

## JOURNAL TOPICS

Journals are a mandatory component for all externs. There are assigned topics for both journals. Journals will not be reviewed by your supervising attorney or judge; they are entirely your candid and confidential observations and thoughts. Your journals must be typewritten. They need be no longer than several well-thought out pages, approximately 2-4 in length. The purpose of this component is to encourage you to thoughtfully and critically explore various issues within the context of your field placement agency. Each journal will be read; if it appears to that little reflection was actually involved in preparation of the assignment, it will be returned to you for elaboration.

### **Introductory Journal - Due February 1<sup>st</sup>**

Tell me about yourself. Also, write down no fewer than five specific goals and objectives you hope to accomplish during your semester; more if you wish. Discuss your goals with your supervising attorney so s/he knows what you want from the externship and what kinds of experiences might lead you to those goals. Are they realistic? Report on your conversation with your supervisor: did s/he suggest any changes, additions, or deletions to your list? In addition, let me know what you think about your externship placement thus far including the people, the environment, and the work, etc...

Discuss the steps taken in your workplace or judicial chambers to familiarize you with your professional obligations regarding chambers' or attorney-client confidentiality rules. Did you receive formal training? Were you provided anything in writing regarding the rules or your workplace policy? Do you feel the training was adequate to meet your comfort level in terms of fully understanding the implications of confidentiality? If not, why not? What do you understand the policy of your workplace to be? Please also bring me up to date on your externship.

### **Exit Journal - Due May 1<sup>st</sup>**

Return to your original agenda/goals list from the first journal. Look at your goals and assess your experience thus far. Report on your progress or lack of progress in meeting each goal. Amend the original document if you've changed course. If goals have not been addressed, make notes about your concerns. Consider the best way to raise the concerns with your supervising attorney and report on your plans to do so. Please bring me up to date on how your externship is going.

Discuss the quality of lawyering you observed in your workplace, both oral advocacy and the written work you have seen produced by lawyers. Was the advocacy better or worse than you expected? Was the written work better or worse than you expected? In general, if work was of a poorer quality than you expected, what do you think might be the reasons for the poor quality that you observed? Sloppiness? Overwork/high case loads? Inadequate supervision or training? How do you propose to avoid those pitfalls as a new lawyer? Please bring me up to date on your externship and include any final thoughts on your overall experience.

PEPPERDINE UNIVERSITY SCHOOL OF LAW  
Student Externship Evaluation

NAME: \_\_\_\_\_

TERM & YEAR: \_\_\_\_\_

EXTERNSHIP NAME (include judge, dept/division): \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR(S): \_\_\_\_\_

At the completion of your externship, please complete this form as candidly and thoroughly as possible. It will not be shown to your supervisor. The information will be used by the faculty and administration to evaluate your externship experience, and to assist future students. CREDIT WILL NOT BE GRANTED FOR YOUR EXTERNSHIP WORK UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE CLINICAL PROGRAMS OFFICE. OUR FAX IS (310) 506-6596.

1. PLEASE DESCRIBE YOUR WORK IN THE EXTERNSHIP PLACEMENT:
2. WHAT COURSES DID YOU FIND HELPFUL IN PREPARING YOU FOR THIS EXTERNSHIP?
3. WHAT COURSES, IF ANY, DO YOU THINK MIGHT HAVE BETTER EQUIPPED YOU TO LEARN FROM THIS EXTERNSHIP?
4. WAS YOUR WORK ASSIGNED BY ONE SUPERVISOR OR BY VARIOUS SUPERVISORS INDEPENDENTLY FROM ONE ANOTHER?
5. DID YOU EXPERIENCE DIFFICULTIES IN GETTING WORK ASSIGNED TO YOU? IF SO, PLEASE EXPLAIN:

6. PLEASE IDENTIFY YOUR SUPERVISORS AND COMMENT ON THE CLARITY OF THEIR GUIDANCE OR INSTRUCTION; THE TIMING AND HELPFULNESS OF THEIR FEEDBACK AND THEIR ACCESSIBILITY TO YOU; AND THEIR ABILITY OR DESIRE TO DELEGATE SUFFICIENT RESPONSIBILITY AND INDEPENDENCE TO ENABLE YOU TO HAVE A MEANINGFUL LEARNING EXPERIENCE:

7. PLEASE DESCRIBE THE ATMOSPHERE (E.G. FORMAL? BUSY? RELAXED? INTENSE?) OF THE PLACEMENT:

8. PLEASE DESCRIBE YOUR WORKLOAD (TOO LIGHT? TOO HEAVY? WELL MANAGED?)

9. WHAT DO YOU FEEL ARE THE MOST SIGNIFICANT THINGS YOU LEARNED IN THIS EXTERNSHIP?

- ABOUT THE PROFESSION?

- ABOUT YOURSELF?

- OTHER?

10. WOULD YOU RECOMMEND CONTINUING THIS PLACEMENT IN THE EXTERNSHIP PROGRAM? PLEASE EXPLAIN YOUR ANSWER.

11. HOW WOULD YOU RATE THIS EXTERNSHIP EXPERIENCE COMPARED TO OTHER COURSES?

\_\_\_ One of the best in school

\_\_\_ Good

\_\_\_ Average

\_\_\_ Below Average

\_\_\_ Unacceptable

12. WHAT ADVICE WOULD YOU OFFER A STUDENT CONSIDERING THIS PLACEMENT?

13. WHAT CHANGES, IF ANY, WOULD YOU SUGGEST BE MADE IN THE EXTERNSHIP PROGRAM?

- CLINICAL STAFF AND ADMINISTRATION?
  
  
- REQUIRED CONCURRENT COURSE, IF ANY?
  
  
- FACULTY ADVISORS, IF ANY?