Document N: Course and Program Development:
IMPACT AND APPROVAL SIGNATURES

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW MSB CAS CPA

CONTACT NAME: Cheryl Cudzilo PHONE: 4457

DATE PREPARED: 12/8/11

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring

TYPE OF ACTION: add (new) deactivate modify other

LEVEL OF ACTION: noncredit undergraduate graduate other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

COURSE ACTIONS

PROGRAM ACTIONS

Original Subject Code/Course Number: LAW 860A

Original Program Title:

Advanced Legal Internship

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

COURSE ACTIONS

1. Experimental Course
2. Course Title
3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
7. Course Description
8. New Course
9. Deactivate Course
10. Other

PROGRAM ACTIONS

10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
11b. Master's Specialization (12 credits or fewer)
11c. Doctoral Specialization (18 credits or fewer)
12. Minor (add or delete)
13. Closed Site Program
14. Program Suspension
15. Program Registration
16a. Certificate Program (UG/G) exclusively within existing degree program
16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
18a. Undergraduate Concentration (exceeds 24 credits)
18b. Master's Concentration (exceeds 12 credits)
18c. Doctoral Concentration (exceeds 18 credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents):

- summary proposal (O)
- course definition document (P)
- full five-page MHEC proposal (Q)
- financial tables (MHEC) (R)
- other documents as may be required by MHEC/USM (S)
- other (T)

Summer 2010
### IMPACT REVIEW (review the list of necessary signatures):

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### APPROVAL SEQUENCE (review the list of necessary signatures):

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<td>B. General Education (for No. 7, 8)</td>
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<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td>[Signature]</td>
<td>12/9/11</td>
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<td>D. Dean</td>
<td>[Signature]</td>
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<td>E. University Faculty Senate (Chair)</td>
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<td>G. Provost and Senior Vice President for Academic Affairs</td>
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<td>H. President</td>
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<td>M. Middle States Association notification</td>
<td>Required only if the University's mission is changed by the action</td>
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1 University Council review (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.
Document O: Course and Program Development: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW

CONTACT NAME: Cheryl Cudzilo

DEPARTMENT/DIVISION: Law

PROPOSED SEMESTER OF IMPLEMENTATION: fall

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

- COURSE ACTIONS
- PROGRAM ACTIONS

Original Subject Code/Course Number: LAW 860A

Original Course Title: Advanced Legal Internship

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

For changes to existing courses:

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
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<tr>
<td>NEW TITLE</td>
<td>SUBJECT CODE/COURSE NO.</td>
<td>CREDITS</td>
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DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Addition of a new course: Advanced Legal Internship

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

Students, the Law School and the University would benefit by having the catalogue, transcripts, and records accurately reflect the long standing practice. Currently, students are permitted to take a second semester of either Attorney Practice (API) or Judicial Internship (JI). Students register for a second semester of either class, however, the requirements for a second semester are slightly different in that the students must complete ten more hours in their field placement and are not required to attend class. All other requirements remain the same for second semester students. The learning goals change somewhat in that the level of responsibility, complexity of projects, and integration into the placement should increase. Students work with the faculty supervisor and their placement supervisor to develop their goals and adapt the goals for more learning and growth.

The proposed course description detailed above simply provides an actual course name and number for the second semester of API, JI, technically a course that already exists and takes place each semester. Giving second semester internships its own course name and number provides accuracy and detail to the course offerings much like the separate course description for a second semester clinic or advanced trial advocacy.

Benefits to students: Students would no longer have two of the same class on their transcript and would register for the new course thereby eliminating confusion about how to do a second semester. The progression into an advanced internship adds value to their transcript when viewed by employers.

Benefits to the Law School: From an academic perspective this change promotes the development of the student’s learning and lends more credibility to the program in that the practice of the course will be accurately reflected in the written description of the course. Increases the course offerings. Allows for more accurate record keeping/statistics on internship participation. These numbers are reviewed by ABA, EJW, and others in rating the school. The change also helps streamline the administration of the course, registration, and grading.

Benefits to the University: What benefits the students, the law school, the law school administration, staff and faculty, undoubtedly benefits the university.
1. DATE PREPARED

September 9, 2011

2. PREPARED BY

D. Jill Green

3. DEPARTMENT/DIVISION

School of Law

4. COURSE NUMBER(S) with SUBJECT CODE(S)

LAW 860A

5. COURSE TITLE

Advanced Legal Internship

6. CREDIT HOURS

3

7. CATALOG DESCRIPTION

With the approval of the Attorney Practice Internship Program Director, a limited number of students, who have successfully completed Attorney Practice Internship or Judicial Internship, may take this course to continue work in their internship field placement or in a new field placement for an additional semester. Students will continue developing their legal skills and increasing their substantive and practical knowledge. Students engage in guided reflection through journals, attend individual meetings with the Director, and must satisfy the course writing requirements.

8. PREREQUISITES

Attorney Practice Internship or Judicial Internship

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)

Elective

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.)

Law

Summer 2010
11. **COURSE TYPE/COMPONENT** (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean's office if you are unsure of the correct entry)

Independent Study

12. **FACULTY QUALIFIED TO TEACH COURSE**

D. Jill Green

13. **CONTENT OUTLINE**

See attached syllabus

14. **LEARNING GOALS**

Learning to be self critical; Reflective learning; Substantive learning; Practical skills, e.g. legal research and writing, interviewing, etc.; Problem solving; Understanding and critiquing the legal system; Exposure to practice areas and settings; Development of professionalism; Real life lessons in ethics, lawyer client relationships, and the business of law; Expanding knowledge and practice of professional responsibility; Cultivating lawyering styles.

15. **ASSESSMENT STRATEGIES**

Simulations/Short assignments/ Reflective journals/evaluations/individual meetings and written work product

16. **SUGGESTED TEXT(S) and MATERIALS** (e.g. textbooks, equipment, software, etc., that students must purchase)

"Outliers" by Malcolm Gladwell and other selected readings

17. **SPECIAL GRADING OPTIONS** (if applicable)

Not Applicable

18. **SUGGESTED CLASS SIZE**

10-15

19. **LAB FEES** (if applicable)

Not Applicable

Summer 2010
Welcome to your second semester of the Legal Internship Program. Below are the requirements for successful completion of the course. **Please read all requirements carefully.** Internship Program credits are awarded on a pass/fail basis. A passing grade requires complying with all placement requirements and completing all academic requirements. No academic component can be waived.

The goal of this course is to promote meaningful reflection on your legal practice, both during your internship and in the future. In addition, we will consider various challenges and issues that arise in the practice of law. We will also carefully examine the ethical obligations of lawyers and how they play out in various practice settings. More specifically the goals include:

a. **Skills Development**
   Students have opportunities to gain an understanding of the basic competencies required to practice law including: interpersonal skills, analytical, research and writing, drafting, issue identification, etc.

b. **Professional Responsibility**
   Field work offers a forum in which students can analyze and consider legal ethics.

c. **Substantive Law**
   Students gain an understanding not only of the legal theory but more importantly the practical application of the law pertaining to the areas in which their placement focuses.

d. **Self Evaluation and Reflective Learning**
   The field placement in conjunction with the classroom component and journal writing provide opportunities for learning from experience, feedback, and reflection.

We will use TWEN as our primary out-of-class communication link. The syllabus for the course, additional reading assignments, the course calendar, and other vital information will be posted on TWEN. Please plan to check the TWEN regularly so you are abreast of all matters affecting this course.

**Contact Information**

Professor D. Jill Green
dgreen@ubalt.edu
410-837-4184
LC 201
I. COURSE REQUIREMENTS & GRADING

a) Field Placement

i) During the semester, each student in the Internship Program must complete 140 hours in the placement for three credits and 190 hours for four credits. Each student must intern for approximately ten qualifying weeks to receive credit for the course. A qualifying week is one during which the student completes at least ten hours in the placement. Fewer than ten hours in one week counts as part of the subsequent week for the minimum week requirement. Students must submit weekly time sheets via email to the Director at least once every other week for review. At the completion of the internship, students must submit a final time sheet reflecting the total accumulation of time.

ii) Students must be present at the internship site at least two different days each week. Travel and meal time do not count. All credited internship time must qualify as substantive legal work. Students are responsible for keeping a record of the hours spent in the internship throughout the semester.

iii) Students are not required to attend class. Students are required to schedule at least two individual meetings with the Director during the semester. Meetings may be conducted via telephone.

b) Journal Assignments & TWEN Discussion

i) Each of you will keep a journal in which you discuss the progress of your internship and reflect on what you are learning there or in class, either about the substantive law, lawyers, legal institutions, or yourself. Critical reflection is an essential part of learning from experience, and the act of writing about your experiences should help you organize and clarify your thoughts and feelings about your externship.

ii) The communications should not be primarily accounts of what you did each day. Rather, they should focus on what you are thinking and feeling about your experiences. What is exciting or surprising? What is bothering you? What are your questions or insights about lawyering? What criticism or praise do you have for the legal system? What else interests you or is important to you? What else would you like to be taking place in your experience?

iii) Please be careful when writing your journals not to disclose any client confidences. If you have a question about whether it is appropriate to include a particular item, ask your supervisor or ask me. If you err, you must err on the side of non-disclosure. Time spent writing your journal entries does not apply to your field work requirement.

iv) The journals are an integral part of the course. They will be evaluated in terms of your thoughtfulness and what they reflect about your learning experience.

v) There are 9 journal assignments including the final journal and should be between one to two typed, double-spaced pages. Journal entries should include your cumulative time for the prior week (or two weeks) at the bottom with a brief description of your activities. Journals and time are due on Mondays and should be submitted via the TWEN assignment drop box.
vi) Required reading, **Outliers: The Story of Success**, by Malcolm Gladwell. “Gladwell’s goal is to adjust our understanding of how people like that get to where they are. Instead of the Horatio Alger story of success — a gifted child who through heroic striving within a meritocratic system becomes a successful (rich, famous, fill in your life goal here) adult — Outliers tells a story about the context in which success takes place: family, culture, friendship, childhood, accidents of birth and history and geography.”

vii) In addition, the TWEN site provides an opportunity for discussion of the issues we explore as well as issues that may arise in the media. Each student is required to participate in a minimum of four (4) and to initiate a minimum of two (2) discussion forums. Participation in a discussion forum means that you have responded to a posting of another participant with a thoughtful comment, observation, or analysis that forwards the discussion. A simple “I agree” or “I disagree” or comments to that affect do not constitute participation in the forum. Likewise, initiating a forum means that you have presented an issue, comment, observation of analysis that would stimulate a discussion. Please participate in the discussions throughout the course of the semester.

c) **Written Work Product**

At the end of your placement, you must submit your written work product (e.g., memoranda, pleadings, motion papers, interview notes, trial notebook), which represents the array of work that you have performed and skills that you have developed during your placement. Three credit enrollment requires 10 pages and four credit enrollment requires 15 pages. The page requirement need not be one document. **Be sure to remove/redact any information that may violate confidentiality or privilege.** Your written work product is due no later than December 5th.

d) **Additional Course Requirements**

i) By Friday of the 2nd week of the semester—Submit your learning contract, completed and signed by you and your supervising attorney.

ii) Interns must maintain weekly time sheets showing hours worked at the internship and a brief description of the major areas in which you worked. Your total weekly hours must be submitted at the bottom of your weekly journal entry. **Keep a cumulative list** of your time so you may easily tabulate your total hours at the conclusion of the semester. Your time sheets including your cumulative total are due no later than December 5th.

iii) Schedule a mid-term review and an exit interview with your supervising attorney prior to your last week. During these meetings you and your supervisor should review your learning contract and discuss your performance. For your exit interview, provide your supervisor with the evaluation form to be completed by them and reviewed with you.

iv) Students are required to schedule at least two individual meetings with the professor. **Sign up on TWEN or email sskiles@ubalt.edu** to request a meeting time with the professor.
e) Due by December 5th
   1. Written work product;
   2. Supervisor evaluation of student;
   3. Student evaluation of placement;
   4. Hours with cumulative total; and
   5. All journals.

II. JOURNAL ASSIGNMENTS

1. Describe your goals for the internship; include professional development and legal skills. If you are interning in the same placement, rework your goals and set new goals.

2. Consider which lawyers at your placement or otherwise have good reputations. Try to determine what makes them a source of information for others, why they are given deference. Is it specialized knowledge? Greater candor? An engaging personality? Can you account for the lesser reputations of other attorneys?

3. Describe a recent problem that your firm or agency needed to resolve. What lawyer skills were used to resolve the problem? What other skills were used?

4. Explain two new concepts you learned as if you were explaining them to a non-law student, friend, or spouse.

5. What is the demographic composition of your organization/firm? How do sex, race, age, religion, educational level, physical appearance, family background, and other differences affect people’s roles at your workplace? How are the persons you work with most closely different from you and similar to you? Does this affect your work?

6. Describe a situation where you thought that a lawyer at your externship behaved honestly or dishonestly with the court, a client, or another attorney. Were you surprised by the actions of the attorney? Would you have behaved similarly, why or why not? What, if any, rules of professional conduct were implicated?

7. Discuss or react to, Outliers: The Story of Success, Ch. 3 & 5.

8. Discuss your perception of your talents and shortcomings as a soon-to-be lawyer, what do you do well or poorly, how are you perceived, how do you feel about your performance. What does your internship offer by way of opportunities to work on filling gaps in your skills?

9. Final Journal Reflect on your internship experience and discuss the three most important take-away lessons from your experience. What skills did you strengthen and how has the internship impacted your professional development. Define what professional success means to you including the relative importance of money, recognition, influence, providing help to others, work/life balance, etc.