ACADEMIC-YEAR EXTERNSHIP PROGRAM
COURSE #795

FALL 2018 APPLICATION PACKET

The University of Alabama School of Law (Law School) is committed to offering its students the highest quality of legal education. In fulfillment of that goal, the Law School recognizes the value of employing a variety of methodologies and experiences. One such experience is the placement of students in practical legal settings outside of the Law School.

Externships assist the Law School in meeting its overall educational objective by permitting students to engage in the practical application of the legal knowledge gained in the classroom and practical skills learned in the classroom and in clinical settings. Externships provide students with an environment in which they can test the theories which they have learned in Law School and obtain verification of the practical application of the body of law and legal skills taught by the Law School. The supervision by field instructors and by Law School faculty additionally increase that student’s level of knowledge in both substantive law and in development of legal skills. Externships further enhance a student’s learning opportunities by offering “real life” problems, including professional responsibility issues that are difficult to simulate or replicate through traditional classroom experiences.

Because of rules governing actual or potential conflicts of interests, a student’s outside legal employment or other law-related activities could disqualify the student for some judicial placements. Please see Assistant Dean Glory McLaughlin or Professor Randy Quarles, the Externship Program Co-Director, if you have any questions.

Please be advised that pursuant to Law School policy a student may take up to two externship courses for not more than 9 credit hours.

CONTENTS

1. Course Requirements.

2. List of Available Placements.

I. EDUCATIONAL OBJECTIVES:

1. Enhancement of legal research and writing skills. Students are expected to engage in legal research and writing on complex issues involving constitutional, statutory, and procedural law. Students will generally have the opportunity to prepare memoranda or proposed orders, drafts of briefs or pleadings, or otherwise assist attorneys or judges with legal research and writing tasks.

2. Enhancement of knowledge of substantive and procedural law. Students learn procedural (including evidentiary) and substantive law through observation of trials and hearings and by assisting the attorneys with court and other proceedings.

3. Appreciation of professional responsibilities. Students are exposed to practical ethical and professional responsibility issues. The type, variety, and complexity of these issues, coupled with the student's own involvement with the case, aid students in obtaining greater comprehension of and respect for the standards by which they must practice.

4. Knowledge of the federal or Alabama judicial, administrative, or legislative systems. Students will gain valuable knowledge and insight into the procedures of various stages of the federal or Alabama judicial, executive, or legislative branches. This knowledge helps provide an understanding of the mechanics of how cases and other matters are handled by courts, agencies, or legislative bodies.

5. Acquisition of practical knowledge. Students also benefit from learning the customs and courtesies that exist among lawyers and within law offices but which generally do not lend themselves to teaching through most law school courses.

II. COURSE REQUIREMENTS:

1. Work in the assigned office for at least eight hours per week for fourteen weeks, for a total of 112 hours, during the Fall 2018 semester and receive a favorable evaluation from the supervising attorney.

2. Attend three, 2-hour class sessions, time and place TBD. IMPORTANT NOTE: THE FIRST EXTERNSHIP CLASS IS NORMALLY HELD THE EVENING BEFORE THE FIRST OFFICIAL DAY OF CLASSES FOR THE SEMESTER. STUDENTS MUST ATTEND THE FIRST CLASS
BEFORE BEGINNING THEIR EXTERN PLACEMENTS. THE DATE AND TIME OF THE FIRST CLASS WILL BE ANNOUNCED LATER.

3. Complete two, 3-4 page Reflective Essays (see guidelines below) during the placement, one at the end of the fourth week of the semester and the other about one-half way through the placement. Reflective essays are generally due on the Friday before a class session, but specific due dates will be announced.

4. Complete a 12-14 page Externship Paper (see guidelines below) and a course evaluation at the end of the placement.

5. Please keep in mind that timely submission of all course requirements and attendance at all scheduled classes are mandatory. Failure to comply will result in a penalty.

6. This course is graded on the High Pass/Pass/D/Fail scale. Students must comply in full with all course requirements to receive a "Pass" grade. Up to one-third of students in the course may receive a "High Pass" grade for outstanding performance on work in the judge's chambers and on written assignments.

III. GUIDELINES FOR REFLECTIVE ESSAYS:

1. Each Reflective Essay should be 3-4, double-spaced pages (1050-1400 words).

2. Each Reflective Essay should be in three parts:
   i. Part I should briefly describe what the extern has been working on and participating in during the externship (or since the last reflective essay). This Part should be less than 1 double-spaced page.
   ii. Part II will be the bulk of the essay and should be 2-3 pages double-spaced. A list of topics ("Ideas for Reflective Essays") will be provided by the Directors of the Academic-Year Externship program prior to the due date for the first essay. Each student should choose one topic from the list or can propose an alternative topic to the Directors.
   iii. Part III should identify any potential problem(s) with the placement (if any) and should be less than 1 page.

3. Each Reflective Essay must be emailed by 5:00 pm on the due date to Erica Nicholson (enichols@law.ua.edu), Assistant Dean Glory McLaughlin (gmclaughlin@law.ua.edu) and Randy Quarles (rquarles@quarleslawfirm.com). Essays will be discussed in the next class session. Dean McLaughlin and Randy Quarles also may send students additional comments on the papers.
IV. GUIDELINES FOR FINAL EXTERNSHIP PAPER:

1. The Externship Paper should be 12-14, double-spaced pages (4200-4900 words).

2. The Externship Paper should be in three parts:
   
i. Part I will be the bulk of the Externship Paper. This Part should be at least 8-10 pages and should constitute a research paper addressing two to three legal or ethical issues. Each student should choose the topic(s) from matters observed or worked on during the externship (omitting names or other references that might breach confidentiality if the matter was not public record). In conducting and writing the research portion of the paper, be sure not to “cut and paste” work done during the externship or in connection with other courses.

   ii. This Part should contain the extern's thoughts about some aspect of judging, court procedures, or the practice of law. For example, if the extern sees poor performance by an attorney, one topic might be to look at the standards for ineffective assistance of counsel, incompetent representation, or legal malpractice. The paper could focus on the requirements in the applicable rules of professional responsibility or analyze how ethics boards or courts have treated similar situations. Or, the paper could look at legal standards: when will a judgment be reversed for ineffective assistance of counsel or when will a client be able to recover for malpractice. Or, it could cover both. The topic could even be similar to (but not the same as) those addressed in a reflective essay, but in more depth. The Directors of the Academic-Year Externship Program are happy to help identify a topic.

   iii. Part II of the paper should be 2-4 pages. It should describe what the externship experience was like. Include the good and bad experiences (if there are any bad). Be sure to include the names of people who helped during the placement and information about their assistance. This Part should also offer any suggestions for improving the externship program.

   iv. Part III should be 2-4 pages and should offer advice for future externs going to the same placement office. Include big and small suggestions.

3. The Externship Paper must be emailed to Erica Nicholson (enichols@law.ua.edu), Assistant Dean McLaughlin (gmclaughlin@law.ua.edu) and Professor Quarles (rquarles@quarleslawfirm.com), by 5:00 pm on the due date. The due date, which is generally the final day of exams, will be announced at the first class.
Possible Judicial placements:

The Honorable Brad Almond  
Circuit Court Judge  
Tuscaloosa County Courthouse  
Tuscaloosa, AL

The Honorable Karon Bowdre  
United States District Court  
Hugo Black U.S. Courthouse  
Birmingham, AL

The Honorable L. Scott Coogler  
United States District Court, N.D.AL  
Federal Building and U.S. Courthouse  
Tuscaloosa, AL

The Honorable John H. England, Jr.  
Circuit Court Judge  
Tuscaloosa County Courthouse  
Tuscaloosa, AL

The Honorable John H. England, III  
268 Hugo L. Black U.S. Courthouse  
United States Magistrate Judge, N.D.AL  
Birmingham, AL

The Honorable Michael G. Graffeo  
Circuit Court Judge  
Jefferson County Courthouse  
Birmingham, AL

The Honorable Elizabeth Hamner  
Circuit Court Judge  
Tuscaloosa County Courthouse  
Tuscaloosa, AL

The Honorable Virginia E. Hopkins  
United States District Court, N.D.AL  
Hugo L. Black U.S. Courthouse  
Birmingham, AL

The Honorable Philip N. Lisenby  
Circuit Court Judge  
436 Tuscaloosa County Courthouse  
Tuscaloosa, AL

The Honorable John E. Ott  
United States Magistrate Judge, N.D.AL  
268 Hugo L. Black U.S. Courthouse  
Birmingham, AL

The Honorable R. David Proctor  
United States District Court, N.D.AL  
140 Hugo L. Black U.S. Courthouse  
Birmingham, AL

The Honorable T. Michael Putnam  
United States Magistrate Judge  
275 Hugo L. Black U.S. Courthouse  
Birmingham, AL

The Honorable Jim Roberts  
Circuit Court Judge  
Tuscaloosa County Courthouse  
Tuscaloosa, AL

The Honorable Allen W. May, Jr.  
Circuit Court Judge  
Sixth Judicial Circuit  
Tuscaloosa, Alabama 35401

The Honorable Jennifer Henderson  
United States Bankruptcy Judge  
Northern District of Alabama, Western Division  
2005 University Blvd., Room 2613  
Tuscaloosa, Alabama 35401

*Students interested in these positions will interview with Randy Quarles on Thursday, March 8.

NOTE: Other judges also may participate. If a student wishes to extern with a judge who is not on this list, please contact Dean McLaughlin or Randy Quarles.
Possible Public Interest placements**:

ACLU of Alabama (Montgomery)

Alabama Disability Advocacy Program-ADAP (Tuscaloosa)

Adelante Alabama Workers Center (Birmingham)

Alabama Appleseed Center for Law & Justice (Montgomery)

Birmingham AIDS Outreach (Birmingham)

Birmingham Bar Volunteer Lawyers Program (Birmingham)

Federal Defender for the N.D. AL (Birmingham)

Federal Defender for the M.D. AL (Montgomery)

Jefferson County District Attorney’s Office (Birmingham)

Jefferson County Public Defender’s Office (Birmingham)

Legal Aid Society of Birmingham

Legal Services Alabama (Birmingham, Montgomery & Tuscaloosa)

Southern Environmental Law Center (Birmingham)

Southern Poverty Law Center (Montgomery)

Tuscaloosa County District Attorney

Legal Services Alabama (Birmingham, Montgomery & Tuscaloosa)

Southern Environmental Law Center (Birmingham)

Southern Poverty Law Center (Montgomery)

Tuscaloosa County District Attorney

YWCA of Central Alabama (Birmingham)

** Students interested in these positions will interview with Assistant Dean Glory McLaughlin on March 19 or 20.

NOTE: Other offices also may participate. If a student wishes to extern with an office that is not on this list, please contact Dean McLaughlin.
## FALL 2018 ACADEMIC-YEAR EXTERNSHIP PROGRAM SCHEDULE

**February 19, 2018:** Information session. Applications on-line at [http://www.law.ua.edu/academics/externships](http://www.law.ua.edu/academics/externships)

**March 5, 2018:** All applications due via online submission. You must then sign up for an interview with either Randy Quarles or Glory McLaughlin, depending on your placement selections (sign up in Erica Nicholson’s office, Room 343).

**March 7, 2018:** Check your email for confirmation of your interview time.

**March 8, 2018:** Interviews with Randy Quarles for judicial placements. Some offices participating in the program require an additional interview after initial selection for the program. Some judges may also request a writing sample.

**March 19-20, 2018:** Interviews with Glory McLaughlin for public interest placements. Some offices participating in the program may require an additional interview after initial selection for the program.