

SAVE - YOU WILL NEED THIS TO COMPLETE REPORTS THROUGHOUT THE SEMESTER

OBJECTIVES AND METHODS

DEPARTMENT OF COMMUNITY AFFAIRS

- OBJECTIVE I** Educate students in the substantive areas of the law, as opportunities arise, among the following: county and municipal planning, community redevelopment, environmental land and water management, and coastal planning and management.
- METHOD**
1. Review statutes, rules, regulations and applicable cases and discuss with supervising attorneys in the context of assigned cases.
 2. Draft or review proposed rules for promulgation, and participate in rule promulgation process, including public workshops or public hearings, if opportunity is available.
- OBJECTIVE II** Educate students about the role of an attorney as a legal advisor to an administrative agency.
- METHOD**
1. Research and write memoranda of law on issues pending before the agency.
 2. Attend administrative agency meetings and observe the role of the advisory attorney in interacting with program personnel and agency managers.
- OBJECTIVE III** Develop familiarity with pre-hearing skills necessary for providing representation to a state agency in an adversarial proceeding.
- METHOD**
1. Draft pleadings, motions and briefs.
 2. Draft and conduct discovery, if opportunity is available:
 - a. draft and respond to interrogatories.
 - b. prepare questions and witnesses for deposition.
 3. Conduct pre-hearing activities, if opportunity is available:
 - a. preparation of pretrial stipulations

- b. anticipation of evidentiary problems and preparation of response

OBJECTIVE IV Develop familiarity with trial/hearing skills.

- METHOD
1. Observe senior attorneys conducting litigation and discuss observations with attorney supervisor.
 2. Prepare and, to the extent possible considering scheduling, participate in hearings.
 3. Conduct post-trial activities:
 - a. Preparation of final judgment or proposed recommended order
 - b. Post-trial motions

OBJECTIVE V Educate students in negotiation skills and alternative dispute resolution methods, if opportunity is available.

- METHOD
1. Observe negotiation with supervising attorney.
 2. Plan a negotiation strategy and participate in a negotiation session.

OBJECTIVE VI Maintain awareness of progress in the externship program.

- METHOD
1. Make daily entries in learning journals and discuss with faculty supervisor.
 2. Participate in monthly seminars to discuss experience and gain intellectual perspectives.
 3. Write final report combining substantive knowledge learned during the externship with reflection and analysis of personal progress made during the externship.