

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

OBJECTIVES AND METHODS

LEGAL SERVICES EXTERNSHIP

OBJECTIVE I Obtain necessary skills and develop proficiency in interviewing and counseling.

- METHOD
1. Observe, and later conduct under supervision, initial interviews and follow-up meetings with clients.
 2. Review and critique performance with supervising attorney.

OBJECTIVE II Obtain necessary skills and proficiency in negotiating.

- METHOD
1. Plan a negotiation strategy with supervising attorney.
 2. Conduct negotiation session with opposition.

OBJECTIVE III Obtain necessary skills and proficiency in legal drafting.

- METHOD
1. Draft, under supervision, pleadings such as:
 - a) Original petitions
 - b) Answers
 - c) Affirmative defenses and counter claims
 - d) Motions

OBJECTIVE IV Develop necessary skills in discovery.

- METHOD
1. Draft or conduct, under supervision, discovery such as:
 - a) Interrogatories
 - b) Depositions
 - c) Motions to Produce
 - d) Request for Admissions
 - e) Responses to the above

SEE REVERSE SIDE

OBJECTIVE V Develop the necessary skills to prepare and, if feasible, conduct an evidentiary trial/hearing.

- METHOD
1. Observe and later conduct, under supervision, pre-hearing/pre-trial activities such as:
 - a) Witness interviews
 - b) Preparation of pre-trial stipulations
 - c) Anticipation of possible evidentiary problems and preparation of response
 - d) Preparation of trial notebook
 2. Depending on the scheduling of cases, students may also have the opportunity to observe and later participate in administrative hearings, trials, or post-trial activities.

OBJECTIVE VI Develop an academic familiarity with substantive areas of law.

- METHOD
1. Review statutes, regulations and cases applicable.
 2. Review applicable substantive areas with supervising attorney.

OBJECTIVE VII Maintain awareness of progress in the externship program.

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1. Make daily entries in daily learning journal.
 2. Send journals to faculty supervisor weekly and discuss progress with supervising attorneys.
 3. Write final report analyzing externship.