This is the printer-friendly syllabus for the clinical portion of the Program. There is a separate syllabus for the clinical fieldwork portion of the Program.

Additional information and details about the logistics and procedures of the clinical externship component of the Program can be found in the Program Handbook, available Blackboard. As elaborated in that Handbook, each student in the Program will be assigned to one or two Civil Division AUSAs and will be required to work a minimum of twelve hours each week (a total of 168 hours over the course of the semester) at the United States Attorney’s Office in Brooklyn, under the supervision of the assigned USA(s). Each student will work out his or her own work schedule with his or her supervising USA(s) and will work on assignments as directed by his or her supervising USA(s).

All tangible written work product prepared by students at the request of their supervising AUSAs should be turned in to the assigning USA and to the instructor. This includes, but is not limited to, any research memoranda, draft briefs (or sections thereof), pleadings, letters, discovery instruments, interview notes, transcripts of oral arguments or depositions, or other concrete work product which they prepare in connection with their case work. The work product should be submitted to the instructor at the same time it is submitted to the supervising attorney, and should be submitted to the instructor in hardcopy, not electronically. If work product goes through multiple drafts, only the final draft needs to be submitted to the instructor.

Each student must also complete and turn in to the instructor five reflective memoranda during the course of the semester, averaging 2-3 pp. per memo. These memoranda will be evaluated on whether they demonstrate a critical approach to the student’s externship, for example by raising questions or documenting observations which tie the externship to the readings and/or exercises done in the seminar, and/or which demonstrate that the student is giving serious reflection to the lawyering process and to the substantive, practical, strategic, and ethical issues arising therefrom. Students should demonstrate in their memos that they are utilizing their externship for self-improvement and are endeavoring to maximize the learning experience for themselves and their classmates.

All reflective memos should be submitted to the instructor by e-mail to ffa2@nyu.edu (please do not send them to the franklin.amanat@usdoj.gov address). The reflective memos should be submitted either in MSWord or in WordPerfect, not as PDF (portable document format, or Adobe Acrobat) documents. Students may not wait until the end of the semester to turn in their reflective memoranda. Each memorandum has a specific due date, as set forth in the Syllabus below. However, students are encouraged to prepare and turn in these memoranda well in advance of these deadlines, if their time permits them to do so. Experience has shown that these memoranda are more useful and more insightful if they are prepared contemporaneously with the experience which triggered the reflection than they are if they are simply post-hoc reconstructions of past experiences.

On the electronic Discussion Board for this Program which is accessible on the class website, the instructor has set up a Forum entitled Electronic Rounds: Reflective Memos. Students are strongly encouraged to post their reflective memoranda directly to this Forum; in addition, the instructor may post on this Forum certain reflective memoranda submitted by students even if the student who prepared the memorandum did not post it to the Board. Each newly-posted reflective memorandum should initiate a new discussion thread within the Forum. Students are invited to visit this Forum regularly to review the
reflections of their classmates and to comment on those reflections by replying to other postings to the various discussion threads. The hope is that this Forum can serve as a sort of “electronic rounds” – a system by which students can share with their classmates their observations and reflections on their clinical fieldwork and benefit from one another’s insights and experiences.

In addition to the work schedule that each student will develop with his or her supervising AUSA(s), we will also come together as a group from time to time for sessions related to the clinical fieldwork component of the Program. As elaborated in the Syllabus below, two of these sessions are mandatory – an orientation session at the beginning of the semester and a recap session at the end of the semester. The other sessions are optional. Some of these optional sessions consist of periodic “rounds,” during which students are invited to discuss their clinical fieldwork and issues which have been arising in the cases they have been working on. We have also scheduled a couple of interesting fieldtrips. Additional fieldtrips may be scheduled during the course of the semester, and we may also have the opportunity to hear from some important guest speakers.

WEEK 1 – Friday, September 8, 9:30 a.m., at 1 Pierrepont Plaza, 14th Floor Library, Mandatory Orientation to the Clinical Fieldwork Component of the Program and to the United States Attorney’s Office for the Eastern District of New York

Readings:
- Browse Program Handbook and About E.D.N.Y. sections of Blackboard Website
- Browse http://www.usdoj.gov/usao/nye/district/ednymap.htm
- Browse http://www.usdoj.gov/usao/nye/divisions/civil/civil.htm
- Browse http://www.usdoj.gov/usao/nye/district/ednymap.htm

Note: All students must attend this mandatory orientation to the clinical fieldwork component of the Program. The orientation will include a session in the Civil Division library, at which the instructor will provide students with a general overview of and orientation to their clinical experience and will introduce them to their assigned attorney(s), as well as a session in the human resources office on the 1st Floor of One Pierrepont Plaza, at which students will complete certain paperwork and obtain their security badges (if they have already received their security clearances by this date). Students will also view required human resources videos and hear a security presentation. The orientation is expected to last into the early afternoon, culminating in lunch with your assigned AUSA(s). Any students who are unable to attend an orientation at this time must make special scheduling arrangements with the instructor.
Fieldtrip: Students are invited (but not required) to take a field trip to tour the Brooklyn facilities of the United States Marshals Service for the Eastern District of New York. Founded in 1789, the Marshals Service is the oldest federal law enforcement agency in the United States and has a rich and fascinating history. It currently fulfills a broad and challenging mandate, with critical roles in apprehending fugitives, protecting federal judges, providing security for the courts and for the U.S. Attorney’s Office, managing and selling assets seized by federal law enforcement agencies, transporting federal prisoners to court proceedings and between prison facilities, taking custody of prisoners arrested by other federal law enforcement agencies and maintaining them in detention until they are acquitted or incarcerated, protecting witnesses in the Witness Security Program, serving court documents, and enforcing federal sex-offender registration requirements, among others. We have many cases in the Civil Division which involve representing or collaborating with the Marshals Service, including tort cases, employment discrimination cases, programmatic cases, and asset forfeiture cases.

Students participating in this tour will have an opportunity to meet the U.S. Marshal for the Eastern District (a presidential appointee) and a number of his Deputies, to learn about the work of the Marshals Service, and to see how that work relates to the work of this Office and the work of the court system.

All students wishing to attend this fieldtrip need to send an email to the instructor by Friday, September 15, 2006, and should include in their email their full legal name, their social security number, and their date of birth. Students signing up for the fieldtrip will receive additional instructions with regard to the logistics, procedures, timing, and dress code for the trip.

Optional: Students participating in this fieldtrip are strongly encouraged (but not required) to browse the following websites prior to the trip to learn more about the Marshals Service, its history, and its role in the criminal justice system:

http://www.usmarshals.gov/investigations/index.html
http://www.usmarshals.gov/judicial/index.html
http://www.usmarshals.gov/assets/index.html
http://www.usmarshals.gov/jpats/index.html
http://www.usmarshals.gov/prisoner/index.html
http://www.usmarshals.gov/process/index.html
http://www.usmarshals.gov/history/index.html
http://www.usmarshals.gov/history/oldest.htm

Students are also encouraged to review the biography of the current U.S. Marshal for the Eastern District of New York, which can be viewed at:

http://www.usmarshals.gov/district/ny-e/general/marshal.htm
WEEK 5 – Friday, October 6

Assignment: Deadline to turn in first reflective memorandum.

Reminder: Have your AUSA(s) sign your September timesheets, and provide me with a hardcopy of any work product you have generated in your fieldwork thus far.

WEEK 6 -- NOTE: Monday, October 9, OFFICE CLOSED: COLUMBUS DAY

WEEK 6 – (Optional) Friday, October 13, 10:30 a.m. to noon, Civil Division Library

Rounds: Students are invited (but not required) to join this session, in which we will spend some time discussing your clinical fieldwork and issues which have been arising in the cases you have been working on.

WEEK 7 – (Optional) Thursday, October 19, time TBA, Field Trip to Federal Bureau of Prisons, Metropolitan Detention Center (Brooklyn, NY)

Fieldtrip: Students are invited (but not required) to take a fascinating field trip to the Federal Bureau of Prisons’ Metropolitan Detention Center in Brooklyn. This is the only federal prison facility in the Eastern District of New York and, with some 2,500 inmates, is one of the largest urban detention centers operated by the Bureau of Prisons in the United States. The facility primarily houses pretrial detainees and convicted persons awaiting sentencing, although quite a few sentenced inmates are also designated to serve their sentences at this facility. We have many cases in the Civil Division which arise out of incidents occurring at MDC-Brooklyn, including tort cases (e.g., assault, slip-and-fall, medical malpractice, and general negligence) and Bivens cases brought by prisoners. We have also handled a number of employment related cases involving BOP staff.

Students participating in this fieldtrip will have an opportunity to meet the Warden and a number of his staff members and will get an insider’s tour of the prison, including the segregated housing unit, the health facilities, the prisoner services areas, and one or more general housing units.

All students wishing to attend this fieldtrip need to send an email to the instructor by Thursday, October 12, 2006, and should include in their email their full legal name, their social security number, and their date of birth. Students signing up for the fieldtrip will receive additional instructions with regard to the logistics, procedures, timing, and dress code for the prison visit.

Optional: Students participating in this fieldtrip are strongly encouraged (but not required) to browse the following websites prior to the trip to learn more about the Bureau of Prisons, its history, and its role in the criminal justice system:

http://www.bop.gov/about/index.jsp
http://www.bop.gov/about/mission.jsp
http://www.bop.gov/about/history.jsp
http://www.bop.gov/about/co/ogc.jsp
http://www.bop.gov/about/facts.jsp
WEEK 7 – Mid-Semester Evaluations

Each student should make an appointment with his or her supervising AUSA(s) some time this week to obtain an informal evaluation of his or her clinical fieldwork to date, including feedback on work product generated to date and identification of any issues that should be resolved before the end of the semester. Students are also invited (but not required) to make an appointment to meet this week with the instructor (preferably after the meeting with the supervising AUSA(s)) to obtain additional feedback and evaluation.

WEEK 8 – Friday, October 27

Assignment: Deadline to turn in second reflective memorandum from clinical fieldwork.

WEEK 9 – (Optional) Friday, November 3, 10:30 a.m. to noon, Civil Division Library

Rounds: Students are invited (but not required) to join this session, in which we will spend some time discussing your clinical fieldwork and issues which have been arising in the cases you have been working on.

Reminder: Have your AUSA(s) sign your October timesheets, and provide me with a hardcopy of any work product you have generated in your fieldwork.

WEEK 10 -- NOTE: Friday, November 10, OFFICE CLOSED: VETERANS’ DAY

WEEK 11 – Friday, November 17

Assignment: Deadline to turn in third reflective memorandum from clinical fieldwork.

WEEK 12 -- NOTE: Thursday, November 23, OFFICE CLOSED: THANKSGIVING
(The Office will be open on Friday, November 24)

WEEK 13 – Friday, December 1

Assignment: Deadline to turn in fourth reflective memorandum from clinical fieldwork.

Reminder: Have your AUSA(s) sign your November timesheets, and provide me with a hardcopy of any work product you have generated in your fieldwork.
WEEK 14 – Friday, December 8, 10:30 a.m. to 12:30 p.m., Civil Division Library, Mandatory Rounds and Recap Session

Rounds: In this mandatory session, we will spend some time discussing your clinical fieldwork and issues which arose in the cases you worked on.

Recap: We will also take some time to complete the course evaluation forms and will undertake a recap of the course and of students’ experiences in the Program. After class, students will be invited to join the instructor for lunch to celebrate the successful completion of a great semester!

Optional: Read the compendium of judicial humor (entirely optional – but you should read it at your leisure for your own considerable amusement).

COMPLETION OF CLINICAL FIELDWORK COMPONENT:

By December 22 you must turn in your fifth and final reflective memorandum from clinical fieldwork.

By January 12, 2007 (no exceptions!), you must:
- have completed your 168 hours of clinical fieldwork;
- have your AUSA(s) review and sign all of your timesheets for the semester;
- turn the original of your signed timesheets in to Human Resources, along with all of your security swipe cards;
- turn a photocopy of the complete set of your timesheets for the semester in to me; and
- provide me with a hardcopy of any work product you have generated in your fieldwork that you did not previously give me.

Between December 6, 2006, and January 12, 2007, students are invited (but not required) to make an appointment to meet with the instructor for an exit interview to go over their work product for the semester and to obtain feedback and evaluation.