EXTERNSHIP GUIDED REFLECTION QUESTIONS

The following are guided reflection questions that allow you to contemporaneously reflect upon the learning experience and demonstrate the pedagogical value of the placement. The response to each question must be submitted to room 100, by fax to 213-740-4822, or by email to mbarnwel@law.usc.edu by the stated deadline. It is suggested that each response be 2 pages, but please feel free to take the space you need to answer the question completely.

**Question 1—Deadline: February 14**

a. Please explain why you selected this placement for your externship.

b. What goals do you hope to accomplish during the placement? (Please be as specific as possible - for example, instead of stating that you want legal experience generally, think about the type of experience you want, why you want it, and how you plan to obtain it through your placement.)

c. Discuss these goals with your supervisor. Does s/he believe they are realistic? What suggestions or concerns did s/he offer?

**Question 2—Deadline: February 28**

a. Please explain what steps have been taken in your workplace to familiarize you with your professional obligations regarding chambers or attorney-client confidentiality. If you have been given explicit rules, in what form were they communicated to you? (Please provide a list of the rules).

b. Did you receive formal training or a written policy? If so, please provide details of the training.

c. Are there specific restrictions on what you may discuss, and with whom you may discuss it?

d. May you remove documents or files from the office or chambers?

**Question 3—Deadline: March 14**

a. Please describe the specific practice skills that have you been learning during this placement. (Examples include counseling, drafting, oral advocacy, researching).

b. Through which assignments have you learned these skills?

c. Has your placement provided any formal training? If so, please describe what the training was like, and whether you were satisfied with it

d. Has your law school experience prepared you for your externship responsibilities? If so, how?

e. Should the law school require participation in a “practical” learning experience like a clinic or an externship? If so, why?
Question 4—Deadline: March 28

Choose one question from the following four options:

a. Have you been faced with any ethical dilemma or issue at your placement? If so, please describe.

b. Has there been any particular incident or issue that has concerned you? What have you done about it? What was the result? If relevant, how would you handle it differently next time?

c. Describe a situation in which you or a lawyer at your externship made a decision or recommendation where there was clearly no right answer and/or where there was less data than desirable. Please describe. How did you or the lawyer feel about the decision?

d. Diversity: What does your organization or institution look like? Based on your observations, how do sex, race, age, ethnic origin, sexual orientation, etc. affect people’s roles in the organization and with one another?

Question 5: Final Evaluation Deadline: April 20

The final evaluation of your placement will be put in the externship files in room 100. It should include the following:

a. The kind of work performed;

b. The amount and quality of supervision;

c. What was learned;

d. Whether and how often you were able to attend hearings, trials, depositions, client meetings and other proceedings;

e. Whether the placement is recommended to other students;

f. A brief description of the office space (including whether you had access to a computer, desk, phone, library, online research tools, etc).