

## OBJECTIVES AND METHODS

### DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

- OBJECTIVE I Educate students in the substantive areas of the law governed by the Department of Business and Professional Regulation.
- METHOD
1. Review statutes, regulations, and applicable cases.
  2. Observe Department proceedings.
  3. Participate in monthly continuing legal education sessions designed for Department attorneys.
- OBJECTIVE II Develop skills necessary for pre-trial preparation.
- METHOD
1. Develop skills to assess whether case should be prosecuted.
    - a) Review case files in conjunction with applicable statutes.
    - b) Analyze available evidence to determine admissibility.
    - c) Draft, under supervision, requests for additional investigation.
    - d) Research and review prior disciplinary history.
  2. Develop legal drafting skills by drafting, under supervision, pleadings such as administrative complaints, motions, legal memorandum.
  3. Develop skills necessary to conduct and respond to discovery.
    - a) Draft, under supervision,
      - 1) Interrogatories
      - 2) Motion to Produce
      - 3) Requests for Admissions
      - 4) Responses to Above
    - b) Observe and then conduct, under supervision,
      - 1) Depositions
      - 2) Witness interviews
  4. Develop skills necessary for trial preparation.
    - a) Draft pre-trial stipulations.
    - b) Prepare responses for potential evidentiary problems.
    - c) Observe and later conduct motion hearings in anticipation of hearing or trial.

- d) Assist in preparation of trial notebook.
- e) Study applicable procedural rules.

**OBJECTIVE III** Develop skills necessary to conduct administrative hearing or non-jury trial.

- METHOD**
- 1. Observe and participate in:
    - a) Opening statements
    - b) Direct examination
    - c) Cross examination
    - d) Argument on objections
    - e) Closing argument
  - 2. Under supervision, represent Department in section 120.57(2) hearings.

**OBJECTIVE IV** Develop skills necessary for post-hearing or post-trial activities.

- METHOD**
- 1. Prepare, under supervision, proposed recommended orders.
  - 2. Present cases to agency head or designee for final agency action.
  - 3. Prepare final judgments or orders.

**OBJECTIVE V** Develop skills necessary for prosecution of an appeal.

- METHOD**
- 1. Review and become familiar with Florida Rules of Appellate Procedure.
  - 2. Review and outline records on appeal.
  - 3. Research issues for and draft appellate briefs.
  - 4. Where scheduling permits, observe and possibly participate in oral arguments.

**OBJECTIVE V** Maintain awareness of progress in the externship program.

- METHOD**
- 1. Make daily entries in daily learning journal.
  - 2. Send journals to faculty supervisor every week and discuss progress.
  - 3. Meet with internship coordinator biweekly and discuss progress and concerns.
  - 4. Write final report analyzing externship.