of their assigned supervising lawyer. This will provide students with the opportunity to use the practice skills that they have learned through seminars and other course activities. Students will meet regularly with their supervising lawyer to discuss and receive direction in relation to assigned cases.

Observation: As scheduled

Students are required to observe and submit a reflective writing on certain criminal court proceedings as assigned by the Seminar Course Instructor. Students will also be required to observe their supervising lawyer conduct one trial and one sentencing hearing. These observation exercises will also involve a reflective writing.

Assisting the Supervising Lawyer: As scheduled

During the year students will assist their assigned supervising lawyer with certain aspects of case supervision such as legal research and document drafting. Students will be required to submit an outline of the assistance that they will be providing to the Seminar Course Instructor after their first meeting with their supervising lawyer for approval by the Seminar Course Instructor.

Safety Protocols

All student criminal practice takes place in Provincial Court. The Provincial Court suspended operations in relation to all out of custody matters from March 16 to May 29. Starting June 1, the Provincial Court has been gradually opening up in relation to out of custody matters. Initially the opening was only in relation to cases in Winnipeg but now circuit courts outside of Winnipeg are also opening. Students from the UMCLC handle cases in 13 circuit locations in Manitoba.

The UMCLC Office has been closed to the public since March 16 and there is no plan to open it in the near future. The clinic's Administrative Assistant, Carean Williams currently works from home but attends to the office 1/2 – 1 day per week for file administration, printing etc.

Externship students will be encouraged to work from home. That being said, students may need to attend at the office for things such as printing and accessing resources at the office.

Legal Aid Manitoba will provide the following PPE which is available and in use in the UMCLC.

- bottles of hand sanitizer

- masks and gloves (for student use at court)

- disinfectant wipes placed at each computer work station and next to the photocopier/printer

- a portable plexiglass screen for use during face to face meetings with clients

- social distancing reminder floor stickers

Students will be required to attend at the Law Courts Complex for their court hearings. Students will be advised to maintain appropriate social distance from others and will encouraged to wear masks throughout the court hearing.

4. Criminal Defence Externship

COURSE INSTRUCTORS:

Supervising Lawyer:

Scott Newman

Newman & Company

3rd Floor – 330 St. Mary Avenue

Email: scott@scottnewman.ca

Office line: 204-232-9086

Clinical Seminar Instructor:

Michael Walker

Riel Community Law Office

410-330 Portage Avenue

E mail: mwalker@legalaid.mb.ca

Office line: 204-985-8593

Reflective Practice Seminar Instructor:

Natasha Brown

Director, Professional Practice & Externships

305A Robson Hall

Email: natasha.brown@umanitoba.ca

Office line: 204.474.7040

COURSE PRE-REQUISITES:

Charter Issues in Criminal Law [*LAW 3590*]

COURSE CO-REQUISITES:

Advanced Advocacy [*LAW 3340*] and/or Intensive Criminal Law [*LAW 3532*], Legal Profession and Professional Responsibility [*LAW 3024*]

COURSE ENROLMENT:

Limited to one 3L student. The student will be placed at Newman & Company under Scott Newman.

ADDITIONAL COURSE MATERIALS:

The Criminal Code will be referred to during Criminal Law Seminars. As well, students will need to make reference to the Criminal Code during court appearances. For that reason the required text is: Martin's Annual Criminal Code, 2020 Student Edition.

APPLICATION PROCESS:

Students must apply by completing the necessary application package. Candidates will be shortlisted for interviews. Interviews, if necessary, will take place virtually between August 25, 2020 and August 27, 2020. Interviews will take place by the supervising lawyer. The student will not be placed in an externship experience with Scott Newman if they have already secured articles at his firm.

COURSE DESCRIPTION:

The purpose of the course is to provide a student with a fulsome and comprehensive experience practicing criminal defence in a private bar setting. The course aims to provide the student with the necessary practice skills and to develop student interest in the practice of criminal law. The student will work at Newman & Company.

The Criminal Defence Externship Course is a 12-credit, 8-month clinical course. The student will earn 6 credits per term (fall and winter) for a total of 12 credits over both terms. The course includes seminar instruction, court observation, assisting a supervising lawyer in relation to select practice activities and case conduct. This student is expected to devote 336 hours over the fall and winter term. The number of hours the student is required to spend on the course will vary each week depending on the demands of their assigned cases.

*With the exception of the Clinical Criminal Law Seminar, (discussed further below), which has set hours, the student will be able to schedule their field work hours directly with their Supervising Lawyer and may have flexibility in their work schedules.

The primary purpose of this course is to develop skills related to criminal defence practice. To this end, instruction is given on an intensive basis in a small group seminar. The student will be required to engage in classroom work during which substantive, procedural and evidentiary issues will be discussed. The student will be expected to complete reflective exercises in relation to observations of select criminal court proceedings. The student will be required to complete their hours at Newman & Co., working on actual case files with practising lawyers. This will take place under the supervision of a supervising lawyer from the firm. There will be emphasis throughout the course on developing an understanding of the professional responsibility and ethics of criminal law practice.

*Note to Students that are UMCLC Students Supervisors: Student Supervisors who also take this externship will have a reduced assigned course caseload to account for the time that they spend handling non-course cases and for the time they spend supervising student volunteers during the fall and winter terms. Student Supervisors who do not elect to take this externship course will receive 3 credit hours for the time that they spend handling UMCLC cases and supervising student volunteers during the fall and winter terms.

CRIMINAL DEFENCE EXTERNSHIP FIELD WORK:

The student placed in the Criminal Defence Externship will participate in all of the following experiences:

Clinical Criminal Law Seminar: (with Michael Walker) Thursdays 3:00 pm – 5:00 pm- to take place virtually

Seminar content will focus on the foundational knowledge and skills relating to criminal law practice. This will occur through lecture and discussion format. As well, guest speakers will present on special areas of interest in relation to criminal law practice.

Case Conduct: As scheduled by the supervising lawyer

The student will have an assigned criminal law caseload and will be responsible for all aspects of the case under the supervision of their assigned supervising lawyer. This will provide the student with the opportunity to use the practice skills that they have learned through seminars and other course activities. The student will meet regularly with their supervising lawyer to discuss and receive direction in relation to assigned cases.

Observation/Junioring on files: As scheduled by the supervising lawyer

The student is required to observe and submit a reflective writing on certain criminal court proceedings as assigned by the Seminar Course Instructor. The student will be

required to observe practising lawyers from the firm conduct trials and sentencing hearings and/or other criminal defence hearings. These observation exercises will also involve a reflective writing. The student will be required to assist the practicing lawyer with court hearings as appropriate.

Assisting the Supervising Lawyer: As scheduled by the supervising lawyer

During the year, the student will also assist their assigned supervising lawyer with certain aspects of case supervision such as legal research and document drafting. The student will be required to attend correctional facilities and sheriff lockup as required but will do so alongside their supervising lawyers (not on their own).

Safety Protocols

The offices are cleaned each day, and common areas are being regularly disinfected by cleaning staff.

While clients have occasionally been meeting with lawyers at our office, such meetings have reduced in regularity. Disinfectant wipes are used to clean our boardroom between meetings.

There is a variety of work performed by the students. Some of the work requires that the student remain on-site. Other work can be done remotely, such as memo writing and legal research, as well as witness statement review and summarization. When the student is on-site, they will have access to their own workspace to ensure appropriate social distancing.

On occasion, the student will attend at Court with lawyers. There are protocols followed at the Courthouse to ensure the safety of all Justice system participants, including regular disinfection of the Courthouse, and social distancing within the Courtroom. Members of the public have also been generally excluded, to ensure that the number of people at the Courthouse is minimized, in order to reduce the risk of spreading infection. The student will be advised to maintain appropriate social distance from others and will encouraged to wear masks throughout the court hearing.

5. MANITOBA LAW REFORM COMMISSION EXTERNSHIP

COURSE INSTRUCTORS:

Supervising Lawyer:
Kristal Bayes-McDonald
Director/Legal Counsel
Manitoba Law Reform Commission
432-405 Broadway
Winnipeg, Manitoba R3C 3L6

Email: kristal.bayes@gov.mb.ca

Telephone: 204-945-3072

Reflective Practice Seminar Instructor:

Natasha Brown

Director, Professional Practice & Externships

305A Robson Hall

Email: natasha.brown@umanitoba.ca

Office line: 204.474.7040

COURSES PRE/CO-REQUISITE:

Advanced Legal Research [*LAW 3360*]

COURSE CO-REQUISITES:

Legal Profession and Professional Responsibility [*LAW 3024*]

COURSE ENROLMENT:

One third year student will be selected for this course.

APPLICATION PROCESS:

Students must apply by completing the necessary application package. Candidates will be shortlisted for interviews. Interviews, if necessary, will take place virtually between August 25, 2020 and August 27, 2020. MLRC staff will conduct the interviews.

COURSE DESCRIPTION:

The MLRC Externship Course is a 12 credit clinical course held over both the fall and winter semesters for 12 consecutive weeks each term. The student earn 6 credits per term for a total of 12 credits over both terms. The student is expected to devote 14 hours per week (two 7-hour days) in each term. The days of the week will be determined based on the availability of the student and the availability of a workspace at the MLRC office.

The primary purpose of the MLRC Externship is to provide the student with a non-traditional clinical legal experience. Instead of applying the law to a specific client-driven situation, the student will be exposed to the processes of law creation, review and reform.

The Manitoba Law Reform Commission is Manitoba's official law reform agency. The Commission considers any matter relating to law in Manitoba with a view of making recommendations for the improvement, modernization and reform of the law and makes recommendations on maintaining and improving administration of justice; reviewing judicial and quasi-judicial procedures under any Act, and developing new approaches to

law to meet the changing needs of society. The work of the Commission is project-based and Commission staff work on a number of projects at one time.

The student will have the opportunity to assist with all stages of Commission projects from the consideration of project proposals to the release of Final Reports. Mostly, the student will assist in the legal research and consultation stages of projects. This will involve issue identification, legal research, including historical legislative research and the use of a number of different research tools, the drafting of legal memorandums and draft reports for Commissioners, assisting in the creation of presentation materials, attending consultation meetings and presentations, and analyzing feedback received from the legal profession and the public on a wide variety of legal issues. Finally, the student will be tasked with creating their own project proposal to be considered by the Commissioners. This will involve identifying a particular area of the law in need of modernization, conducting necessary background research and establishing a consultation plan.

While the student will be primarily exposed to the work of the MLRC, the student will also have opportunities to meet other lawyers working in non-traditional legal careers including those working for Manitoba Justice- Civil Legal Services, as legal researchers for the judiciary, and others as opportunities arise.

MLRC EXTERNSHIP FIELD WORK:

Clinical MLRC Placement: (9:00 am-4:00 pm, dates to be determined)

Content of the MLRC Placement will focus on the foundational knowledge and skills required of a professional legal researcher and writer and will expose the student to the various processes of legislative reform, including that of the Manitoba Law Reform Commission.

Project-Specific Work: The student will be assigned legal research tasks connected to various MLRC projects. The student will be provided with clear written instructions for each task and asked to create a research plan. Research plans will be reviewed with the Supervising Lawyer who will make suggestions prior to the commencement of research. Deadlines will be assigned for each research task and written and oral feedback will be provided to the student upon the completion of each task.

The student will also be assigned to assist with the consultation phase of one of the Commission's ongoing projects. The student will review and consider feedback received on proposed recommendations for legislative reform and will be tasked with synthesizing the feedback in a memorandum to Commissioners and conducting follow up research necessitated by issues arising from the feedback received. The student will also take part

in presentations during the consultation phase of the project including educational seminars to the legal community.

Commission Work Generally: In addition to its project-specific tasks, as part of its mandate the Commission also undertakes research that tracks the impact of its work on the law generally. The student will assist the supervising lawyer in tracking legislative reform that can be traced to recommendations of the MLRC. Additionally, the student will locate and consider jurisprudence referencing past Commission reports and consider how the Commission's reports are treated by the various levels of court. The student will practice using the various legal research tools available to complete this task.

Exposure to Alternative Legal Careers and Law Reform Processes: The student will be exposed to all areas of the Manitoba Law Reform Commission's work. They will attend meetings of the Commission where project proposals are discussed and recommendations for law reform are debated and of Advisory Committees established to assist the Commission with specific projects. The student will be required to take part in consultations with the legal profession and presentations to the public on various areas of the law. They will attend meetings with government representatives alongside MLRC staff.

Once a month, the student will meet with a legal professional practicing in a research-based alternative legal career including: legislative counsel and other government lawyers, court research counsel, and legal librarians. Additionally, the student will be exposed to various law reform processes including legislative committee meetings and bill readings and debates. These meetings will fall within the fieldwork hours and are not in additional to them.

Complete Competency Assessments with Supervising Lawyer: The supervising lawyer will complete competency assessments in relation to the student's legal research and writing skills demonstrated in relation to their project-specific work as well as the professionalism demonstrated during their placement.

Note: As this course placement is new, programming is subject to change and new programming can be included or removed at any time.

Safety Protocols

The MLRC's Office is located in the Woodsworth building at 405 Broadway in downtown Winnipeg. Building security officers are currently screening individuals who both work in and visit the building by asking questions including whether an individual has left the province in the past 14 days and whether the individual has any symptoms of the COVID-19 virus. Those who answer these questions in the affirmative are not able to enter the building.

The floor plan of the Commission office is conducive to social distancing. Each workstation is contained in a separate office and while part time staff, including the student, will share workstations as well as the photocopier, all surfaces will be cleaned thoroughly at the end of each day. The staff will not share any other office supplies.

All staff meetings or Commission meetings that the student intern will attend with take place either virtually or following social distancing directives outlined in current public safety protocols. For example, while the Commission office has a boardroom that regularly holds 12 people, we are currently renting larger boardrooms offsite to provide attendees with sufficient space to remain two metres apart.

All Commission staff have access to hand sanitizer and are requested to use it upon first entering the office.

While it is important from both a supervisory perspective and to enable the student to obtain a valuable experience that they attend frequently at the Commission office, the majority of the student's workload, which is largely research-based, can be performed remotely. Therefore, to minimize the risk of transmission, the student intern will be asked to work a schedule of both in-person and remote shifts.

Should the pandemic in Manitoba become worse and Manitoba Public Health suggest that offices close, the student intern will be able to work remotely with all supervision occurring by virtual means.

This externship does not require frequent meetings with the public or with clients. While the Commission does normally provide presentations to the public or legal community, which, under normal circumstances, the student intern would attend and participate in, all presentations and consultations will be taking place virtually during the period of the student's internship.

The externship, as designed, includes several visits to other locations including the Office of Legislative Counsel, the research desk of the Court of Queen's Bench, and the Great Library where the student will be introduced to additional alternative legal careers. Where these organizations have imposed safety protocols on par with those of the Commission, such in-person visits can take place. If not, such meetings will be scheduled to take place virtually.

*******APPLICATIONS FORMS SET OUT IN THE FOLLOWING 8 PAGES**

LEGAL HELP CENTRE (LHC) EXTERNSHIP APPLICATION QUESTIONS:

Please answer the following questions on a separate sheet:

1. Explain why you would like to participate in LHC's Externship course?
2. What attributes would you bring to LHC?
3. Describe any previous related experience including social justice experience, work with community or poverty groups, law-related experience, etc.
4. What are your anticipated plans for articling and/or post-graduate work?
5. Have you completed or do you plan to take Family Law [LAW 2640], and/or Civil Procedure [LAW 2670] in 3rd year?

FAMILY LAW EXTERNSHIP APPLICATION QUESTIONS:

Please answer the following questions on a separate sheet:

1. Why do you want to participate in Family Law externship course?
2. Why would you be an excellent candidate for the externship?
3. Describe any previous related experience. If you have previous experience serving marginalized members of the community, please highlight this.
4. What are your anticipated plans for articling and/or future practice?

UNIVERSITY OF MANITOBA COMMUNITY LEGAL CLINIC (UMCLC)

CRIMINAL EXTERNSHIP APPLICATION QUESTIONS:

Please answer the following questions on a separate sheet:

1. Why do you want to participate in the UMCLC Criminal Law externship course?
2. Why would you be an excellent candidate for the externship?
3. Describe any previous related experience. If you have previous experience serving marginalized members of the community, please highlight this.
4. What are your anticipated plans for articling and/or future practice?

CRIMINAL DEFENCE EXTERNSHIP APPLICATION QUESTIONS:

Please answer the following questions on a separate sheet:

1. Why do you want to participate in the Criminal Defence Externship course?
2. Why would you be an excellent candidate for the externship?
3. Describe any previous related experience. If you have previous experience serving marginalized members of the community, please highlight this.
4. What are your anticipated plans for articling and/or future practice?

MANITOBA LAW REFORM COMMISSION (MLRC) EXTERNSHIP APPLICATION
QUESTIONS:

Please answer the following questions on a separate sheet:

1. Explain why you would like to participate in MLRC's Externship course?
2. What attributes would you bring to MLRC?
3. What are your anticipated plans for articling and/or post-graduate work?

Release

University of Manitoba – Faculty of Law
Externship Program – Release of Information

Student Name: _____

Student Number: _____

Address: _____

By signing below, I authorize the Director of Externships at the Faculty of Law – University of Manitoba to review and forward my application package to individual externship supervisors.

Dated this ____ day of _____, 20____.

Signature

Conflict of Interest Form

Please complete this form and include it with your externship application.

Student Name: _____

Student Number: _____

1. List all your current paid or unpaid positions (legal and non-legal), including volunteer work. For each position, list the name of the organization, your title and the date you started.

2. List all past paid or unpaid positions in legal offices, including law firms, legal services offices, corporate legal departments, government agencies, etc. For each position, list the name of the organization, your title and the date you started.

3. Have you accepted a position in the future in a legal office, paid or unpaid? If yes, for each position, list the name of the organization, your title and anticipated start date.

4. Are there any other personal, financial or family interests that could present conflicts of interests for you at the externship placement? If yes, please list them.

You have an obligation to update this Conflict of Interest Form in any of the information you have provided changes between the date you submit the form to the Director of Externships and/or your Supervisor and the end date of your externship.

Student's signature: _____

Date: _____

Placement Selection Form

Student Name: _____

Student Number: _____

University of Manitoba Email Address: _____

Phone Number: _____

IMPORTANT: Once selected, you are responsible for completing and signing Part A of the Law Society's Registration as a Law Student Application Form, even if you have already submitted this form for another legal position. The Faculty will pay the necessary registration fee with the Law Society of Manitoba and will provide your Proof for Enrollment.

Please rank all externship experiences you wish to be considered for:

_____ Legal Help Centre of Winnipeg, Inc. Externship- Mondays & Tuesdays Fall Term and
Wednesdays & Thursdays Winter Term

_____ Legal Help Centre of Winnipeg, Inc. Externship- Wednesdays & Thursday Fall Term and
Mondays & Tuesdays Winter Term

_____ Family Law Externship

_____ University of Manitoba Community Legal Clinic Criminal Law Externship

_____ Newman & Company Criminal Defence Externship

_____ Manitoba Law Reform Commission Externship