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OFFICE OF THE  
SENATE COUNCIL

## 1. General Information

1a. Submitted by the College of: LAW

Date Submitted: 12/23/2015

1b. Department/Division: Law

1c. Contact Person

Name: Douglas Michael

Email: michaeld@uky.edu

Phone: 71485

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

## 2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: LAW 979

2c. Full Title: Lexington City Attorney Externship

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

CLINICAL: 2

2g. Grading System: Pass/Fail

2h. Number of credit hours: 2

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

**2j. Course Description for Bulletin:** This course provides the extern with an introduction to the practice of in-house counsel for a local government. The Law Department of the Urban County Government acts as counsel for the Mayor, the Urban County Council, and for all of the Urban County Government's Departments and Divisions. The department drafts all legislation (ordinances and resolutions) and handles a majority of the Urban County Government's litigation. The extern will research, analyze and write on legal issues that arise in a local government, attend court proceedings and witness meetings, participate in preparation of materials to respond to motions, briefs and appeals, and attend and participate in Urban County Government staff meetings as appropriate. Specific assignments and activities will be determined by supervising attorneys. Enrollment is upon application only; limit is two students per semester.

**2k. Prerequisites, if any:**

**2l. Supplementary Teaching Component:** Community-Based Experience

**3. Will this course taught off campus?** Yes

If YES, enter the off campus address: 200 E Main St Lexington KY

**4. Frequency of Course Offering:** Summer,

Will the course be offered every year?: Yes

If No, explain:

**5. Are facilities and personnel necessary for the proposed new course available?:** Yes

If No, explain:

**6. What enrollment (per section per semester) may reasonably be expected?:** 2

**7. Anticipated Student Demand**

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain:

**8. Check the category most applicable to this course:** Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

**9. Course Relationship to Program(s).**

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

**10. Information to be Placed on Syllabus.**

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

## Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6. How do course requirements ensure that students make appropriate use of learning resources?

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? NO

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|MICHAELD|Douglas C Michael|LAW 979 NEW College Review|20151223

**Lexington-Fayette Urban County Government Externship Syllabus  
Summer 2015**

**Externship Goal**

The goal of the Lexington-Fayette Urban County Government's ("LFUCG") Externship is to provide the extern with an introduction to the practice of an in-house counsel for a local government. The Law Department of the Urban County Government acts as legal counsel for the Mayor, the Urban County Council and for all of the LFUCG's Departments and Divisions. All legislation (ordinances and resolutions) passed by the Urban County Council is drafted by lawyers in the Law Department. Additionally, the majority of LFUCG's litigation matters are handled by the litigation branch of the Law Department.

The Law Department consists of a Commissioner of Law, three managing attorneys and six Attorney Seniors, one Attorney and several Paralegals and Administrative Support Staff. The Law Department is physically located in a historic building at 200 East Main Street and occupies the entire 11<sup>th</sup> Floor and a portion of the Sixth Floor of the building.

Our goal will be to expose the extern to a wide variety of activities and experiences, including research, analysis and writing on legal issues that arise in a local government, attending court proceedings and witness meetings; participation in the preparation of materials needed to respond to motions, briefs, and appeals; and attendance and participation in LFUCG staff meetings as appropriate. Counsel will supervise the extern's activities. Upon satisfactory completion of the externship, the extern will receive 2 pass/fail credit hours. Student written work and other activities will be evaluated by LFUCG staff as completed.

**LFUCG Law Department Information**

- 1. Janet M. Graham, Commissioner of Law**
  - a. Direct Extension: (859) 258-3525
  - b. Fax: (859) 258-3538
  - c. Email Address: [jgraham@lexingtonky.gov](mailto:jgraham@lexingtonky.gov)
  
- 2. Glenda H. George, Managing Attorney**
  - a. Direct Extension: (859) 258-3557
  - b. Email Address: [Glendah@lexingtonky.gov](mailto:Glendah@lexingtonky.gov)
  
- 3. Keith Horn Managing Attorney**
  - a. Direct Extension: (859) 258-3503
  - b. Email Address: [Mhorn@lexingtonky.gov](mailto:Mhorn@lexingtonky.gov)
  
- 4. David J. Barberie**
  - a. Direct Extension: (859) 258-3530
  - b. Email Address: [Dbarberi@lexingtonky.gov](mailto:Dbarberi@lexingtonky.gov)

### **Anticipated Schedule**

- Week 1 Introduction
- a. Discussion of the LFUCG Law Department's functions and responsibilities
  - b. Introduction to other staff members
  - c. Initial assignments
- Weeks 2-4 Individualized assignments and feedback (See General Content for areas that may be covered)
- Week 4 Mid-term conference and assignment review
- Weeks 4-8 Individualized assignments and feedback (See General Content for areas that may be covered)
- Week 8 Course review/evaluations

### **General Content**

It is anticipated that the extern will be exposed to a number of legal issues in the public service context. These issues include, but are not limited to:

1. Open Records and Open Meetings issues
2. Attendance at regular Staff Meetings
3. Drafting of Resolutions and Ordinances
4. Observation of Council Work Sessions, Council Meetings and Subcommittee Meetings.
5. Interaction with other attorneys, witnesses, and members of other departments
6. Drafting of a Complaint, and other litigation related matters, including motion practice and responses, memoranda and Orders
7. Observation of court proceedings involving the LFUCG
8. All issues and stages of litigation with respect to LFUCG litigation matters

### **Activities**

Specific weekly activities will vary and will be determined by the LFUCG's workflow, the extern's schedule, and scheduled events or events that may arise from time to time. It is expected that externs will be provided with the following opportunities and/or assignments relative to the LFUCG:

1. Attendance at a variety of legal proceedings, which may include code enforcement hearings, foreclosure motions and foreclosure sales, collections

matters, depositions, motion practice in Fayette District Court and Fayette Circuit Court.

2. Attendance at and participation in meetings with other Departments and Divisions that are represented by the Law Department.
3. Meeting and interacting with various people in the legal system, including court clerks, local attorneys and other personnel.
4. Legal research, analysis, and drafting of memoranda related to municipal government matters.

### **Written Assignments**

1. Assignments will be provided throughout the semester. If questions arise during the course of completing the assignment, the extern should seek clarification from whoever assigned the project regarding its scope and content.
2. When an assignment (project) that will take more than a day to complete and is being done off-campus, the extern should e-mail whoever assigned the project regularly, with a status update and any questions regarding the project.
3. If an assignment requires a legal memorandum, please attach a copy of all pertinent case law and/or statutes or regulations to the memorandum.
  - a. Legal memoranda should be in the format taught in Legal Writing:
  - b. Memorandum to:
  - c. From:
  - d. Re:
  - e. Date:
  - f. Question Presented:
  - g. Analysis/Summary/Etc.

Legal memoranda will be discussed with counsel for feedback.

### **Hours**

1. Hours will vary each week depending on the workload, the extern's assignments, and the court's dockets.
2. The extern will advise the LFUCG of any time during the semester that they will be out of town or otherwise unavailable.
3. Members of the LFUCG will plan to meet with the extern on a regular basis throughout the semester to discuss progress, upcoming events, and planning for the semester. When possible, the extern will be provided with a schedule of projected or upcoming meetings.

4. The LFUCG will provide the extern with a format for tracking time.
5. The extern will track their research, writing, all hours spent in the office, and any hours spent attending legal proceedings, meetings or other events related to the externship. For attendance at legal proceedings off campus, please include travel time in the calculation (portal to portal).
6. Goal: approximately 8 hours per week.

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## New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate R

Attachments:

[Browse...](#)

Upload File

	ID	Attachment
Delete	6020	LFUCG Ext Syllabus Fall 2015.DOCX
		<input type="button" value="First"/> <input type="button" value="1"/> <input type="button" value="Last"/>

(\*denotes required fields)

1. General Information

- a. \* Submitted by the College of:  Submission Date:
- b. \* Department/Division:
- c.
- \* Contact Person Name:  Email:  Phone:
- \* Responsible Faculty ID (if different from Contact):  Email:  Phone:
- d. \* Requested Effective Date:  Semester following approval OR  Specific Term/Year<sup>1</sup>
- e.
- Should this course be a UK Core Course?  Yes  No
- If YES, check the areas that apply:
- Inquiry - Arts & Creativity  Composition & Communications - II
- Inquiry - Humanities  Quantitative Foundations
- Inquiry - Nat/Math/Phys Sci  Statistical Inferential Reasoning
- Inquiry - Social Sciences  U.S. Citizenship, Community, Diversity
- Composition & Communications - I  Global Dynamics

2. Designation and Description of Proposed Course.

- a. \* Will this course also be offered through Distance Learning?  Yes<sup>4</sup>  No
- b. \* Prefix and Number:
- c. \* Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed<sup>2</sup> with (Prefix and Number):
- f. \* Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>3</sup> for each meeting pattern type.
- |                                   |  |                                 |                                 |
|-----------------------------------|--|---------------------------------|---------------------------------|
| <input type="text"/> Lecture      | <input type="text"/> Laboratory <sup>1</sup>   | <input type="text"/> Recitation | <input type="text"/> Discussion |
| <input type="text"/> Indep. Study | <input type="text"/> 2 Clinical                | <input type="text"/> Colloquium | <input type="text"/> Practicum  |
| <input type="text"/> Research     | <input type="text"/> Residency                 | <input type="text"/> Seminar    | <input type="text"/> Studio     |
| <input type="text"/> Other        | If Other, Please explain: <input type="text"/> |                                 |                                 |
- g. \* Identify a grading system:
- Letter (A, B, C, etc.)
- Pass/Fail
- Medicine Numeric Grade (Non-medical students will receive a letter grade)
- Graduate School Grade Scale
- h. \* Number of credits:
- i. \* Is this course repeatable for additional credit?  Yes  No
- If YES: Maximum number of credit hours:
- If YES: Will this course allow multiple registrations during the same semester?  Yes  No

## j. \* Course Description for Bulletin:

This course provides the extern with an introduction to the practice of in-house counsel for a local government. The Law Department of the Urban County Government acts as counsel for the Mayor, the Urban County Council, and for all of the Urban County Government's Departments and Divisions. The department drafts all legislation (ordinances and resolutions) and handles a majority of the Urban County Government's litigation. The extern will research, analyze and write on legal issues that arise in a local government, attend court proceedings and witness meetings, participate in preparation of materials to respond to motions, briefs and appeals, and attend and participate in Urban County Government staff meetings as appropriate. Specific assignments and activities will be determined by supervising attorneys. Enrollment is upon application only; limit is two students per semester.

## k. Prerequisites, if any:

l. Supplementary teaching component, if any:  Community-Based Experience  Service Learning  Both

3. \* Will this course be taught off campus?  Yes  No

If YES, enter the off campus address: 200 E Main St Lexington KY

## 4. Frequency of Course Offering.

a. \* Course will be offered (check all that apply):  Fall  Spring  Summer  Winter

b. \* Will the course be offered every year?  Yes  No

If No, explain:

5. \* Are facilities and personnel necessary for the proposed new course available?  Yes  No

If No, explain:

6. \* What enrollment (per section per semester) may reasonably be expected? 2

## 7. Anticipated Student Demand.

a. \* Will this course serve students primarily within the degree program?  Yes  No

b. \* Will it be of interest to a significant number of students outside the degree pgm?  Yes  No

If YES, explain:

## 8. \* Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

## 9. Course Relationship to Program(s).

a. \* Is this course part of a proposed new program?  Yes  No

If YES, name the proposed new program:

b. \* Will this course be a new requirement<sup>5</sup> for ANY program?  Yes  No

If YES<sup>5</sup>, list affected programs:

## 10. Information to be Placed on Syllabus.

a. \* Is the course 400G or 500?  Yes  No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identify additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b.  \* The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable 10.a above) are attached.

<sup>111</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>112</sup> The chair of the cross-listing department must sign off on the Signature Routing Log.

In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, is two hours per week for a semester for one credit hour. (from SR 5.2.1)

You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

In order to change a program, a program change form must also be submitted.

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