

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

OBJECTIVES AND METHODS

Agency for Health Care Administration

OBJECTIVE I Educate student in the substantive areas of the law governed by AHCA.

- METHOD
1. Review statutes, rules and applicable cases.
 2. Observe department proceedings.

OBJECTIVE II Educate students about the role of an attorney in an administrative agency.

- METHOD
1. Research and write memoranda of law on issues/cases pending before the agency.
 2. Attend administrative agency meetings, hearings and observe the role of the attorney.

OBJECTIVE III Develop proficiency in skills necessary for providing representation to a state agency in an adversarial proceeding.

- METHOD
1. Draft pleading, motions and briefs.
 2. Draft and conduct discovery.
 3. Conduct pretrial/prehearing activities:
 - a. witness interviews
 - b. preparation of pretrial/prehearing stipulations
 - c. anticipation of evidentiary problems and preparation of response
 - d. prepare trial notebook
 4. Participate in hearings:
 - a. opening statements

- b. direct examination
- c. cross examination
- d. argument on objections
- e. closing argument
- 5. Participate in post-hearing/post-trial activities:
 - a. Preparation of order or proposed recommended order.
 - b. Post-trial/post-hearing motions.

OBJECTIVE IV Educate students in negotiation skills and alternative dispute resolution methods.

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

OBJECTIVE V Maintain awareness of progress in the externship program.

- METHOD
- 1. Make daily entries in learning journals.
 - 2. Complete student progress reports.
 - 3. Obtain evaluations from placement supervisor and review contents with supervisor.
 - 4. Participate in seminars with faculty supervisor.