

**D.C. SEMINAR
PROF. ELENA BAYLIS
SAMPLE SYLLABUS**

COURSE OVERVIEW

This seminar will focus on three themes:

(1) reflecting on and learning from your externship experiences, by writing a weekly reflective journal, discussing your work experience in class, and writing a seminar paper based on a topic addressed in your externship;

(2) exploring the role of lawyers in the processes of law-making, policy-making, lobbying, and dispute resolution in Washington, with a particular focus on ethical issues, by reading and discussing materials on these subjects and by meeting with guest speakers addressing substantive topics related to their work; and

(3) learning about career paths, networking, and interviewing, by talking with alumni mentors and guest speakers, and by developing and executing a networking plan.

If you wish, you may use this course to satisfy your upper level writing requirement.

CLASS MEETINGS

Thursdays, 5:45-7:35 p.m.

University of Pittsburgh Washington Center, 2025 M St NW, Suite 575

Each week, we will discuss your externship experiences, based in part on your journal entries. Some weeks, we will also have guest speakers on subjects relating to the second two themes of the course. During certain weeks, you will also be asked to do some preparatory reading or to submit something in writing on the week's topic with your journals. In addition to the regularly scheduled class meetings, I will also be scheduling individual site visits midway through the semester.

This preliminary schedule of class meetings, class topics, and deadlines is subject to change during the semester. Any changes will be announced in class and/or via email to the class email list.

PRELIMINARY SCHEDULE OF MEETINGS AND DEADLINES

January 10	Topics: DC Seminar and DC Externship requirements; developing goals for your Semester in DC; learning from externship experiences
Wed., January 16	First weekly journal due with externship goals. (Journals due each Wednesday through Wednesday April 24.)
January 17	Guests: SDC Program alumni Topics: Externship goals; SDC Program alumni's experience and advice
January 24	Guests: Alumni mentors Topics: Discussion with alumni mentors; Developing networking plans
Wed., January 30	Networking plan due with journals

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January 31	Guest: Briana Green, Associate Director of DC Outreach; Topics: Networking plans & one-on-one meetings with Briana
February 7	Topic: Ethical issues in externships
Wed Feb 13	Paper topics due
February 14	Topics: Paper topics; Learning from feedback
February 21	Site visits this week Guests: <ul style="list-style-type: none">• Lisa Fowlkes '90, Deputy Bureau Chief, Public Safety and Homeland Security Bureau, Federal Communications Commission• Angela George '96, Assistant U.S. Attorney, U.S. Attorney's Office for D.C.• Emily Ruger-Beline '08, Customs and Trade Policy Officer, Embassy of Canada Topics: Alumni panel on careers; admitted students invited
February 28	Site visits this week Topics: Progress on externship and networking goals
Wed, March 6	Paper outlines due
March 7	Topics: Paper outlines
March 14	Spring break – no class
March 21	Guest: Christopher Tate '07, Counsel, US House of Representatives Committee on Ethics Topic: Ethical rules for legislators and staff
March 28	Speaker: Joshua Rosenstein, Counsel, Sandler, Reiff, Young & Lamb, P.C Topic: Ethical rules for lobbyists
Monday, April 1	Group A first drafts due to the whole class
April 4	Group A paper workshop
Monday, April 8	Group B first drafts due to the whole class
April 11	Group B paper workshop
April 18	Final class Topic: Externship and networking goals; building from your externship learning experience
Wed April 24	Final journal due
Wed May 8	Last day to submit final paper to me via email, cc to the registrar

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COURSE REQUIREMENTS AND GRADING

21% CLASS PARTICIPATION. This will not be graded, but rather, will be treated on a pass/fail basis. You will receive full credit for a good-faith, genuine effort to participate in class, including discussing your externship experience, taking part in in-class activities, making in-class presentations, reading and discussing any provided materials, participating in individual meetings and site visits, and reading and commenting on other students' papers. Each week's participation will be worth 1½% of your final grade, for a total of 21%. If you are late or attend only part of the class, you will receive half credit for that day.

21% JOURNAL ENTRIES. These will also be treated on a pass/fail basis. As with the class participation, you will receive full credit for a good-faith, genuine effort to reflect on your externship experience, as described in the journal guidelines, which will be distributed separately. In addition to these reflections, your journal must also include a record of the hours you worked the previous week and anything you have been asked to contribute for the following week's class, such as your externship goals or networking plan. Note that you should send in a journal each week even if we are not holding the class that week.

For the first six weeks, from Wednesday, January 16-Wednesday February 20, approximately 5 double-spaced typed pages per week will be expected. For the remainder of the class, from Wednesday, February 27-Wednesday, April 24, you will be expected to submit 1-2 double-spaced typed pages addressing any particularly notable developments. Each of these journal entries will be worth 1½% of your final grade, for a total of 21%. Late submissions will receive half credit.

7.5% EXTERNSHIP GOALS, NETWORKING PLAN, PAPER TOPIC, PAPER OUTLINE, AND FIRST DRAFT OF PAPER. As with the journal entries, these will be treated on a pass/fail basis, and you will receive full credit for a good-faith genuine effort to complete these assignments and for turning them in on-time. Each of these will be worth 1½% of your final grade, for a total of 7½%. Late submissions will receive half credit.

The externship goals and networking plan will be discussed in class the week before they are due. The requirements for the paper topic, outline and first draft are as follows:

Topic: You must turn in your topic statement in writing. You should have a one-sentence thesis statement, as well as a few additional sentences describing your idea.

Outline: This should be an initial outline of your paper, presenting your organization and your main arguments.

First Draft: The first draft should present an abbreviated version of your primary arguments and should not merely provide background information. It should be roughly 8-10 pages long. First draft guidelines will be distributed when we discuss your outlines. I will divide you into two groups for purposes of discussing your first drafts in a paper workshop after you turn in your paper topics.

On the day of your paper workshop, you will make a brief formal paper presentation, and then we will discuss the first drafts as a group for two purposes: (1) giving you useful, practical feedback on your initial draft and (2) discussing the issues you raise. You should be prepared to lead discussion about your paper. Please note that in addition to your preparation for workshopping your own paper, you must also read and comment on all the other students' first drafts at the workshop.

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50 ½% FINAL SEMINAR PAPER. The remaining 50 ½% of your grade will be based on your final seminar paper, which will be graded with a letter grade. (Note that the extra ½% effectively means that if you are on the cusp between one grade and another for the class, your final seminar paper grade will be the deciding factor in determining your grade for the class.)

Your paper should be no less than 15 pages (including footnotes, with no greater than 1 inch margins, double-spaced in Times New Roman 12 pt). Shorter papers will not be accepted. There is not an absolute upper page limit, but a range of 15-25 pages would be appropriate. You may fulfill the writing requirement with this paper.

ATTENDANCE POLICY

The American Bar Association and the School of Law require regular and punctual class attendance (see <http://www.law.pitt.edu/students/policies/attendance>). Because this is a small class, I will not circulate an attendance sheet, but I will take note of who is present in class each week for purposes of assuring that you are in compliance with the attendance policy as well as recordkeeping toward your class participation grade. If, for whatever reason, you arrive at class more than 10 minutes late or leave class more than 10 minutes early, you will be considered absent for purposes of the attendance policy (although you will still receive half-credit toward your class participation grade). Failure to satisfy these attendance requirements will result in your being certified out of the course with a grade of "U" (Unsatisfactory). Faculty members do not have the authority to excuse absences for any reason; any request that an absence be excused will have to be directed to Dean Infanti.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

If you have a disability for which you are or may be requesting accommodation, you should contact both the office of the Associate Dean of Students in the Law School (Dean Kevin Deasy; deasy@pitt.edu) and the University Office of Disability Resources and Services (<http://www.drs.pitt.edu>), 140 William Pitt Union, (412) 648- 7890/(412) 383- 7355 (TTY), as early as possible in the semester. DRS will verify your disability and determine reasonable accommodations for this course. The Associate Dean of Students will oversee the implementation of accommodations.