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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 980

2c. Full Title: Fayette County 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 externship develops students' interviewing, counseling, legal research and litigation skills under the supervision of the attorneys in the Fayette County Attorney's Office. Students will be expected to do legal research and writing, contact and interview witnesses, attend court sessions and assist the prosecutors therein, and assist in maintaining electronic case files. Students will support their supervising attorney in all areas related to the representation. Enrollment is open to both second- and third-year students, is upon application and interview only, and is limited to five students per semester. Scheduling note: Although not required, students should plan to have one full morning available for externship work to accommodate court appearance schedules.

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

2l. **Supplementary Teaching Component:**

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

If YES, enter the off campus address: 201 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?:** 5

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 980 NEW College Review|20151223

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 6021	Fayette County Attorney Externship syllabus Fall 2

First 1 Last

(*denotes required fields)

1. General Information

a. * Submitted by the College of: Submission Date: 12/23/2015

b. * Department/Division:

c.

* Contact Person Name: Douglas Michael Email: michaeld@uky.edu Phone: 71485

* Responsible Faculty ID (if different from Contact): Email: Phone:

d. * Requested Effective Date: Semester following approval OR Specific Term/Year¹

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? Yes⁴ No

b. * Prefix and Number:

c. * Full Title:

d. Transcript Title (if full title is more than 40 characters):

e. To be Cross-Listed² with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

<input type="text"/> Lecture	<input type="text"/> Laboratory ¹	<input type="text"/> Recitation	<input type="text"/> Discussion
<input type="text"/> Indep. Study	<input type="text" value="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:		

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 externship develops students' interviewing, counseling, legal research and litigation skills under the supervision of the attorneys in the Fayette County Attorney's Office. Students will be expected to do legal research and writing, contact and interview witnesses, attend court sessions and assist the prosecutors therein, and assist in maintaining electronic case files. Students will support their supervising attorney in all areas related to the representation. Enrollment is open to both second- and third-year students, is upon application and interview only, and is limited to five students per semester. Scheduling note: Although not required, students should plan to have one full morning available for externship work to accommodate court appearance schedules.

k. Prerequisites, if any:

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address: 201 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? 5

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 ⁵ for ANY program? Yes No

If YES ⁵, 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 above) are attached.

⁵ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
⁶ 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, requires 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.

Rev 8/09

**Fayette County Attorney Office Externship Syllabus
Fall 2013**

Externship Goal

The goal of the Fayette County Attorney's Office (FCAO) Externship is to provide the extern with the unique experience of the application of law, legal principles and legal analysis at a public agency focusing on criminal prosecution. The FCAO handles all misdemeanor prosecutions, felony preliminary hearings, traffic violations, juvenile prosecution, and dependency, neglect and abuse courts. Additionally, we are statutorily obligated to represent all constitutional officers (coroner, sheriff, property valuation administrator, county clerk, etc.) if they so desire.

The FCAO is comprised of three physical offices, one at 110 West Vine Street and two located in the District Courthouse at 150 North Limestone Street.

The externship goal will be satisfied by exposing the extern to a variety of activities, including research, analysis and writing on legal issues that arise in both criminal and civil contexts; 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 FCAO 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 FCAO staff as completed.

Fayette County Attorney Information

- 1. Larry S. Roberts, Fayette County Attorney**
 - a. Direct Extension: (859) 226-1814
 - b. Email Address: LarryS.Roberts@fayettcountyatorney.com

- 2. M. Lee Turpin, First Assistant**
 - a. Direct Extension: (859) 226-1835
 - b. Email Address: Lee.Turpin@fayettcountyatorney.com

- 3. J. Jason Rothrock, Director of Prosecution**
 - a. Direct Extension: (859) 226-1872
 - b. Email Address: Jason.Rothrock@fayettcountyatorney.com

Fax: (859) 226-1899

Anticipated Schedule

- Week 1 Introduction
a. Discussion of the FCAO's functions and responsibilities
b. 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 (Externs will change locations midway through the semester)
- 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 criminal and public service context. These issues include, but are not limited to:

1. Ethics and compliance
2. Evidence collection and analysis
3. Interaction with police, other attorneys, judges, and witnesses
4. Research-related matters, including suppression issues under Constitutional and statutory mandates, motions and appeals and responses thereto, memorandums, and drafting Orders
5. Observation of all criminal court proceedings from arraignment through jury trials
6. All issues and stages of litigation
7. Open Records issues

Activities

Specific weekly activities will vary and will be determined by the FCAO'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 FCAO:

1. Attendance at a variety of legal proceedings, which may include arraignment, preliminary hearing, and pretrial dockets, trials, and suppression hearings.
2. Attendance at and participation in meetings with witnesses and prosecutors.
3. Meeting and interacting with various people in the court system, including court clerks, police officers, and support staff at the LFUCG Division of Police.

4. Legal research, analysis, and drafting of memoranda related to Constitutional and statutory issues in criminal and civil cases.

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 whomever assigned the project daily, 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 caselaw 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 FCAO of any time during the semester that they will be out of town or otherwise unavailable.
3. Members of the FCAO 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 FCAO 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.