Cover Sheet: Request 16144

LAW 6XXX – Semester in Practice

Info

Process	Course|New|Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Paul Rollins rollins@law.ufl.edu
Created	4/23/2021 12:06:14 PM
Updated	4/23/2021 12:56:26 PM
Description of request	Receive permanent approval and course number for Semester in Practice, 6XXX (6-10 credits)

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	LAW - Juris Doctor 24010000	Rachel Inman		4/23/2021
No document changes					
College	Approved	LAW - College of Law	Rachel Inman		4/23/2021
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			4/23/2021
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 16144

Info

Request: LAW 6XXX – Semester in Practice
Description of request: Receive permanent approval and course number for Semester in Practice, 6XXX (6-10 credits)
Submitter: Paul Rollins rollins@law.ufl.edu
Created: 4/23/2021 12:07:04 PM
Form version: 2

Responses

Recommended Prefix
Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, the State Common Numbering System (SCNS) may assign a different prefix.

> Response:
> LAW

Course Level
*Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.). *
Note: 5000 level courses must be submitted through the undergraduate new course process

> Response:
> 6

Course Number
Enter the three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For new course requests, this may be XXX until SCNS assigns an appropriate number.

> Response:
> XXX

Category of Instruction
Indicate whether the course is introductory, intermediate or advanced. Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.
* *

> Response:
> Intermediate

• 1000 level = Introductory undergraduate
• 2000 level = Introductory undergraduate
• 3000 level = Intermediate undergraduate
• 4000 level = Advanced undergraduate
• 5000 level = Introductory graduate
• 6000 level = Intermediate graduate
• 7000 level = Advanced graduate
• 4000/5000= Joint undergraduate/graduate
• 4000/6000= Joint undergraduate/graduate

Joint undergraduate/graduate courses must be approved by the UCC and the Graduate Council)

Lab Code
Enter the lab code to indicate whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).

Response:
None

Course Title
*Enter the title of the course as it should appear in the Academic Catalog. There is a 100 character limit for course titles. *

Response:
Semester in Practice

Transcript Title
Enter the title that will appear in the transcript and the schedule of courses. Note that this must be limited to 30 characters (including spaces and punctuation).

Response:
Semester in Practice

Degree Type
Select the type of degree program for which this course is intended.

Response:
Professional

Delivery Method(s)
Indicate all platforms through which the course is currently planned to be delivered.

Response:
Off-Campus

Co-Listing
Will this course be jointly taught to undergraduate, graduate, and/or professional students?

Response:
No

Effective Term
Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore the actual effective

term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.

Response:
Earliest Available

Effective Year
Select the requested year that the course will first be offered. See preceding item for further information.

Response:
Earliest Available

Rotating Topic?
Select "Yes" if the course can have rotating (varying) topics. These course titles can vary by topic in the Schedule of Courses.

Response:
No

Repeatable Credit?
Select "Yes" if the course may be repeated for credit. If the course will also have rotating topics, be sure to indicate this in the question above.

Response:
No

Amount of Credit
Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC. If you select "Variable" for the amount of credit, additional fields will appear in which to indicate the minimum and maximum number of total credits.

Response:
Variable

If variable, # min

Response:
6

If variable, # max

Response:
10

S/U Only?
Select "Yes" if all students should be graded as S/U in the course. Note that each course must be entered into the

UF curriculum inventory as either letter-graded or S/U. A course may not have both options. However, letter-graded courses allow students to take the course S/U with instructor permission.

>Response:
>Yes

Contact Type
Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis.

>Response:
>Regularly Scheduled

• Regularly Scheduled [base hr]
• Thesis/Dissertation Supervision [1.0 headcount hr]
• Directed Individual Studies [0.5 headcount hr]
• Supervision of Student Interns [0.8 headcount hr]
• Supervision of Teaching/Research [0.5 headcount hr]
• Supervision of Cooperative Education [0.8 headcount hr]

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.

Weekly Contact Hours
Indicate the number of hours instructors will have contact with students each week on average throughout the duration of the course.

>Response:
>Variable

Course Description
Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 500 characters or less. See course description guidelines.

>Response:
>Educational field placements, commonly known as externships, give students the opportunity to gain practical experience, enhance working knowledge of the law and develop professional contacts in the field. Students work for an entire semester in selected agencies or organizations focused on a particular legal field. Co-requisite - Bridge to Practice is required

Prerequisites
Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course.
Courses level 3000 and above must have a prerequisite.
Please verify that any prerequisite courses listed are active courses.

>Response:
>Successful completion of all 1L courses

Completing Prerequisites on UCC forms:

• Use "&" and "or" to conjoin multiple requirements; do not used commas, semicolons, etc.
• Use parentheses to specify groupings in multiple requirements.
• Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. For example, "MAC 2311(B)" indicates that students are required to obtain a grade of B in Calculus I. MAC2311 by itself would only require a grade of D-.
• Specify all majors or minors included (if all majors in a college are acceptable the college code is sufficient).
• "Permission of department" is always an option so it should not be included in any prerequisite or co-requisite.
• If the course prerequisite should list a specific major and/or minor, please provide the plan code for that major/minor (e.g., undergraduate Chemistry major = CHY_BS, undergraduate Disabilities in Society minor = DIS_UMN)

Example: A grade of C in HSC 3502, passing grades in HSC 3057 or HSC 4558, and undergraduate PBH student should be written as follows: HSC 3502(C) & (HSC 3057 or HSC 4558) & UGPBH
* *

Co-requisites
Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system. If there are none please enter N/A.

Response:
6XXX: Bridge to Practice (2 credits)

Rationale and Placement in Curriculum
Explain the rationale for offering the course and its place in the curriculum.

Response:
This 4-10 credit semester in practice externship program provides upper level students with experiential learning opportunities under the supervision of a filed placement supervisor and faculty member to help them be practice ready upon graduation.

Course Objectives
Describe the core knowledge and skills that student should derive from the course. The objectives should be both observable and measurable.

Response:
• Development of professional goals through practicing, and reflecting upon, work at their state and federal field placements;
• Improving lawyering skills, including research, writing, and oral advocacy by putting into action these skills and receiving detailed feedback from site supervisors;
• Developing lifelong habits of reflective learning and self-awareness to help students make good decisions regarding professional growth in the future;
• Learning the rules of professional responsibility and the importance of professionalism through participating in, and observing, work in a real-life legal setting;
• Expanding substantive legal knowledge and analytic skills through work at placement sites as well as through course readings and discussions; and
• Fostering initiative to judge what needs to be done and take action, especially without suggestion from others.

Course Textbook(s) and/or Other Assigned Reading
*Enter the title, author(s) and publication date of textbooks and/or readings that will be assigned. Please provide specific examples to evaluate the course and identify required textbooks. *

Response:
Work is based on externship site placement and field supervisor and placement site needs. Co-requisite Bridge to Practice course has a text and readings.

Weekly Schedule of Topics
Provide a projected weekly schedule of topics. This should have sufficient detail to evaluate how the course would meet current curricular needs and the extent to which it overlaps with existing courses at UF.

Response:
Credit hours depend on reported and verified hours spent in the filed placement.

Grading Scheme
List the types of assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity. Include details about the grading rubric and percentage breakdowns for determining grades. If participation and/or attendance are part of the students grade, please provide a rubric or details regarding how those items will be assessed.

Response:
This course is graded pass/fail. In order to obtain passing credits for your Externship/Semester in Practice/Bridge to Practice class, I expect you to:
1. Work the requisite number of hours at the field placement and report them weekly and in a professional manner to Debbie Vincent (vincent@law.ufl.edu). If you know you will be absent, you must let your field supervisor know beforehand. Under no circumstances may you fail to appear at work without telling your supervisor;
2. Satisfactorily and timely complete all reading and assignments;
3. Furnish bi-weekly journal entries to me on time and of professional quality;
4. Participate in, and be prepared for, all Zoom or in-person meetings;
5. Perform work in the field of professional quality;
6. Conduct yourself in an ethical and professional manner at all times during your Externship or Semester in Practice. This semester is a fantastic opportunity for the attorneys at your field placement to see your work over an extended period of time--make the most of it!

In addition, you must adhere to the following provisions:
1. I will follow the rules and policies established by the Field Supervisor and the Levin College of Law, including but not limited to the rules for hours of office operation and absences, rules governing office procedures, requirements governing the submission of time sheets, and all other requirements established by my Field Supervisor and my Faculty Supervisor.
2. I will complete all of the work hours required for this externship/SIP.
3. I will complete all documentation required by the Field Supervisor and the Levin College of Law.
4. I understand that the Field Supervisor will supervise me while I am at the field placement site.
5. I understand that I must act professionally and ethically and that I must maintain the confidentiality of information provided to me through this Externship/Semester in Practice/Bridge to Practice course(s).
6. I will prepare for and participate in all meetings, including orientations, tutorials, and evaluation meetings scheduled by my Field Supervisor and my Faculty Supervisor.
7. I will participate with my Faculty Supervisor in an online course, or other form of guided reflection, related to my Externship/SIP and I will complete the written assignments necessary to satisfy this requirement. I understand that I must observe restrictions mandated by confidentiality and privilege when describing my work to my Faculty Supervisor.
8. I will prepare and submit weekly time sheets to Debbie Vincent.
9. I understand that I am responsible for my own health, accident, and automobile insurance.
10. I understand that I may not receive financial compensation for the work I perform during the course of this externship/SIP without prior approval from Dean Menendez.
12. I understand that if I fail to complete and report all of my hours or fail to complete any work assigned by my Faculty and Field Supervisors, I may fail the Externship/Semester in

Practice/Bride to Practice course(s).

A Word on Time Sheets
Please use the time sheet template in "Files" to log your hours worked. Time sheets should be typed and have original signatures by you and your site supervisor. These should be submitted weekly to Debbie Vincent at vincent@law.ufl.edu. Please save and send the timesheet using the first day of the week (e.g., Wolking Time Sheet 1/6/20, Wolking Time Sheet 1/13/20, Wolking Time Sheet 1/20/20, etc.)

Instructor(s)
Enter the name of the planned instructor or instructors, or "to be determined" if instructors are not yet identified.

Response:
Wolking, TBD

Attendance & Make-up
Please confirm that you have read and understand the University of Florida Attendance policy.
A required statement statement related to class attendance, make-up exams and other work will be included in the syllabus and adhered to in the course. Courses may not have any policies which conflict with the University of Florida policy. The following statement may be used directly in the syllabus.

• Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Response:
Yes

Accomodations
Please confirm that you have read and understand the University of Florida Accommodations policy.
A statement related to accommodations for students with disabilities will be included in the syllabus and adhered to in the course. The following statement may be used directly in the syllabus:

• Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Response:
Yes

UF Grading Policies for assigning Grade Points
Please confirm that you have read and understand the University of Florida Grading policies.
Information on current UF grading policies for assigning grade points is require to be included in the course syllabus. The following link may be used directly in the syllabus:

• https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Response:

Yes

Course Evaluation Policy
Course Evaluation Policy
Please confirm that you have read and understand the University of Florida Course Evaluation Policy.
A statement related to course evaluations will be included in the syllabus. The following statement may be used directly in the syllabus:

• Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/public-results/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

* *

Response:
Yes