Southern Illinois University School of Law
 Semester-in-Practice Externship – Criminal Practice
 Law 691 – 6 to 9 credit hours available
 Professor Lucian E. Dervan

Course Memorandum and Syllabus

1. Course Description and Objectives

Semester-in-Practice Externship – Criminal Practice (Law 691 – 6 to 9 Hours) SKL

This is the core course of the Semester-in-Practice program in Criminal Law Practice. Students will secure externships in the location of their choosing. The School of Law has an existing relationship with the Missouri Public Defenders Office in Jackson, Missouri (near Cape Girardeau), and it is expected that some students will engage in their externship at this location. It is also envisioned that students will seek out externships in other locations throughout the United States and internationally, including, for example, in their home towns, Chicago, St. Louis, Nashville, Washington, DC, and The Hague, Netherlands. Participating students must be enrolled in at least 12 credit hours. Prerequisite: Law 529 (Criminal Procedure: Pre-Trial) or Law 594 (Criminal Procedure: Post Investigation). Course is only available to third year law students. Minimum cumulative GPA of 2.6 and prior instructor approval. Co-Requisite: Enrollment in at least one of the following courses via distance education (though students are encouraged to consider enrolling in both during their semester-in-practice): Law 618 (Sentencing Law) and/or Law 606 (International Criminal Law). The Semester-in-Practice Criminal Practice course is graded S+/S/S-/U.

2. Contact Information

a. General. My office is Room 250. My office telephone number is 618-453-8797. My mobile telephone number is 321-298-0269. My e-mail address is ldervan@siu.edu.

b. Office Hours. My scheduled office hours are as follows: Mondays 10:30am – 12:30pm (except when there is a scheduling conflict, such as a faculty meeting). You can also meet with me outside these times, so please feel free to stop by my office if the door is open. If for some reason you cannot meet during the scheduled office
hours or at another time when I am in the office, please email, text, or call me so we can schedule a time to meet. When scheduling a meeting, you may request an in-person meeting, telephone meeting, or a Skype meeting. My Skype address is professor.dervan.

c. **Electronic Communication.** Check your e-mail daily. I will use your SIU e-mail address to send messages pertaining to class. I often send messages through the TWEN page.

### 3. Grading and Hours of Work

The Semester-in-Practice Criminal Practice course is graded S+/S/S-/U. Failure to submit the required documentation for the course will result in the receipt of a U or incomplete.

When determining the number of hours you are required to work, please note that you must work 47 hours over the course of the 14 week semester for each credit hour. The below table will assist you in evaluating your required hours.

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<tr>
<th>Credit Hours</th>
<th>Required Hours</th>
<th>Average Hours per Week</th>
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<tbody>
<tr>
<td>3</td>
<td>141</td>
<td>10.1 hours</td>
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<tr>
<td>6</td>
<td>282</td>
<td>20.2 hours</td>
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<tr>
<td>9</td>
<td>423</td>
<td>30.3 hours</td>
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### 4. Procedures Before and During the Semester

The Semester-in-Practice program is a law school course for academic credit, just like torts, contracts, and property. It should therefore come as no surprise to you that you will have to do certain things during the course of the externship to obtain the academic credit for which you have enrolled. Please familiarize yourself with the forms that I have provided at the end of this syllabus (Appendix A) and the School of Law rules regarding field placements (Appendix B).

**SIU Participation Agreement & Assumption of Risk Forms and Externship Participation Form.** Prior to the start of the semester, you must provide me with executed copies of documents 1-3 in Appendix A (*SIU Participation Agreement & Assumption of Risk; Externship Participation Form*). You must also forward to me a copy of your unofficial transcript (found on SalukiNet) if you have not already done so. Finally, I need an e-mail message or other communication from the agency with which you are doing the externship that confirms the agency’s understanding that you will spend the fall semester with them and which briefly describes the work you will be performing.

*When may I begin and when must I finish the externship?* You may begin your externship at any point after August 15. You should finish your externship hours prior to the beginning of final exams for the fall semester. If this date presents a problem for you, please let me know.

**Initial Report/Learning Plan.** Promptly after you begin your externship, you must complete a Learning Plan (Document 3 in Appendix A). You should formulate the initial Plan and then review it with your supervisor. Once the supervisor and you have completed it, please forward it to me. A hard copy or an electronic copy is fine.
**Bi-Weekly Hours Report.** Please use this form (Document 4 in Appendix A) to record your hours worked and tasks performed. I expect you to submit this form every 2 weeks. You may submit a hard copy or an electronic copy. Please provide sufficient detail in the description of the tasks you perform so that I may have a good idea how you are spending your time. Remember that you must complete 47 hours of service for each hour of academic credit for which you enrolled (so a 3 credit hour externship requires that you perform 141 hours of service in your externship). **ALSO, please accompany each Report with a description of the tasks you have performed and matters you have worked on during the applicable two-week period.** This statement need not be very long. A couple of paragraphs will suffice. **ALSO, please accompany each Report with a single paragraph reflecting on the work you have performed and its relevance to your legal education.** This journaling exercise will help you reflect back on your experience when it is over.

**What hours count?** Generally speaking time spent WORKING counts. This means time spent driving to and from the courthouse or other destinations when required by your externship supervisor does count toward the hours you need to complete the externship, but driving to and from work does not count. Also, time spent completing reports for me and performing other related duties count (including reading this Introduction). If you have questions, please let me know.

**Observation Hours:** At least twenty percent (20%) of your required hours should involve observation of experienced lawyers involved in court proceedings, depositions, meetings with clients or witnesses, and the like. You should note these observation hours on your Bi-Weekly Hours Reports.

**Mid-Term Report.** By Friday, October 14, 2016, please complete the Mid-Term Report form (Document 5 in Appendix A) and submit it to me (again, either by hard copy or electronically). This form will require your supervisor and you to review your Learning Plan and determine whether you are making progress toward the goals in that Plan. It will also give you the opportunity to adjust your goals and expectations to the circumstances you actually encounter. **IN ADDITION,** your supervisor and you must review and complete the mid-term reporting portion of the **Student Performance Review** form (Document 6 in Appendix A).

**Final Report, Placement Evaluation & Student Performance Review.** These are documents 6, 7, and 8 of Appendix A. These are the documents you will complete at the end of your externship. As you will see as you read through them, you must submit samples of writing that you prepared during the externship (e.g., pleadings, motions, legal memoranda, reports, etc.). Be sure to delete any confidential information (including the identity of people) from the documents before you send them to me. These reports are due immediately after the end of your semester-in-practice.

**Pro Bono Hours.** Many of you will complete the necessary hours of service long before you are ready to leave the agency for which you are working. In fact, many of you will spend the entire semester working for the agency (e.g., State’s attorney, public defender) because you enjoy it and because the agency values your help. Be sure to keep track of ALL the extra hours you work. This will likely count toward fulfilling your *pro bono* requirement or toward a *pro bono* citation at graduation.
5. Rules of Professional Responsibility

For those of you who have already taken Legal Profession (LAW 580), you know that you must follow the Rules of Professional Responsibility even though you are not yet a fully licensed attorney. For those of you who have not yet taken Legal Profession (LAW 580), I will hereinafter review some of the basic rules that you must observe.

*Maintain confidentiality.* You will likely be privy to a lot of confidential information in your job: communications with the client, research and information that is work product, representation strategies that lawyers in the office have developed through their own experiences. You generally must not disclose this information to anyone. Often times it is difficult to determine what you may disclose and what you may not. The best practice is to disclose nothing (not even a client’s identity). What you discuss with other lawyers at work, what you learn from clients, and what you learn about a client’s case are best kept to yourself. So start now the practice of not discussing your work with friends and relatives.

*Avoid conflicts of interest.* Many of you will be working in or near your home town. You may find that you are asked to work on a matter that involves an old friend, a relative, or another person with whom you are familiar. That person may be the opposing party, a witness, another party’s lawyer, or even the judge. No matter the nature of the relationship, immediately inform your supervisor. Your relationship may not amount to a problem, but it is certainly better to be safe than sorry. You don’t want another lawyer in the office disqualified from a case because you failed to disclose a friendship or family relationship.

6. General Advice

As you are about to learn (unless you have already completed an externship), there are many important lessons about the practice of law that faculty simply cannot teach in a classroom. Some things must be learned by doing them. The purpose of the Semester-in-Practice – Criminal Practice Program is to provide you with an opportunity to do the kinds of things that are necessary to make you as *practice-ready* as possible upon your graduation. The harder you work at the externship this semester, the more you will learn and the better prepared for work you will be upon graduation.

Externships often also provide an additional important benefit. If you are working in the community where you plan to live and work after graduation, the externship provides the opportunity to meet and get to know the lawyers working in that community. In fact, I strongly encourage you to attend local bar meetings this semester to meet as many local lawyers as possible.

Often, an extern who does a particularly good job gets noticed by other lawyers. As a result, that extern should have an easier time finding a job. And even where the extern is not *noticed* by other lawyers, a good performance virtually always leads to a strong job reference from the head of the agency with whom the extern works. That reference is often highly valuable in the particular community. Therefore, hard work promises not only valuable training, but also improved job prospects. So I encourage you to work hard and make the most of the opportunities that the externship provides.
Ask questions. The lawyers with whom you will work understand that you do not yet know how to do everything. They expect you to ask questions, so ask them. Better that you perform a task correctly the first time than to have to redo it because you failed to ask. Of course, do not make a nuisance of yourself by bothering a lawyer who is extremely busy at the time. Younger lawyers in the office can provide valuable assistance, since they have typically just learned the answer to the question you need to ask.

Be on time. This one seems obvious, but apparently it isn’t. Be on time to work. Be on time to court. Be on time to meetings. You can permanently scar your reputation with other lawyers simply through tardiness. You may be the best extern the town has ever seen, but if your reputation is that you cannot be counted on to arrive on time, you will likely have difficulty finding a job.

Don’t tell jokes. The practice of law is not funny. Lawyers represent people who have serious problems. Even a well-intended joke can be misinterpreted and be offensive to someone. Since the work you will perform will not include joking matters, leave the jokes in your law school locker in Carbondale. Let your supervising attorneys tell the jokes, and impress them by laughing (but only when the joke is appropriate).

Follow the dress code. Before you start, ask a lawyer in the office about the dress code. The lawyer may say that there is not one, but then ask how people typically dress for work. Ask this of the younger lawyers as well. Then follow that dress code. Don’t worry that you don’t like the dress code. Following it will not hurt you and it may actually help you.

Questions. Externship students sometimes have questions or problems that they prefer not to discuss with the supervisor (at least not initially). You should feel free to contact me to discuss any questions or problems that you have. In fact, don’t let a problem fester. Let me know early so we can prevent a small problem from becoming a big one.

Visits. I may visit you during the semester. I will contact you in advance to arrange a time when I may visit your office and meet your supervisor. Please warn your supervisor at the beginning of the semester that I may visit.

7. Students with Disabilities

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements, [http://disabilityservices.siu.edu/](http://disabilityservices.siu.edu/). Upon completion of a Disability Accommodation Agreement with DSS, students should bring the agreement to the School of Law Registrar’s Office to ensure the School of Law provides the proper classroom and examination accommodations.

8. Saluki Cares

The purpose of Saluki Cares is to develop, facilitate and coordinate a universitywide program of care and support for students in any type of distress—physical, emotional, financial, or personal.
By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html. At the School of Law, Assistant Dean Judi Ray is also available to help students access university resources. Her email is judiray@siu.edu, and her phone number is (618) 453-3135.

9. Emergency Procedures

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The BERT will provide assistance to your instructor in evacuating the building or sheltering within the facility.
Appendix A

Below are important documents for your semester-in-practice course. Please carefully review each document and ensure they are submitted in a timely manner throughout the semester.

Documents:

1. *SIU Participation Agreement and Assumption of Risk* – Due prior to the start of the semester (failure to complete and submit these forms will result in your immediate involuntary withdrawal from the course).
2. *Externship Participation Form* - Due prior to the start of the semester (failure to complete and submit this form will result in your immediate involuntary withdrawal from the course).
3. *Learning Plan* – Due promptly after you begin your externship. You should formulate the initial Plan and then review it with your supervisor. Once the supervisor and you have completed it, please forward it to me. A hard copy or an electronic copy is fine.
4. *Bi-Weekly Hours Report* – Due to Professor Dervan via email every two weeks.
5. *Midterm Report on Learning Plan Progress* – Due to Prof. Dervan via email by 5:00pm on Friday, October 14.
6. *Student Performance Review* – Due to Professor Dervan via email by 5:00pm on Friday, October 14 for the mid-semester review and due to Professor Dervan via email immediately after the end of the semester-in-practice for the final review.
8. *SIU Semester-in-Practice Evaluation* – Due to Prof. Dervan via email immediately after the end of the semester-in-practice.
SIUC PARTICIPANT AGREEMENT

NOTE: The Assumption of Risk Form must be signed by the participant's legal guardian if the participant is not of legal age.

Trip Description: Externship with _________________________________.

Dates: ___________________ Semester 201__ (_____________)

Location: _____________________ & trips as assigned by Externship Supervisor.

Activity/Risk Description: Under the direction of _____________ (“Externship Supervisor”), I will perform such tasks and attend such meetings and proceedings as directed by my Externship Supervisor.

PARTICIPANT INFORMATION

Participant's Name: _______________________________________

Student ID #: _____________________

Permanent Address: _______________________________________

Date of Birth: ___________ Sex: _____

City, State, Zip: _______________________________________

Home Phone: _____________________

Mobile Phone: _____________________

MEDICAL EMERGENCY CONTACT INFORMATION

Person to Contact First: _______________________________________

   Relation to Participant: ____________________________________

   Daytime Phone: _______________________________________

   Evening Phone: _______________________________________

Backup Contact (Relative or Friend): _________________________

   Relation to Participant: __________________________________

   Daytime Phone: _______________________________________

   Evening Phone: _______________________________________

   Mobile Phone: _______________________________________


Evening Phone: ________________________________

Are you allergic to any medications? ________________________________

List current prescriptions/medications: ________________________________

INSURANCE POLICY INFORMATION

☐ Yes ☐ No  The above-named participant is covered by health insurance.

If yes, provide the following information which is required by Southern Illinois University to expedite treatment and to facilitate the billing process.

Policy Holder's (P.H.) Name: ________________________________

P.H.'s Date of Birth: _________

Address: ________________________________ Relation to Participant: _________

City, State, Zip: ________________________________ Occupation: _________________

P.H.'s Employer's Name: ______________________________________________________________________

Employer Address: ________________________________

Insurance Company Name: ________________________________

Insurance Company Address: ________________________________

Policy #: ________________________________

Plan #: ________________________________

☐ Yes – I have completed and signed the attached Assumption of Risk Form. I understand this form must be signed prior to participation.
ASSUMPTION OF RISK

LIABILITY RELEASE, WAIVER DISCHARGE AND COVENANT NOT TO SUE

Release executed by ________________________________ (full legal name of Participant), whose address is ____________________________________________________________, to the Board of Trustees of Southern Illinois University, a body politic and corporate of the State of Illinois, on behalf of Southern Illinois University at Carbondale.

1.0 I desire to participate in the following activity/trip: an externship with ____________________________, under the direction of ________________ (“Externship Supervisor”), during the ____________ Semester, 201__, during which I will perform such tasks and attend such meetings and proceedings as directed by my Externship Supervisor (“the Activity”). I fully understand and appreciate the dangers, hazards, and risks inherent in the Activity, in the transportation involved in performing the Activity, which dangers include but are not limited to automobile accidents, premises accidents, actions by third parties or animals or other travel related or premises liability risks, which also could include serious or even mortal injuries and property damage.

2.0 Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Activity, on behalf of myself, my family, heirs, and personal representative(s), I, the undersigned, agree to assume all the risks and responsibilities surrounding my participation in the Activity, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, forever discharge, and covenant not to sue the Institution, its governing board, officers, agents, employees, and any students acting as employees (hereafter called the “Releasees”), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity, occurs or is being conducted.

3.0 I understand and agree that Releasees do not have medical personnel available at the location of the Activity or on the campus. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

4.0 I understand that any personally-owned automobile used in conjunction with this Activity is not covered by the University for personal property damage or liability. I understand that if I utilize a personally owned automobile I am required to carry auto liability insurance as required by the State of Illinois and by the State in which the Activity occurs. Further, if I agree to be a passenger in a vehicle that is not owned and/or operated by a University faculty member or representative, I hereby assume any and all risks that may be associated with riding in such vehicle and will hold the Releasees harmless from any and all loss, damage, injury or liability that may arise from such act.

5.0 It is my express intent that this release and hold harmless agreement shall bind the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Release, Waiver, Discharge,
and Covenant” not to sue the above-named Releasees. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my family, arising out of my participation in all aspects of the Activity and any other matters assigned by the Externship Supervisor.

6.0 In signing this Release, I acknowledge and represent that I have fully informed myself of the content of the foregoing waiver of liability and hold harmless agreement by reading it before I sign it, and I understand that I sign this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

7.0 I am voluntarily participating in this activity, despite the possible dangers and risks and despite this Release.

8.0 I further state that I am at least eighteen (18) years of age and fully competent to sign this agreement; and that I execute this release for full, adequate, and complete consideration fully intending to be bound by the same. I further state that there are no health-related reasons or problems which preclude or restrict my participation in this activity, and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

9.0 I further agree that this Release shall be construed in accordance with the laws of the State of Illinois. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

IN WITNESS WHEREOF, I have executed this release this ____ day of ____________, ______.

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING.

STUDENT/PARTICIPANT: __________________________ WITNESS: __________________________

(Signature) (Date) (Signature) (Date)

(Printed Name) __________________________ (Printed Name) __________________________
SEMESTER-IN-PRACTICE PARTICIPATION FORM

NAME: ____________________________  E-Mail: ____________________________

TEL: ______________________________  Anticipated
(where we may reach you during the
Graduation Date: ______________
term of your externship.)

Dawgtag No. __________________

AGENCY: _________________________________  Credit Hours: _____
(where you will perform the externship)

SUPERVISOR: _____________________________  Tel.: _____________________

ADDRESS: ______________________________  E-mail: _____________________

Description of Anticipated Duties: _______________________________________
___________________________________________________________________

Pre-Requisite: I have previously taken and received a passing grade in Criminal Procedure: Pre-Trial
(Law 529) or Post Investigation (Law 594) (circle answer): YES or NO

Co-Requisite: I have enrolled in for this semester and will take at least one of the following courses
(circle the applicable course(s)): Law 618 – Sentencing Law or Law 606 (International Criminal Law)

By signing this participation form, I acknowledge that I have read and understand the Law School’s
Rules on Externships and Semesters-in-Practice. If the School of Law has not yet approved the above-
agency for externships, I must obtain that approval prior to the start of my externship. I understand that
during the term of my externship, I must submit by e-mail to Professor Dervan (ldervan@siu.edu) every
other Friday a recap of the duties that I fulfilled that week.

(Please attach a copy of your unofficial transcript)

________________________________________  Approved: _______________________
Student  Prof. Dervan

NOTE: Prior to the start of the semester, you must also provide (1) an unofficial transcript and (2) an e-
mail message or other communication from the agency with which you are doing the externship that
confirms the agency’s understanding that you will spend the fall semester with them and which briefly
describes the work you will be performing.
**SEMESTER-IN-PRACTICE – CRIMINAL PRACTICE – LEARNING PLAN**

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<tr>
<th>OBJECTIVES</th>
<th>ACTIVITIES TO ACHIEVE</th>
<th>FIELD SUPERVISOR INITIAL REVIEW (OK/NEEDS CHANGES)</th>
<th>STUDENT MIDTERM REVIEW</th>
<th>Working toward achievement (Yes or No)</th>
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<tr>
<td>1. Improve legal skills such as research, writing, analysis, investigation, oral communication, etc.</td>
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<td>2. Learn and demonstrate professional behavior and job-related skills such as office etiquette, courtroom etiquette, interpersonal skills, job knowledge, etc.</td>
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<td>3. Reflect on the values and obligations of the legal profession as they relate to the attorneys in this office and as they pertain to interactions among attorneys, judges, etc.</td>
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4. Observe and reflect upon the work that attorneys do at this placement site as well as the work that opposing counsel does on behalf of their clients.

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5. Personal Learning Objective:

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7. Personal Learning Objective:

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Southern Illinois University School of Law
Semester-in-Practice – Criminal Practice

Extern’s Bi-Weekly Hours Report (2 Pages)

Make copies or download form

Name of Extern: __________________________________ Period for Report: ________________________

Extern Site: ______________________________ Field Supervisor: ______________

<table>
<thead>
<tr>
<th>Date</th>
<th>General Work Hours</th>
<th>Observation Hours</th>
<th>Total Hours</th>
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<td>(# hours, Briefly Describe Activity)</td>
<td>(# hours, Briefly Describe Observation)</td>
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Total Hours This Time Period: ____________
Total Hours For Semester to Date: ____________

ATTACHMENT ONE: PLEASE ATTACH HERETO A GENERAL DESCRIPTION OF THE TASKS PERFORMED DURING THE REPORTING PERIOD.

ATTACHMENT TWO: PLEASE ATTACH HERETO A PARAGRAPH REFLECTING ON THE WORK YOU HAVE PERFORMED AND ITS RELEVANCE TO YOUR LEGAL EDUCATION.

I hereby certify that the above report(s) accurately and completely represent the work I did for the period shown and that any work product submitted with this report is substantially my own work in conjunction with my supervising attorney.

Extern’s signature

_____________________________________________
Learning Objectives Review:

Before meeting with your Field Supervisor regarding your Midterm Performance Review, review the Extern Learning Plan you developed at the beginning of this semester and indicate on that form whether or not you are accomplishing each of the objectives at this time in the semester. Use this space to indicate how you plan to accomplish those learning objectives not yet being accomplished. If you believe one or more learning objectives cannot be met as originally described, explain why and then revise or replace that learning objective so that it is more realistic and achievable. Review any changes in your Learning Plan with your Field Supervisor and resubmit the Extern Learning Plan (including revisions, if any) with this cover sheet. With your supervisor’s approval, attach one or two writing samples from your work to date.

PLEASE COMPLETE THE MID-TERM REPORTING SECTIONS OF THE STUDENT PERFORMANCE REVIEW FORM THAT IS ATTACHED AND SUBMIT AS WELL.
Semester-in-Practice – Student Performance Review

Student: __________________________
Placement Site: _______________________

The below chart and comment sections are to be completed by the student’s supervisor and reviewed with the student prior to submission to Professor Dervan. The below chart and comment sections are for use during the mid-term review and the final review.

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>Does Not Meet Requirements</th>
<th>Meets Minimally</th>
<th>Meets Satisfactorily</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Mid-Term</th>
<th>Final</th>
<th>Mid-Term</th>
<th>Final</th>
<th>Mid-Term</th>
<th>Final</th>
<th>Mid-Term</th>
<th>Final</th>
</tr>
</thead>
</table>

**Organizational and Interpersonal Skills:**

1. Plans, organizes and manages time well

2. Appropriately accepts responsibility

3. Is sensitive to needs and feelings of staff and colleagues

4. Is sensitive to the needs and feelings of those being served and supervisors

5. Respects differences and deals appropriately with others

6. Respects Extern Site policies and procedures

7. Contributes to the positive climate of the office
8. Is appropriately assertive

9. Listens well, is flexible, and takes direction well

10. Accepts constructive positive and negative feedback

**Job Knowledge and Skills:**

1. Understands responsibilities at extern site

2. Has good verbal communication skills

3. Has good written communication skills

4. Gains knowledge about community resources relevant to extern site

5. Assimilates new information

6. Is open to or initiates new approaches or ideas

7. Appropriately seeks information necessary for job completion

8. Represents the office well to outside entities/individuals

**Professionalism:**

1. Is punctual for work and appointments; adheres to work schedule
2. Keeps supervisor informed appropriately

3. Completes tasks in a timely manner

4. Presents a professional appearance

5. Recognizes ethical concerns and properly addresses them

6. Understands confidentiality requirements and respects them

7. Assesses own strengths and weaknesses and plans for improvement

8. Is conscientious in absence of supervision

---

**Midterm Review Comment Section**

Additional Comments: Field Supervisor_____________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Additional Comments: Student _______________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Student: __________________________________ Field Supervisor: _____________________________
The below chart and comment sections are to be completed by the Professor Dervan and reviewed with the student. The below chart and comment sections are for use during the mid-term review and the final review.

<table>
<thead>
<tr>
<th>Specific Extern Clinic Knowledge and Skills:</th>
<th>N/A</th>
<th>Does Not Meet Requirements 0</th>
<th>Meets Minimally 1</th>
<th>Meets Satisfactorily 2</th>
<th>Outstanding 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mid-Term</td>
<td>Final</td>
<td>Mid-Term</td>
<td>Final</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final</td>
<td></td>
<td>Final</td>
<td></td>
</tr>
</tbody>
</table>

1. Prepares for and participates in class sessions
2. Participates thoughtfully and regularly in TWEN discussions

3. Follows instructions in completing course requirements

4. Meets paperwork deadlines without reminder

5. Demonstrates reflection in TWEN entries

6. Improves TWEN entries as semester progresses

7. Modifies performance at site per field supervisor’s suggestions/evaluation

8. Works to improve skills and develop values throughout the semester

---

**Midterm Review Comment Section**

Additional Comments: Prof. Dervan ____________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Additional Comments: Student _______________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Student: ___________________________ Prof. Dervan: _________________________________

Date Mid-Term Review Discussed: ________________________________

---

**Final Review Comment Section**
Final Comments: Prof. Dervan

Final Comments: Student

Student: _______________________  Prof. Dervan: _______________________

Date Final Review Discussed: ______________________
Semester-in-Practice – Criminal Practice

Final Report

Name of Extern: _________________________  Report Date: __________________________

Extern Site: ___________________________  Field Supervisor: ______________________

<table>
<thead>
<tr>
<th>Total Hours Completed for Externship</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Work Hours</td>
</tr>
<tr>
<td>Observation Hours</td>
</tr>
<tr>
<td>Total Hours</td>
</tr>
</tbody>
</table>

**Instructions:** Prepare a type-written final report that addresses the items listed below and submit your report with this cover sheet. (Be sure to complete the box above to report the total number of hours you worked during the semester.)

- **Learning Objectives.** Reflect upon how well you accomplished each of the objectives in the Extern Learning Plan you developed at the beginning of the semester. If there were objectives you were unable to accomplish, explain why.

- **Observation Hours.** (1) Provide an overview of the activities you observed for your observation hours; and (2) Describe one or two of the most memorable observations. What important lessons did you learn from those observations?

- **Extern Activities.** (1) Provide an overview of the tasks you performed and other experiences in which you directly participated as an extern; and (2) Describe one or two of the most memorable experiences. What lessons did you learn from those activities?

- **Ethical Issues.** What ethical matters did you encounter during your externship? How were these ethical matters handled? What did you learn from these situations?

- **Supervision.** Reflect upon the supervision you received during the externship. What techniques did you find effective (and would like to emulate when you are a supervisor)? What did you find ineffective (and therefore want to avoid as a supervisor)?

- **Placement Site.** How would you describe the workplace atmosphere at your extern site? Is it the type of environment in which you would be comfortable as an employee? What did you learn about working with support staff (chambers staff and court clerks)? Did your
externship increase your desire to seek a clerkship when you graduate or to be a judge some day? Briefly explain your answers.

- **Writing Sample(s).** With your Supervisor’s approval, attach one or two writing samples produced since the Midterm Report.
Southern Illinois University School of Law  
Semester-in-Practice – Criminal Practice  
Placement Evaluation Form

Name of Extern: ____________________________
Externship Period: _____________________
Extern Site: _____________________________
Field Supervisor: _________________________

Part I – Skills and Activities

A. During the period of the externship, I was able to employ the following skills/activities
   (Check one box for each row):

<table>
<thead>
<tr>
<th></th>
<th>Rarely</th>
<th>Sometimes</th>
<th>Often</th>
<th>Consistently</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis of Cases, Statutes, Admin. Rules, Opinions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review of Factual Records/Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare or Respond to Discovery Requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft Memos, Motions, Proposed Orders, Briefs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observe Motion Hearings or Routine Court Proceedings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observe Pretrial or Settlement Conference</td>
<td></td>
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</tr>
</tbody>
</table>
Observe Bench Trial/Admin. Hearing

Conduct Bench Trial/Admin. Hearing

Observe Civil Jury Trial

Observe Criminal Jury Trial

Assist with Criminal Jury Trial

Attend Attorney Staff Meetings

Attend Related Public/Agency meetings

Other Activities (describe below)

<table>
<thead>
<tr>
<th>Analysis of Cases, Statutes, Admin. Rules, Regulations</th>
<th>None at all</th>
<th>A Little</th>
<th>Somewhat</th>
<th>Quite a Bit</th>
<th>Greatly</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding Factual Records and Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Legal Writing

Understanding Civil and/or Criminal Procedure

Oral Communication

Knowledge of the Law

Knowledge of Court Rules and Procedures

Knowledge of Ethical Rules

Organizational Skills

General Work Habits

Interpersonal Skills

Other:

<table>
<thead>
<tr>
<th>Part II – Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In general, the supervision that I was provided throughout my externship was:</td>
</tr>
<tr>
<td>- Poor   - Fair   - Good   - Excellent   - Outstanding</td>
</tr>
<tr>
<td>2. My Main Supervisor was: ________________________________</td>
</tr>
<tr>
<td>Other supervisors included: ____________________________</td>
</tr>
<tr>
<td>________________________________</td>
</tr>
<tr>
<td>3. I met with a supervisor approximately ______ times each week for approximately minutes each meeting.</td>
</tr>
<tr>
<td>4. Describe how supervision took place in general:</td>
</tr>
</tbody>
</table>
5. Additional comments regarding supervision during your externship:

Part III – Overall Value of Your Placement

1. What benefits did you receive as a consequence of working at this placement site?

2. What suggestions would you offer to improve this particular externship placement site?

3. What suggestions would you offer to improve the externship program in general?

4. Other comments concerning your externship experience:
Appendix B

Select School of Law Rules Regarding Clinics and Field Placements

ARTICLE IV - SPECIAL RULES REGARDING CURRICULUM

1. Legal Clinic and Field Placements [amended 5/5/11]

(a) Legal Clinic Courses

(i) Definition. Legal Clinic courses include skills training, work experience with real clients, and an introduction to the ethics of the legal profession. Students in these courses work under the direct supervision of a member of the law school faculty or instructional staff whose primary professional employment is with the law school.

(ii) Available Courses. The following Legal Clinic programs are currently available:

(A) Juvenile Justice Clinic;
(B) Civil Practice Clinic; and
(C) Domestic Violence Clinic.

(iii) Academic Standing. First-year students are not eligible to enroll in Legal Clinic courses.

(iv) Credit Hour Limitations [amended 1/2006; 9/22/09; 5/11/11]

(A) Students may apply a maximum of twelve hours of Legal Clinic credit toward the 90-hour graduation requirement. The normal clinic experience is three credit hours in a single Legal Clinic course per semester. With written permission from the Faculty Supervisor, however, who will consider the student’s semester class schedule and other obligations as well as overall enrollment limitations as provided by Rule IV.5(a)(vi), a student may enroll in fewer than or more than three credit hours in a single semester. No student may enroll in more than six credit hours per semester in a single Legal Clinic course. A student may not enroll in more than one Legal Clinic course per semester except with the written permission of all involved Faculty Supervisors.

(B) No student may obtain more than six hours of academic credit in any one Legal Clinic course except with the written permission of the Clinic Director. A student seeking permission from the Clinic Director must demonstrate that the student will gain a substantially distinct educational experience as a result of enrolling in a Legal Clinic course for more than six credit hours. When making decisions about allowing a student to obtain more than six hours of academic credit in any one Legal Clinic course, the Clinic Director must take into account the overall enrollment limitations as provided by Rule IV.5(a)(vi), the requesting student’s GPA, previous and future course selection, and other factors relevant at the time.
a student is making the request for additional credit. The decision to grant such permission lies in the sole discretion of the Clinic Director.

(C) Students may not use Independent Research and Writing credit to extend participation in a Legal Clinic course beyond what is permitted by this rule.

(v) Pay and Credit. No student may receive pay for work in a Legal Clinic course for which the student also receives academic credit. [amended 5/11/11]

(vi) Enrollment Limitations. Enrollment in any of the Legal Clinic courses may be limited as necessary by the Clinic Director to ensure adequate student supervision by faculty and staff supervisors. [amended 1/2006; 5/5/11]

(b) Field Placements [added 5/5/11]

(i) Definition. Field Placements include externships outside of the regular law school classroom that provide students with an opportunity to engage in skills training, work experience with real clients, and an introduction to the ethics of the legal profession. Although course grades are determined by a Faculty Supervisor who is a member of the law school faculty, direct supervision of a student’s work is done by a Field Supervisor.

(ii) Available Courses.

(A) Judicial Externships;
(B) Public Interest Externships; and
(C) Semester Away Externships.

(iii) Prerequisites [amended 1/2006; 4/15/08; 2/17/09; 9/22/09; 4/19/11; 5/5/11]

(A) Academic Standing. First-year students are not eligible to enroll in Field Placements.

(B) Public Interest and Semester Away Externships. The Public Interest and Semester Away Externships are open to students who have a cumulative GPA of at least 2.6.

(C) Judicial Externship. The Judicial Externship is open to students who have a cumulative GPA of at least 2.6, provided, however, that students with a GPA below 2.6 may be enrolled with the approval of the Faculty Supervisor after the Faculty Supervisor has consulted with the student and the proposed judicial supervisor to determine if the placement would be appropriate. [amended 4/19/11]

(iv) Credit Hour Limitations

(A) Students may apply a maximum of fifteen hours of credit toward the 90-credit graduation requirement from Field Placements, subject to the limitations specified in Rule III.5(c)(viii).
(B) Judicial Externships and Public Interest Externships. No student may enroll in more than six credit hours per semester in a single Judicial Externship or Public Interest Externship. A student may not enroll in more than one Judicial Externship or Public Interest Externship per semester except with the written permission of all of the involved Faculty Supervisors. No student may obtain more than six hours of academic credit in any one Judicial Externship or Public Interest Externship while pursuing a J.D. degree except with the written permission of the Faculty Supervisor for that externship. A student seeking permission from the Faculty Supervisor must demonstrate that the student will gain a substantially distinct educational experience as a result of obtaining more than six hours of academic credit in a single Judicial Externship or Public Interest Externship. When making decisions about allowing a student to obtain more than six hours of academic credit in any one Judicial Externship or Public Interest Externship, the Faculty Supervisor must take into account the overall enrollment limitations as provided by Rule IV.5(b)(vi), the requesting student’s GPA and previous and future course selection, and other factors relevant at the time a student is making the request for additional credit. The decision to grant such permission lies in the sole discretion of the Faculty Supervisor.

(C) No student may enroll in more than nine credit hours per semester in a Semester Away Externship. No student may enroll in a Semester Away Externship and any other Field Placement in a single semester except with the written permission of all of the involved Faculty Supervisors. A student may obtain academic credit for no more than one Semester Away Externship while pursuing the J.D. degree.

(D) Students may not use Independent Research and Writing credit to extend participation in Field Placements beyond what is permitted by this rule.

(v) Pay and Credit. No student shall receive academic credit for participation in a Field Placement for which the student receives compensation. This does not prohibit reimbursement of reasonable out-of-pocket expenses related to the Field Placement consistent with ABA Standard 305, Interpretation 305-3.

(vi) Enrollment Limitations. Enrollment in any of the Field Placements may be limited as necessary by the Faculty Supervisor to ensure adequate student supervision by faculty and other supervisors.