Texas A&M School of Law
Residency Externship Program in Public Policy

2017-2018
Handbook of Deadlines, Course Requirements, Policies & Forms

The information contained in this Handbook applies only during the years listed. Information including due dates/times and meeting requirements are subject to change.
INTRODUCTION


These are just three of Texas A&M’s Core Values that are embodied in a lawyer’s career, particularly one in the public sector.

Texas A&M University School of Law is proud to offer upper level students firsthand experience in the role of public sector lawyers by participating in its Residency Externship Program in Public Policy (REP-PP) in Washington, D.C. or Austin, Texas.

The REP-PP offers students a unique opportunity to gain valuable legal experience in the public sector with a focus on the role of a lawyer in policymaking—including promulgation of law, rule making, regulation, enforcement, and advocacy.

In addition to working full-time at their externship placements, students meet two nights a week with an adjunct expert to discuss and explore further the significant ethical, moral, and political issues lawyers in the public sector face every day.

Students will have the opportunity to meet leading policymakers and stakeholders in their resident city. They also will have access to the greatest network of all – the Aggie Network – that is strong in both cities.

Two Unique Cities. Two Unique Opportunities. One World Class Institution.
IMPORTANT MEETING & SUBMISSION DATES

Interest Meetings for Spring 2018 Residency Externship Program in Public Policy:

March 24, 2017, 2:00 – 5:00 p.m. CDT

First-Cut Application Due Date:

April 14, 2017, at 10:00 p.m. CDT

Notification of Interview (if necessary):

April 19, 2017

Interviews (if necessary):

April 20-21, 2017

Notification of Acceptance:

April 24, 2017

Mandatory Introduction Meeting:

April 28, 2017

Initial Placement Materials Due for Director Review:

August 21, 2017

Mandatory Group Meeting Number 1:

Week of September 4, 2017

Mandatory Group Meeting Number 2:

Week of October 9, 2017

1 These materials include a list of 5-10 specific placements desired, resume, and writing sample. The REP-PP Director will then work with students on compiling and refining placement materials for submission.

2 Most assignments completed during the REP-PP will be submitted via TWEN; however, Journal Entries must
Placement Materials Submitted:

All application materials must be reviewed and submitted to placement offices by September 29, 2017, unless placement offices request an earlier date.
TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY
EXTERNSHIP POLICIES

1. **REP-PP DEADLINES & ENROLLMENT CAPS:** REP-PP Externships are subject to application deadlines and course enrollment limits that are established each academic year. Enrollment may vary between host cities.

2. **ENROLLMENT IN REP-PP:** Enrollment in this program is separate from any of the other clinical or externship opportunities available at the Law School, and requires separate application processes than those other opportunities.

3. **PREREQUISITES & REQUIREMENTS:** Applicants are required to have a minimum 3.0 cgpa, have taken or be enrolled in the prerequisite courses at the time of application; be enrolled in their final year of law school at the time of application; and be prepared to comply with all deadlines, requirements, and other policies set by the REP-PP. Students in their second year of law school may be asked to apply to the REP-PP in limited circumstances.

4. **EXTERNSHIP PASS/FAIL CREDIT & PRO BONO HOURS:** Law School students must complete 90 credits to graduate of which up to 18 credits may be taken pass/fail. The 9 credits assigned for the REP-PP externship placement count toward this cap. Students must ensure that they have sufficient pass/fail credits to participate in the REP-PP.

   Students in their final year of law school must 1) ensure that they have completed their pro bono hours prior to departure or 2) make arrangements to complete the requirement in their host city, subject to any applicable Law School policies.

5. **MANDATORY MEETINGS:** Students accepted in the REP-PP must attend all mandatory meetings unless they receive a waiver from the REP-PP Director. Students who fail to attend those meetings may be dismissed from the REP-PP.

6. **WINTER TERM COURSE:** Students participating in the REP-PP are required to enroll and participate in the REP-PP Winter Term Course prior to departing for their externships. This is a graded course at the end of which students will submit a paper related to their upcoming externship placement and give an oral presentation of their findings to course participants.

7. **APPROVED PLACEMENTS:** The REP-PP is designed for students interested in exploring the role of attorneys in public policy making. In addition, externship placements require regular supervision by an attorney who has been practicing for at least three (3) years. As such, the REP-PP Director must approve all placements prior to student placement. Failure to receive advance approval of a placement may result in a student’s dismissal from the REP-PP.

8. **TIME COMMITMENT:** Externship placements within the REP-PP are full-time. A student must complete a minimum of **50 hours** of work for each pass/fail credit received during the REP-PP, thus a placement must be for full-time employment during the semester.
a. Journal Entries. Students may record one (1) hour per Journal Entry requirement as part of their time commitment. All hours must be recorded and required hour commitments must be completed during the semester in which the student is enrolled in the REP-PP.

b. Networking Requirements. Students are required to engage in four (4) Networking Opportunities during their REP-PP placement. These activities do not count toward the REP-PP credit hour time commitment.

c. Blogging Requirements. Students are required to engage in blog entries for the REP-PP website. These activities do not count toward the REP-PP credit hour time commitment.

d. Bar Prep Exercises. Students are required to complete the bar prep exercises provided by the Director prior to the last day of the spring semester in which they are enrolled in the Program.

9. COMPENSATION: Currently, students may not receive compensation for their participation in a REP-PP placement. Certain incidental expenses may be reimbursed such as the cost of parking or copying.

10. EMAIL NOTIFICATIONS: Students in the REP-PP will communicate with the REP-PP Director and the Adjunct Professor in their host city primarily through email. At the time of acceptance into the REP-PP, students will provide the email to which all notifications and communication will be directed and they agree to check that email account regularly. Any email that is printed out and placed in a student’s REP-PP file is presumptive notice that the student received the email and is aware of its contents. Any administrative notice regarding delinquent performance may be sent by email and is governed by this paragraph.

11. TWEN: The REP-PP uses TWEN (a Westlaw product) as the only method in which required assignments are submitted. It also is the primary method in which syllabi, course announcements, and other information are provided throughout the semester. Students admitted to the REP-PP are required to enroll in the REP-PP TWEN course using the email they provided as required in Paragraph 10.

12. SEMINAR COURSE REQUIREMENTS: In addition to completing their externship placement, students are required to participate in a 3-credit graded seminar. The seminar meets twice a week in the host city and culminates in a graded final project.

13. JOURNAL ENTRIES & OTHER REQUIREMENTS:

   a. Journal Entries: Students are required to complete weekly reflective journal entries as indicated in the course syllabus. Journal entries must conform to the requirements set forth in the syllabus and be timely provided to the REP-PP Director.²

² Most assignments completed during the REP-PP will be submitted via TWEN; however, Journal Entries must be sent directly to the REP-PP Director at larich@law.tamu.edu to preserve confidentiality.
b. Networking Events: Students are required to engage in a minimum of four (4) networking events — either arranged by the REP-PP or on their own — prior to the end of their placement. A log of those networking opportunities will be submitted at the end of the semester.

c. Blog Entries: Students will be required to provide a least one blog entry per semester for inclusion on the REP-PP website. Students will draft their blog entries and submit them to the REP-PP Director for review and editing prior to posting.

14. PROFESSIONALISM, CONFIDENTIALITY, AND UNAUTHORIZED PRACTICE OF LAW:

a. Professionalism: REP-PP students are ambassadors of the Law School and the Texas A&M System. As such they will act with professionalism at all times, including while engaged on private social media platforms. Students will act professionally in their placements and treat everyone with whom they engage in a professional and courteous manner.

b. Confidentiality: REP-PP Students will maintain discretion and confidentiality throughout their externships. They will not disclose any confidential or sensitive information - including in journal entries, networking events, blog posts, or social media posts - at any time. REP-PP students will become familiar with the REP-PP confidentiality requirements as well as the confidentiality requirements of their placement office.

c. Unauthorized Practice of Law: REP-PP students shall not engage in the unauthorized practice of law. Any legal services performed by REP-PP students shall be done under the supervision of their supervising attorney.

15. PHOTOS AND MARKETING MATERIALS: Students understand that participation in the REP-PP includes permission for the Law School and the REP-PP to take and use photos and videos for use on the REP-PP and Law School website, in marketing materials, and for any other purposes consistent with the goals and mission of the REP-PP and the Law School.

16. WITHDRAWAL FROM REP-PP: Students must consult with the REP-PP Director prior to withdrawal from the Program once they have been accepted. Students may withdraw from the REP-PP at any time up until the commencement of their placement without penalty (although withdrawal in the midst of the Winter Term Course may result in loss of the credit depending on the timing of the withdrawal. Consult the Student Handbook and the Registrar for information on this). Once the placement begins, students may not withdraw from the REP-PP until all matters assigned to the student extern have been either completed or properly handed off within the office.
APPLICATION FOR SPRING 2018

APPLICATION PROCESS: The Residency Externship Program in Public Policy is a capstone program that gives preference to applicants who—

1) are in their final semester of law school;
2) have completed all required prerequisites prior to the start of the residency externship program;
3) have a minimum cumulative gpa of 3.0; and
4) do not have any Honor Code Violations.

Students who are not in their final year of law school may apply and may be accepted subject to the number of slots available.

FIRST CUT APPLICATION DEADLINES: All application materials should be submitted through the Residency Externship Program in Public Policy webpage (law.tamu.edu/rep-pp) no later than April 14, 2017.

INTERVIEWS: Students will be notified by April 19, 2017, if they must come in for an interview. If interviews are scheduled, they will take place on April 20 and April 21, 2017.

ACCEPTANCE: Students will be notified by 10:00 p.m. CDT, April 24, 2017, if they have been accepted into the Program. Students will have until 10:00 p.m. CDT, April 31, 2017, to notify Professor Rich of their desire to accept a position in the Program.

YOUR ACCEPTANCE INTO RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY DOES NOT GUARANTEE A PLACEMENT.

PLACEMENT REQUIREMENT: Students will be required to have a confirmed placement no later than December 8, 2017, in order to participate in the Program.

STUDENT NAME:______________________________

STUDENT EMAIL: ____________________________________________

ANTICIPATED GRADUATION DATE:_______________________________

NUMBER OF CREDITS COMPLETED AS OF APPLICATION DATE:__________

90 credit hours are required for graduation. The entire Program provides students with THIRTEEN credits.
The Law School has a cap of EIGHTEEN Pass/Fail Credit Hours that a student may take. The Residency Externship Program in Public Policy requires NINE Pass/Fail Credit Hours for participation.

INDICATE TO WHICH PROGRAM YOU ARE APPLYING (YOU MAY ONLY APPLY TO ONE):

WASHINGTON, D.C. SEMESTER PROGRAM

AUSTIN, TEXAS SEMESTER PROGRAM

ADDITIONAL APPLICATION MATERIALS: Students must provide a PDF Document containing (in this order)—

1) This cover sheet;
2) A current resume;
3) A brief statement (no more than 500 words) that includes a discussion of the applicant’s—
   a) reasons for wanting to participate in the Program;
   b) preparation for participation in the Program (beyond taking any required prerequisites;
   c) interest and future plans (if any) to work in the public sector; and
   d) reasons for choosing the city designated;
4) A list of 3-5 specific public sector agencies or entities at which the applicant would like to work. If the applicant selects the United States House of Representatives, for example, please indicate on which Committee;
5) A copy of the applicant’s transcript (an unofficial transcript from Howdy is acceptable).

SELECTION CRITERIA:

The Residency Externship Program in Public Policy is limited to a small number of students per residency city. Selection of participants will be based upon the applicant’s meeting the eligibility requirements and—

1) Demonstrated interest in public service and public policy, and the role of the government lawyer in policymaking;
2) Preparation for the externship through classes (aside from prerequisites), employment, or other activities – including those undertaken by an applicant while not attending Law School; and
3) Demonstrated excellence in legal research, analysis, and writing, as well as overall communication skills.

ADDITIONAL INFORMATION

For more information, please contact Professor Lisa A. Rich, Program Director, at larich@law.tamu.edu and visit the Program’s webpage at law.tamu.edu/rep-pp.
Texas A&M School of Law
Residency Externship Program in Public Policy

Student Agreement

1. I am familiar with the Texas A&M School of Law Residency Externship Program in Public Policy (REP-PP) requirements and policies as set forth in the document entitled 20___-__ Handbook of Deadlines, Course Requirements, Policies & Forms (REP-PP Handbook).

2. I agree to comply with all applicable Law School policies and procedures as well as those policies specifically set forth in REP-PP Handbook.

3. I understand that failure to participate in all mandatory meetings or failure to meet any of the requisite submission deadlines may result in my dismissal from the REP-PP.

4. I understand that upon admittance into the REP-PP I am required to regularly check the email address listed below for messages related to the REP-PP. I agree that any email sent to me at the designated address about the REP-PP from the REP-PP Director, which is printed out and placed in my REP-PP file, amounts to presumptive notice that I received the email and aware of its contents.

Designated REP-PP Email
Address: ____________________________

(please print clearly)

5. I understand that my acceptance into the REP-PP does not guarantee me a placement in my chosen city. I understand that it is my responsibility to meet all submission deadlines and work with the REP-PP Director in securing my placement. I further understand that placements must be approved by the REP-PP Director prior to acceptance.

6. I understand that my acceptance into the REP-PP does not guarantee housing for me in my REP-PP city of choice and that housing, transportation, and other living expenses are my responsibility. I further understand that neither Texas A&M School of Law nor the REP-PP is responsible if I lose deposits or other payments as a result of my failure to complete my REP-PP placement or decision not to participate in the REP-PP.

7. I understand that it is solely my responsibility to submit all documents on time that are required both to participate in and to complete the REP-PP, including Winter Term requirements. It is solely my responsibility to verify with the REP-PP Director that I have completed all course requirements on or before the last due date for the semester as designated in the course materials provided. The REP-PP Director has no obligation to notify me of any deficiencies in advance of entering a failing grade if I fail to adhere to this paragraph.

8. I understand my professional obligations at all times in my externship placement. I will be familiar with all confidentiality requirements of my placement as well as those outlined in the REP-PP Handbook and I will adhere to those policies. I further agree to
redact all written work-product to ensure confidentiality is maintained to the extent required. I further understand that I am not permitted to give legal advice to any person or client unless I am supervised by an attorney.

9. I understand that my participation in the program includes permission for the Law School and the REP-PP to take and use photos, videos, and other recordings for use on the REP-PP and Law School website, in marketing materials, and for any other purposes consistent with the goals and mission of the REP-PP and the Law School.

10. I understand that I must have and maintain valid health insurance beginning in the Winter Term (January) 20__ and throughout the pendency of my externship placement.

11. I understand that if I do not have a confirmed placement by December 8, 2017, I may be withdrawn from the REP-PP.

I have read this Student Agreement and understand it. My signature reflects my agreement with the terms herein and acknowledge receipt of the document entitled “Texas A&M School of Law Residency Externship Program in Public Policy 20__-20__ Handbook of Deadlines, Course Requirements, Policies & Forms.”

Print Name:_________________________________________ Date:____________________________

Signature:____________________________________________

REP-PP City:__________________________________________

Placement Entity:_______________________________________

(may be completed upon placement determination)
Texas A&M School of Law
Residency Externship Program in Public Policy

Information to Make Your REP-PP Placement a Rewarding Experience

Congratulations on being accepted into the Texas A&M School of Law Residency Externship Program in Public Policy! This is an exciting opportunity during which you will serve as an ambassador for the Law School (and the Aggie Nation), learn valuable legal and policymaking skills, and explore a great city. In order to make your externship placement the most rewarding experience possible, please read (and undertake) the following:

Workplace Professionalism & Etiquette
- **Dress Appropriately.** Please dress in a professional manner at all times. You may ask your placement supervisor whether your office is “business casual” or observes “casual Fridays” or dresses more casually when Congress or the Legislature is not in session; HOWEVER, you should always have a suit or other suitable business attire in your office in case of “emergencies.”
- **Introduce Yourself.** You are student at one of the largest universities in the world and you are part of the Aggie Nation, so do not be shy! Introduce yourself to people in your office, people you meet, and people you’d like to meet!
- **Treat Everyone Respectfully.** You are the Law School’s ambassador and people will judge the school based on your interactions during your externship placement. Treat everyone - legislators, heads of state, support staff, police officers, and custodial workers, with the same level of respect and consideration.
- **Speak to Everyone Respectfully.** Remember that your externship placement, in many ways, is a semester-long job interview. Even as you become closer with the people with whom you work, you should speak to them respectfully. Watch your language, your forms of address, and leave the “dude,” “babe,” etc . . . for conversations with your friends.

Workplace Demeanor & Best Practices
- **Demonstrate Maturity.** Approach your externship with poise and grace - you have earned your slot through hard work and commitment to our Aggie Core Values; now it is time to let others see that. Be articulate and sure in your assertions, but leave cockiness at the door.
- **Ask Questions.** The best lawyers gather all the facts and information about their work, and they cannot do that without asking questions. When an assignment is given to you, be sure that you understand it and do not hesitate to ask questions. I often repeat assignments back to my supervisors to make sure that I understand what is being asked of me.
- **Don’t Pretend.** A corollary of asking questions is pretending to know more than you do. First, it can be off-putting. Second, it is important to your development and learning to admit that you do not know everything. If you do not know something about what is being assigned or happening around you, **ASK.** An externship is about learning and you cannot learn if you pretend to know it already. And no pretending and then desperately running back to your computer and searching for it - see admonishments above about use of the Internet at work.
- **Show initiative and Self-reliance.** Lawyers are “go-getters” and those who work in policy making often must act with initiative, think quickly, and rely on themselves to complete a
task. During your externship be sure to show initiative and self-reliance; that will ensure that your supervisor gains confidence in your work and thereby gives you more assignments and responsibility. When you complete an assignment, always ask for another.

- **Always Have Paper & a Pen/Pencil Handy.** Be prepared to take notes any time, all of the time. Nothing upsets supervisors more than those who are not prepared; policymakers do not have time to wait for you to run to your desk to retrieve a pen and paper. And as great as you may be at remembering everything you ever learned in Torts for a final, you will not remember everything that is being said to you during your externship. Be Prepared; Write It Down.

- **Show Up On Time.** This is a job and your timeliness is important. I can also guarantee you that, particularly in policymaking, something always go wrong when you least expect it. So, if you have a hearing to attend, show up extra early. And for those with externships in DC - NEVER rule out the possibility that there will be a problem on Metro. It is notorious for issues during morning and evening rush hours!

- **Focus & Thoroughness.** During your externship, focus on your work. Do not spend all your time on your personal phone, iPad, or other technology. If you have down time, ask for more work or request to attend a hearing or other event. While working, be thorough and turn your work in on time. Policy making, like other aspects of legal work, have deadlines for a reason and missing them could be disastrous.

- **Copying & Other Administrative Tasks.** None of us go to law school to become proficient at making copies of testimony for briefing binders. That said, as members of a team, it is sometimes necessary for all of us to make copies, punch holes, or use the phone. If these tasks fall to you occasionally during your externship, undertake them with the same grace, poise, and good humor you have demonstrated in your other tasks. And you never know, making copies may give you the unique opportunity to really read what is being copied and maybe you will discover something no one else has seen.

**Do Your Homework Before You Go**

- You did your due diligence and read about your placements before you applied and again when you interviewed. Before you start your externship placement, conduct another search to find out what the office is currently working on - it demonstrates initiative and ensures you are ready to participate in day one.

- See what you can find about the types of writing that is done in the office. Brush up on your research and writing skills before you leave if it has been a while since you have written anything.

**Email Etiquette, Use of the Internet at Work, and Social Media**

- **Work Email.** Every work email should be treated as a formal letter. Avoid contractions, slang, and emojis and emoticons. The nature of your externship likely means that your workplace email communications will live long, long after you have gone on to bigger and better things - do not leave history with a bunch of LOL /U R GR8 hieroglyphics! And please, please, please, proofread your work before you send it out.

- **Use of the Internet.** Do not use computer equipment at work to check your personal email or to log on to social networking sites.

- **Social Media.** It is never appropriate to discuss any matter on which you are working during your externship placement on your personal social media sites. Likewise, unless you have permission, you should avoid posting pictures of yourself at your work place. **IN ADVANCE OF YOUR PLACEMENT:** We all use the Internet to search for information
about people, especially those for whom we are hoping to work. Likewise, those people may search for you. CHECK YOUR SOCIAL MEDIA PAGES and remove anything that you think would reflect negatively on you, the Law School, or your placement office.

Analysis, Research & Writing

❖ **Do Not Forget Everything You Have Learned in Law School.** The basics of analysis, research, and writing that you have practiced since your first day of law school are just as important now. Do not forget the fundamentals of clear, concise, and cohesive writing. That is particularly important in the policymaking arena.

❖ **Outlines Help.** If you are asked to complete a complex task, outlining helps. CREAC (or similar paradigm) is very helpful in ANY type of legal writing and will help you organize your assignment.

❖ **Be Thoughtful.** Sometimes we receive assignments that must be turned around quickly. That does not mean you should be quick or superficial in your analysis. Be strategic and thoughtful in every assignment and you will find that one of the skills you develop during your externship is the ability to turn out good work product more quickly.

❖ **PROOFREAD.** And then proofread three more times! And then maybe proofread again. Your written work is the paper/electronic embodiment of who you are during this externship - you owe it to yourself to make it as solid as you can. That said, we ALL make mistakes, sometimes enormous ones. But if you make your best effort, the likelihood that you will make a mistake will be lessened. And if you do make a mistake - own up to it.
A good lawyer always gathers all the facts and information she needs before proceeding. Your externship, while a job, is a learning experience. You should never hesitate to ask questions about an assignment to make sure that you understand what is being asked of you. The following are some basic questions that will help clarify what is being asked of you —

1) When do you need this? Is there a deadline?

2) How long should I spend on this project?

3) Do you have suggestions about where to start my research? Is there legislative history or a case file to start with?

4) Is there a particular office format that you prefer for this project?

5) Are you looking for a first or final draft of this request?

6) Would you prefer a hard or electronic copy of my work product?

7) Would you prefer that I include hard copies of materials that I cite, or would some other format be acceptable?

8) Do you have existing examples of this type of assignment that I could review for format, content, etc. . . ?

9) If necessary, may I request staff or secretarial assistance with completing this project?
### Externship Placement Learning Agenda

Student Name:___________________________________________________________

Student Placement:_______________________________________________________

Date of Student Draft (Columns One & Two):______________________________

Date of Document Discussion with Supervisor:______________________________

**INSTRUCTIONS:** Students will complete Columns One & Two during the January mini-course with the REP-PP Director in conjunction with the completed “Goals Memorandum.” Students will meet with their supervisors during the first week of their placements to discuss the Learning Agenda and receive comments and feedback on it from their supervisor.

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<th>Goals for Your Externship</th>
<th>Experiences that You Believe Would Help Achieve that Goal</th>
<th>Supervisor Comments on Goals &amp; Experiences</th>
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TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY
STUDENT TIMESHEET TEMPLATE

Student Name:________________________________________________________________

Student Placement:____________________________________________________________

Instructions: Students are required to keep time sheets and submit them via TWEN by 8:00 p.m. each Saturday of the externship placement. Add additional rows to timesheet when needed. Time must be entered daily, and each day must have some activity posted. Lunch does not count towards time spent working.

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<th>DATE (MM/DD/YY)</th>
<th>Hours</th>
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Total Hours:______________ (to the last tenth hour completed)

Student Signature:________________________________________________________________

Supervisor Signature:________________________________________________________________

Supervisor’s Printed Name:_________________________    Date:__________
TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

EXAMPLES OF EXTERNSHIP ACTIVITY

Externs will perform a variety of tasks during their placements. To assist with timesheet maintenance, the following general descriptions of activities may be useful. These are broad categories and your timesheet should be thoughtfully inclusive of the work you actually undertake. For ease you may use the abbreviations included in the parentheses.

Clerical (C): These types of activities include those that do not require legal knowledge or judgment such as photocopying, assembling binders, answering telephones generically, or simply dropping off or picking up materials.

Conversations/conferences with Supervisor or Co-workers (CONV): These activities include any time you spend speaking with your supervisor or co-workers. You may differentiate between types of conversations for example those in which you receive an initial assignment, those in which you seek clarification, those in which you present your work product, and general conversations.

Legal Research (LR): This includes computerized or book research on cases, statutes, regulations, etc . . .

Non-legal Research (NLR): This includes activities such as searching for information on the Internet not related to legal research; collecting public records or other information; making telephone calls to gather information; and similar activities. Legal and non-legal research often “blur” during public policy work but try to make clear delineations between the type of work you know to be “traditional legal research” (think LARW-I & II) with information that supports that research.

Note taking (NT): This encompasses events you attend for which you have been asked to engage in active note-taking to be shared with your supervisor in some way. For example, you are asked to attend a hearing and take notes on the proceedings.

Observation (OB): This encompasses time for which you are primarily observing, rather than performing a certain activity such as sitting in a meeting or attending a conference.

Organization in Support of Legal Work (ORG): This includes activities such as reviewing and organizing files, organizing materials in support of a hearing or other legal proceeding, or any other type of organization that requires some legal knowledge and judgment, as opposed merely a clerical task like photocopying.

Writing (W): This should include any kind of writing including legal memoranda, legislation, position papers, hearing testimony, regulations, and the like. This includes all phases of the drafting process from first draft to final proofread. Be sure to note the specific writing project in each entry such as “worked on first draft of position paper,” “proofread final copy of hearing testimony,” etc . . .

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

REFLECTIVE JOURNAL-KEEPING DURING THE EXTERNSHIP

Purpose: The best leaders and lawyers learn not only from the substance of their undertakings but also from the undertakings themselves. Reflecting on one’s experiences allows them to observe, learn, plan, integrate, and act in a well-rounded fashion. Students control what and how they learn during the externship process; part of that learning and growth comes from reflection in journals. Writing in a journal allows you to think more deeply about your experiences and personalize them in ways that make you a better leader and lawyer.

Specifically, journal entries should —
1) serve as a tool for you to reflect on assignments and what you learned from them in concrete ways;
2) provide a way for you to deeply and systematically reflect on your experiences;
3) allow the REP-PP Director (and only the Director) to see how the externship is developing your leadership and legal skills and contributing to your ongoing education;
4) relieve stress and pressure through free-flowing writing; and
5) enhance your practice as an observer and reflective practitioner.

Your journal is not a recitation of your time sheets. It is meant to be a narrative reflection of your experiences and observations.

Confidentiality: Your journal entries are confidential between you and the REP-PP Director. They are not graded but their timely completion is required for completion of the externship.

Number of Entries: Students are expected to complete twelve (12) journal entries at a minimum throughout the course. Journal entries are due via TWEN by 8:00 p.m. on Sundays. Entries are to be completed during Weeks 1-9 and Weeks 11-13. Entries must be submitted in a timely manner; late entries will require student/faculty discussion and could jeopardize a student’s completion of the externship.

Formatting and Length: General Format —
1) Journal entries will be typed;
2) Journal entries will be at least two double-spaced pages, using 11- or 12-point font;
3) Journal entries must include the following —
   a) Student name on each page;
   b) Week of entry
   c) Theme or topic discussed;
   d) Page numbers.

Language & Style —
Journal entries are supposed to be a reflective narrative so they are not as formal as most of our legal submissions. You should run a quick spelling and grammar check and try to use proper punctuation but there is no need to “sound like a lawyer.” These entries should reflect your voice, thoughts, and writing style.
Content—
At a minimum, your entries should include the following content:
First paragraph - Identify the topic of the journal entry and “set the scene” by providing the who, what, when, where, and why context for the entry.
Second & Subsequent paragraphs - Answer the prompt questions being sure that you describe what you are feeling, observing, and thinking with respect to the question. Ultimately, you should be exploring how to take all of this reflection and incorporate it into your legal career.

Paragraphs should have a minimum of three sentences.

Comments: The REP-PP Director will provide written comments on your journal entries throughout the process.
TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

PROMPTS FOR REFLECTIVE JOURNALS

“[R]eflective writing prompts you to trace your own learning journey as you turn abstract theoretical concepts into more meaningful ideas by using your own knowledge and experiences to bring them to life. The reverse is also true: reflective writing helps you interpret real-life events and practical situations using relevant theories from” your education.

--University of Canberra, Reflective Writing

Week One: An Introduction to You and the City

Tell me about your first week in your host city. What were your initial observations with respect to —
  the city
  your new residence
  your new job
  the people you have met so far?
What “scared” you during the first week? What excited you? How will you use these observations going forward?

Week Two: Reflections on Your First Weeks at Work

Reflect on your first week or so of work. How did you learn your way around your new office? What types of assignments were you given and why did the supervisor choose those assignments for you? What observations did you make about the office, its people, its leadership? How did you work to “fit in”? How did others make you feel welcome? How would you welcome a new extern during their first week?

Week Three: Checking In and Reflecting on Your Development

How well are you performing at your externship? What strengths do you notice? What weaknesses have you discovered? How can you develop the former and counteract the latter? Are there certain types of assignments at which you are better or worse? Can you identify why? In preparing this journal, considering discussing your progress with your Supervising Attorney and talk with him/her about the strengths and weaknesses s/he has observed thus far. (This is also a great way to get feedback!) Include a summary of the conversation you had with your Supervisor.

Week Four: Something Old, Something New

For this journal entry, focus on something old and something new. Tell me about an experience you had before coming to the externship and how it impacted you. Maybe it was a class, a discussion, or a family event. Next, tell me about a new experience you have had during the externship that impacted you. Now, reflect on the two and discuss similarities or
differences between the two. Why did they impact you? How will you take both experiences to enrich your experience in the externship and throughout your career (and your life). Are you surprised that there is/is not a nexus between the two?

Week Five: Theory & Practice

All of you have had significant experience outside of law school and prior to the externship. Yet we know that there can be a “disconnect” between the theory of what we learn in school and the practical application of the law. At this point in your externship, how are you observing the practical and theoretical intersecting? How has the theory you have learned helped you perform your assigned tasks? If there is a gap between the theoretical discourse and the practical experience, what is it? How have you overcome it? What one recommendation would you make to help bridge the gap between theory and practice?

Week Six: Diversity in Person, Work, Life, & Thought

You have now been in a new city for six weeks. Reflect on the diversity of the city, how that diversity has impacted your life, and your thoughts about it. Reflect on your observations in the work place and with in the policies on which you are working. Is diversity in person, work, life, and thought discussed directly in your placement? If so, how so? How do you think your diversity in each of these areas contributes to your work product and performance? Have you become more diverse in your thinking or being since the start of your placement? If so, how so? If you have witnessed a lack of diversity in any of these areas, what were your observations? How will these experiences impact your work going forward?

Week Seven: “Free Verse”

For this journal entry, you do not have a prompt. I want your reflections on whatever it is that is bubbling up in you to write about. Did you observe a great hearing? Did you observe an example of bad leadership? Are you missing home and questioning your career choices? Are you exhilarated by your placement and host city and never want to leave? Reflective journals are designed to connect you with your experiences so take some time and share your experiences and reflections with me.

Week Eight: Classroom Versus Placement

In Week Five you reflected on the coexistence of theory and practice within the externship (and your legal career). In this week’s entry, consider how what you are discussing in the classroom is impacting your placement. Are the readings helping you think about policy, the role of the government lawyer, and the law in deeper ways? Are your classroom interactions helping you engage at your placement and with others? What has been the most interesting thing you have learned from the readings? Who has been your most interesting presenter? Why? What was the most impactful thing that person said or discussed?

Week Nine: Reflecting on Your Growth

As you prepare to head into Spring Break, reflect on how you have “evolved” since the beginning of the externship. Describe the skills you brought to your externship and how
they have strengthened (or weakened) since the start of your placement. What surprises you about your skill development? What skills are you most excited about having developed? How do you feel you have grown most since the start of your experience? How will you use this growth during the remainder of your externship and your career?

Week Eleven: Observations on Office Interactions

Now that you have been at your placement for a while, reflect on the office interactions that you have observed. Are they different than your initial observations from the first weeks? What about the office dynamic works well? What does not? How are personalities reflected in the workplace? Does the workplace dynamic affect the work product? If so, in what ways? What are three of the best things you have observed about your office? What are three of the “worst”? (Please do not just list, elaborate!)

Week Twelve: Your Values, Your Externship, Your Career

For this entry, think about the personal values and goals that motivated you to participate in this externship program. Has your experience throughout the externship caused you to change any of your career goals? What will you look for in a future job that embodies some (or all) of what you learned? Did your experience in this externship match the personal values? If not, what will you do help determine the area and type of practice you desire to better coexist with your personal values?

Week Thirteen: What Will You Do With Your Externship Experience?

As you wind down your residency externship, what will you do with it? What skills did you develop that will help you in your legal career? What observations about public policy, the law, and your role in it resonates with you most? Reflect on some of the leadership styles you observed - will you incorporate or avoid some going forward? What are the three most important things you learned about YOURSELF that you will carry with you from this experience?
Networking Requirements

Students are required to engage in four (4) Networking Opportunities during their REP-PP placement. These activities do not count toward the REP-PP credit hour time commitment of your placement.

Networking Opportunities are those events or meetings that you attend to facilitate your own professional network. They can include lectures, meetings, or other events. In order to receive credit for the Networking Opportunity, students must —

1) Obtain a business card from at least one person at the event;

2) Write a 250-500 word “essay” about the Networking Opportunity that includes (at a minimum) —
   a) The date, time, and place of the Networking Opportunity;
   b) A description of why the student chose this Networking Opportunity;
   c) A description of the Networking Opportunity (lecture, meet & greet, etc. . . .);
   d) A reflection about how the Networking Opportunity could help the student in their future professional endeavors; and
   e) A reflection on how the Networking Opportunity could help other students going forward.

3) Summaries should be well written using proper grammar and spelling, 11- or 12-point font, page numbers, and the student’s name on each page.

Students will submit their Networking Opportunity summaries to the REP-PP Director as a collection by the due date given.
TEXAS A&M SCHOOL OF LAW  
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**BLOGGING REQUIREMENTS**

Students are required to engage in blog entries for the REP-PP website. These activities **do not** count toward the REP-PP credit hour time commitment.

The REP-PP website keeps the Law School, Aggie Network, and the world informed about the opportunities and activities REP-PP students engage in during their externships. Student blog entries will be coordinated with the REP-PP Director and posted regularly on the REP-PP website. The REP-PP Director will assign blog entry weeks to students during the January mini-course.

Generally, blog entries will be about 300-500 words and will highlight the experiences of the blogger during their externship, one of the events they attended, speakers they met, or other topic chosen with the input of the REP-PP Director. The REP-PP Director will work with students on topics and ideas for the blog posts. Text will be sent to the REP-PP Director who will review and edit the material prior to its being posted.

**Blog posts will be due by Sunday at 10:00 p.m. CT of the week for which a student is assigned.**
SUPERVISING ATTORNEY BASIC RESPONSIBILITIES

Supervising Attorneys serve as mentors to the students and are asked to train students on the skills that will help them become practice-ready in the public sector. Supervising Attorneys should allow students to work on matters that will help the students develop skills and gain real life experience and insight into aspects of regulatory development and policymaking. In furtherance of the Residency Externship Program’s mission and goals, here are some basic responsibilities of Supervising Attorneys:

- Assign substantive and meaningful legal work for the extern student to accomplish. Whenever meetings, briefings, hearings, or other events are held – especially in connection with a task assigned to the student – the student should be offered the chance to attend and discuss the event afterward with his/her Supervising Attorney.
- Discuss and set learning goals with the student at the beginning of the externship.
- Approve the accuracy of the student’s time sheets and sign the sheets as required. Complete an evaluation (provided by the school) at the end of semester, and discuss it with the student. (Information on how to do this will be provided and regular contact with the director of the REP-PP will occur).
- Meet regularly with the extern student to review and critique the work he/she has completed, and provide guidance on future assignments. Feedback is an important element to the student’s learning. It is expected that a mentoring relationship will be established and the Supervising Attorney will discuss many aspects of public policy, administration, and rule making – including issues of professional responsibility – throughout the semester.
- Sign weekly time sheets for students. Students in the REP-PP are required to compact 50 hours of work for every credit (9) that they receive during the externship; students are expected to work full-time during their externship.
- The Supervising Attorney will ensure that students are not compensated by any part of the office, agency, group, or person for any work performed during the semester the student is enrolled in the REP-PP.
- Supervising Attorneys are subject to the Texas A&M University Nondiscrimination and Abuse Policy.
**TEXAS A&M SCHOOL OF LAW**  
**RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY**

**FINAL EVALUATION OF STUDENT EXTERN**

**PLACEMENT:** 

**SUPERVISOR:** 

**STUDENT:** 

Unless otherwise indicated, this evaluation may be shared with the Student Extern. Please use additional pages if necessary.

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<th>LAWYERING SKILLS</th>
<th>N/A</th>
<th>POOR</th>
<th>FAIR</th>
<th>GOOD</th>
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<td>Legal Knowledge</td>
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<td>Research</td>
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<td>Analysis &amp; Reasoning</td>
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<td>Critical Thinking</td>
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<td>Oral Communication</td>
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<td>Interviewing</td>
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<td>Investigation</td>
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<td>Client Counseling/Advising</td>
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<td>Recognition of Ethical Issues</td>
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<td>Problem Solving</td>
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<th>PROFESSIONALISM/WORK HABITS</th>
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<th>POOR</th>
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<td>Timeliness in Work Completion</td>
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<td>Judgment</td>
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<td>Thoroughness &amp; Attention to Detail</td>
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<td>Attitude toward Supervision/Criticism</td>
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**STRENGTHS:** Please describe the extern’s contributions to your office, such as the types of projects completed or areas in which the extern demonstrated particular skill strength:

**WEAKNESSES/NEEDS IMPROVEMENT:** For each category in which you rated the extern “poor” or “fair,” please provide examples or otherwise explain the rating:

**EXTERNSHIP PROGRAM:** Do you have any suggestions for improving our Residency Externship Program in Public Policy in general, or ways in which we may better serve you in the future?

I ____did _____did not share this evaluation with the Student Extern.

**SUPERVISOR’S SIGNATURE:**_____________________________  DATE:___________

*Thank you for participating in the Texas A&M School of Law Residency Externship Program in Public Policy! Please return the completed form by email or hard mail to:*

Texas A&M School of Law
Residency Externship Program
Attn: Lisa A. Rich larich@law.tamu.edu
1515 Commerce Street TEL: 817/212-3952
Fort Worth, Texas 76102
Semester_________________________ 20___  Date:_________________________
# Student Evaluation of Externship Experience

**Placement:**

**Supervisor:**

**Student:**

## 1. Rate Your Externship Experience

Check (√) the most appropriate box.

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<th></th>
<th>N/A</th>
<th>Poor</th>
<th>Good</th>
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<td>Amount of Legal Research/Writing/Analysis</td>
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<td>Exposure to Public Policy Making</td>
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<td>Drafting of Legal Documents</td>
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<td>Oral Advocacy, Observation or Participation (Including Hearings and Press Conferences)</td>
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<td>Observation of Hearings, Meetings, Markups, or Other Public Policy Events</td>
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<td>Observation of Attorneys at Work</td>
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<td>Exposure to Professional Responsibility Issues</td>
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<td>Received Specific, Well-Defined Assignments</td>
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<td>Supervisor Accessibility</td>
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<td>Supervisor Feedback on Performance</td>
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<td>Supervisor Provided Useful Guidance to Complete Assignments</td>
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<td>Overall Work Environment</td>
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<td>Overall Training Received</td>
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2. What types of activities did you perform most during your externship? Are there types of activities that you had hoped to undertake but were not asked to perform?

3. How would you describe the work you undertook during your placement to a student unfamiliar with the placement?

4. If you rated your supervisor as inaccessible for guidance (poor/fair) or assistance (poor/fair), what are your thoughts on why that was (were they too busy, unorganized, uninterested)?

5. Describe your supervisor’s attitude towards you. Were they welcoming, receptive, understanding, interested in your educational experience during the placement, etc. . . ?

6. How was your overall workload? Did the externship placement take more or less time than you were expecting?

7. Did you learn what you thought you would learn during the externship placement?

8. Would you recommend that other students participate in this externship placement? Be supervised by the same person? Why or why not?

9. Other comments or suggestions

Return completed form to Professor Rich at larich@law.tamu.edu.