



EXTERNSHIP PROGRAM

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Learning Objectives Worksheet

Law Student Extern's Name and Email: _____@_____

Name of Field Placement: _____

Field Instructor's Name and Email: _____@_____

Semester/Term of Externship: _____

Instructions for the Law Student Extern:

- (1) Please complete the appropriate parts of this worksheet by yourself first. Think beyond the tasks you anticipate performing at this particular externship. How will you develop or enhance professional skills and responsibility? In what way will you improve your legal research and writing skills? How do you anticipate acquiring knowledge of legal process and practice, as well as knowledge of specific substantive areas of the law? What steps will you take to establish professional relationships with practitioners in the legal community? Be as specific in your answers as possible. However, do not expect to achieve proficiency with all or nearly all of the listed knowledge and skill areas in one externship. A long list is provided to cover the variety of practice settings where students work.
- (2) After completing this form, please meet with your Field Instructor and Advising Faculty Member separately and discuss your answers. In these discussions, identify how your expectations differ, and how you can work together to reach your learning objectives.
- (3) After these discussions, please indicate on this form the experiential learning expected for the externship. In this form there is pre-discussion and post-discussion space provided – please use it. Supply each party with a copy of the completed form. To have a rich education-based externship, it is important that you clearly understand what is expected of you. It is equally important that the Field Instructor and Advising Faculty Member understand what you expect to learn in your time with them.
- (4) After completing and signing this form, please retain a copy for yourself (you will want it when the time comes to articulate your experience on your resume) and submit an electronic copy to the Program Director, Matthew McGovern. Thank you.

Please forward questions to mcgovern@law.villanova.edu.

Part A. What are your general goals for this particular externship.

Part B. Please write a general description of the anticipated tasks to be performed during the externship. Try to include them all.

Pre-Discussion

Post-Discussion

Part C. Learning through experience necessarily involves critical reflection. Critical reflection questions include “Why *did* that happen? Why *does* that happen? How can you use that?” Please predict the critical reflection learning that you anticipate being available to you in this externship experience. Concentrate on identifying not *what* you expect to do but *why* you will do it – the reasoning. Why do we do what we do as lawyers? Try to be as detailed as you can in your prediction.

Pre-Discussion

Post-Discussion

Part D. Reflective legal practice is planning, doing, reflecting then integrating. This cycle promotes experiential learning from planning things, then doing things, right or wrong, then reflecting whether it is wise to do them again, and if so, then integrating the lesson learned. This practice is the key to avoid committing the same mistakes over and over again. Combining your anticipated tasks (Part B, above) with anticipated learning (Part C, above), constitutes your externship “plan”. What methods will you use to fulfill your plan -- what can you actively do to facilitate having the experience you expect? Please write your methods below, and use them as a guide during your externship.

Part E. Hands-on learning through externships provides opportunities to acquire core lawyering competencies. Please check below in the left text-box the core competencies that you would like to acquire and practice in this externship. After the externship, please revisit this exercise to recognize what you have learned in the right text-box. Please discuss your selections with your Field Instructor and Advising Faculty Member

<u>Pre-Externship</u>	<u>Post-Externship</u>
<p><u>Knowledge:</u> An attorney should possess a body of knowledge about the law and the conditions that affect the application of the law.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Substantive and procedural law <input type="checkbox"/> Ethical obligations <input type="checkbox"/> Litigation and ADR <input type="checkbox"/> Quantitative literacy <input type="checkbox"/> Business and financial literacy <input type="checkbox"/> Global literacy <input type="checkbox"/> Political and social structure in which law exists <p><u>Intellectual training:</u> An attorney should possess the intellectual and cognitive competencies that will allow the attorney to work with legal sources, analyze problems, and provide advice.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Analysis and reasoning from cases, statutes, and administrative material <input type="checkbox"/> Policy analysis <input type="checkbox"/> Deductive and inductive reasoning <input type="checkbox"/> Creative problem solving and strategic thinking (looking at all available avenues) <input type="checkbox"/> Professional judgment (recognizing that clients have diverse needs) 	<p><u>Knowledge:</u> An attorney should possess a body of knowledge about the law and the conditions that affect the application of the law.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Substantive and procedural law <input type="checkbox"/> Ethical obligations <input type="checkbox"/> Litigation and ADR <input type="checkbox"/> Quantitative literacy <input type="checkbox"/> Business and financial literacy <input type="checkbox"/> Global literacy <input type="checkbox"/> Political and social structure in which law exists <p><u>Intellectual training:</u> An attorney should possess the intellectual and cognitive competencies that will allow the attorney to work with legal sources, analyze problems, and provide advice.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Analysis and reasoning from cases, statutes, and administrative material <input type="checkbox"/> Policy analysis <input type="checkbox"/> Deductive and inductive reasoning <input type="checkbox"/> Creative problem solving and strategic thinking (looking at all available avenues) <input type="checkbox"/> Professional judgment (recognizing that clients have diverse needs)

Pre-Externship

Investigative skills: An attorney should be able to conduct the research and gather the information from a range of sources necessary to make informed and sophisticated decisions and provide appropriate advice.

- Researching the law
- Fact finding
- Questioning and interviewing

Communication skills: An attorney should be able to communicate effectively with a variety of audiences (incl. clients, colleagues, courts, legislative bodies and administrative agencies) in both written and oral form.

- Writing for diverse audiences
- Diverse styles of writing (incl. persuasive, transactional, analytical, and advisory)
- Oral communication with diverse audiences
- Diverse styles of oral communication (incl. persuasive and analytical)
- Proactive Listening
- Cross-cultural awareness

Professionalism: An attorney should identify as a professional and conduct oneself accordingly.

- Embracing the role of a professional
- Value integration (i.e., internalizing values, not just understanding them)
- Commitment to reflective learning and to continuing self-development and education as a professional
- Commitment to pro bono
- Community involvement and service
- Striving to improve the profession
- Commitment to justice
- Diligence and commitment to excellence
- Integrity and honesty
- Value and nurture diversity in the profession
- Accepting responsibility for one's actions

Post-Externship

Investigative skills: An attorney should be able to conduct the research and gather the information from a range of sources necessary to make informed and sophisticated decisions and provide appropriate advice.

- Researching the law
- Fact finding
- Questioning and interviewing

Communication skills: An attorney should be able to communicate effectively with a variety of audiences (incl. clients, colleagues, courts, legislative bodies and administrative agencies) in both written and oral form.

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<u>Pre-Externship</u>	<u>Post-Externship</u>
<p><u>Professional independence:</u> An attorney should be able independently to organize, plan, and manage legal projects.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-reliance <input type="checkbox"/> Ability to work independently <input type="checkbox"/> Strategic planning <input type="checkbox"/> Organizing and managing one's own work <input type="checkbox"/> Time management <input type="checkbox"/> Project management <input type="checkbox"/> Ability to identify clients' legal problems and advise the client on the most appropriate avenue given the client's resources and priorities 	<p><u>Professional independence:</u> An attorney should be able independently to organize, plan, and manage legal projects.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-reliance <input type="checkbox"/> Ability to work independently <input type="checkbox"/> Strategic planning <input type="checkbox"/> Organizing and managing one's own work <input type="checkbox"/> Time management <input type="checkbox"/> Project management <input type="checkbox"/> Ability to identify clients' legal problems and advise the client on the most appropriate avenue given the client's resources and priorities
<p><u>Professional collaboration:</u> An attorney should be able to work as part of a professional team.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serving as a supervisor (evaluating and mentoring) <input type="checkbox"/> Working with a supervisor/senior attorney <input type="checkbox"/> Organizing and managing others (staff/colleagues) <input type="checkbox"/> Collaboration/teamwork (with other lawyers and with non-lawyers) <input type="checkbox"/> Leadership <input type="checkbox"/> Conflict-resolution skills 	<p><u>Professional collaboration:</u> An attorney should be able to work as part of a professional team.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Serving as a supervisor (evaluating and mentoring) <input type="checkbox"/> Working with a supervisor/senior attorney <input type="checkbox"/> Organizing and managing others (staff/colleagues) <input type="checkbox"/> Collaboration/teamwork (with other lawyers and with non-lawyers) <input type="checkbox"/> Leadership <input type="checkbox"/> Conflict-resolution skills
<p><u>Lawyer as entrepreneur:</u> An attorney should understand the importance of entrepreneurial skills and the ability to manage and develop client and business relations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Networking and business development (marketing) <input type="checkbox"/> Developing relationships within the legal profession <input type="checkbox"/> Building relationships with clients <input type="checkbox"/> Understanding the business aspects of law practice 	<p><u>Lawyer as entrepreneur:</u> An attorney should understand the importance of entrepreneurial skills and the ability to manage and develop client and business relations.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Networking and business development (marketing) <input type="checkbox"/> Developing relationships within the legal profession <input type="checkbox"/> Building relationships with clients <input type="checkbox"/> Understanding the business aspects of law practice

Draft Resume Entry

Supervisor's Comments:

Verifications

I have reviewed this Externship Learning Objectives Worksheet with the Law Student Extern and, except as may be noted under "Comments," I find that the Law Student Extern's goals and methods are reasonable and attainable for this externship.

Field Instructor's Signature

Advising Faculty Member's Signature