

LondonEx 2025
Syllabus and Orientation
Schedule
Professor Margaret Harding
and
Study Abroad Program Specialist, Andrew Horsfall

I. Introduction

Welcome to the “LondonEx” Program!

We are excited to have you join us for a new experience working in London. We look forward to working with each of you as learn more about lawyering in a global world and more about yourself.

Below is an overview of important aspects of the LondonEx program. It outlines student learning outcomes, the orientation schedule, course expectations, and miscellaneous items.

Note: Nothing in these policies should be read to preclude a student from utilizing an approved educational accommodation.

This is the anticipated schedule; it is possible that we will make adjustments and changes to the schedule due to the availability of our speakers and site visits.

II. Student Learning Outcomes

At the end of this course, you should be able to:

- Utilize basic legal skills as are appropriate for your placement setting;
- Comprehend, interpret, and analyze the law related to your placement;
- Speak and write effectively about the law in a manner appropriate to the audience;
- Receive, evaluate, and incorporate professional feedback;
- Reflect upon your experience of the practice of law in an international setting;
- Effectively collaborate with professional colleagues;
- Reflect up and demonstrate an appreciation for the differences in the education and training of lawyers in England, and the impact of these differences on the practice of law and the justice systems;
- Better understand the role of lawyers in England, and the impact of culture on lawyering, professional environments, and legal results;
- Compare what you learn about law and lawyering in England with your knowledge and experience of law and lawyering in the US; and

- Appreciate the important roles lawyers play in society and recognize the impact of law on people and institutions.

III. Overview of Course

As described below in more detail, the course involves: 1) your placement experience with your mentor; 2) a week-long orientation; 3) weekly seminars; 4) structured learning activities, including site visits and other events in the greater London area; 5) weekly submission of journals and time sheets; and 6) a final project.

You will be spending no more than 50% of your time at your placement, with the remainder of your time on structured educational activities. These include all other components of the course identified above as well as time spent preparing for activities, producing reflective writings, completing time sheets, preparing your final presentation, and structured learning time at your placement (to be discussed during orientation).

Orientation begins on Monday, May 19th and will go through Friday, May 23rd, pursuant to the schedule set forth below.

Placements begin on Tuesday, May 27th. Students are expected to communicate with their mentors in advance of this date to confirm an initial meeting to discuss expectations and initial work assignments.

A schedule setting forth weekly programming will be made available on Blackboard during orientation and is subject to change. Generally, such programming will occur on Tuesday and Thursday evenings, from 5:30 p.m. to 8:00 p.m. (dinner will be provided) and most Fridays from 9:00 a.m. to 5:00 p.m.

IV. Course Expectations

A. Placements: You are expected to be at your placements during weekdays (Monday - Thursday) unless you and your mentor have coordinated a different arrangement. On days when your supervisor is not working in the office, you may use the shared co-working space at the SU London Centre.

B. Structured Learning Activities: You are expected to participate in all structured learning activities unless you have a conflict with placement-related activities or extenuating personal circumstances. You are also expected to attend our Drinks Reception, which will be held on May 28th. We hold this reception annually and invite your mentors and other friends of the College of Law. More information will be forthcoming.

C. Weekly Seminars: You are expected to be prepared for and to participate in weekly seminars. You will receive updates throughout the program concerning the weekly seminars.

D. Reflective Journal: A reflective journal shall be submitted every week beginning the first week of your placement. The reflective journal should be approximately 600 words. It

should be submitted to Blackboard by noon every Saturday. You will see a tab called "Journals" on Blackboard, which provides information regarding the required reflective journal and which you should use for your journal submission.

E. Timesheets: A weekly timesheet submitted via Qualtrics that tracks the amount of time spent in your placement on billable time, learning time, and other time will be due when your journals are due (Saturdays at 12:00 p.m.). More details about timesheets and advice on tracking time will be provided and discussed during orientation.

F. Final Project: Each student will be expected to deliver a presentation to the class. Presentations should be succinct, engaging, and appropriate to the intended audience. Presentations are tentatively scheduled for the last week of the program, although some of you may present prior to that. You are required to submit a one-page statement about your presentation topic as well as an informal outline in advance of the presentation. More information about the final project will be posted on Blackboard and will be discussed during class.

In addition, you will be asked to submit a self-assessment of your presentation, reflecting on, among other things, what you learned about the skill of presenting that you will use in future presentations and how well you achieved your goals for the presentation. Additional information about the self-assessment will be provided.

G. Class Preparation: Students are expected to attend each scheduled activity, seminar, or event and be prepared to discuss the assigned readings, when applicable.

H. Class Participation: You are required to participate and engage in each scheduled activity, seminar, and event scheduled during the program. Such engagement will facilitate and reinforce your learning. If you are unprepared to participate, you will be treated as absent. We also recognize that an unexpected event may come up that prevents you from being able to participate. Accordingly, we will excuse you without penalty from participating **once** during the summer **if** you notify one of us prior to class, the event, or activity.

I. Attendance: Regular and punctual attendance at placements and all academic programs is required as a condition of earning credit for this program. A student may not miss more than 15% of all scheduled structured learning activities and seminars, or placement hours. This rule applies regardless of the reason or excuse for your absence. An exception may be made for someone who experiences an unexpected crisis or disaster and who has not already used up his or her allotted number of absences frivolously. An exception may also be made for a required placement-related scheduled activity. Please contact one of us to discuss any such situation. In addition, be on time for all seminars and structured learning activities. If you are habitually or excessively late, you will be deemed absent.

[V. Course Announcements and Materials on Blackboard](#)

All notices, schedules, supplemental materials and other information and documents for this class will be made available exclusively on Blackboard. You will be deemed to be on notice regarding

anything we post on Blackboard. Accordingly, it is important for you to regularly check Blackboard. The Blackboard site that will be used is the one labeled: LondonEx Seminar. The time referenced in any assignment due by a specific time is London time (not EST).

VI. Assessment and Grading

The externship/placement course is 4 credits and is graded on a pass/fall basis, unless your home law school requires a letter grade. Your placement work will be assessed based on the following:

- Informal formative assessment of your legal work, and participation and engagement in your placement by your mentor; and
- Summative assessment by your placement mentors at the end of the summer term.

The “seminar” portion of the course, which is 1 credit, includes all other learning events and opportunities, and is graded as follows: High Honors, Honors, Pass or Fail. The following will count towards your seminar grade:

- Your reflective submissions, including your Statement of Goals (about 45%);
- Your attendance and participation in class and structured learning site discussions (about 20%); and
- Assessment of your final presentation and your self-assessment of the presentation (about 35%).

VII. Learning Environment:

The College of Law recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. During all of our activities, you will be treated with respect, and individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, and abilities - and other visible and nonvisible differences - are welcome. We encourage you to share your experiences and perspectives with each other and expect all members of the class to contribute to a respectful, welcoming, and inclusive environment.

VIII. Learning Accommodations

Students with a disability who need an accommodation should contact Annette Jenner-Matthews (arjenner@syr.edu) as soon as possible to discuss your accommodation(s).

IX. Laptops and Electronic Devices

Laptops are permitted during the seminar and other structured learning activities **if they do not interfere with discussion**. Phones should be placed in your bag or be otherwise inaccessible during these events. Professional courtesy requires that you turn off all electronic devices during LondonEx's formal activities, activities at your placements unless necessary for that activity, and while visiting courts, historic sights, and people in the legal community.

X. Class Recording

You may not record class without prior permission from one of us.

XI. Religious Observance

SU religious observances policy recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes. The religious observance policy may be found at: <https://policies.syr.edu/policies/university-governance-ethics-integrity-and-legal-compliance/religious-observances-policy/>.

XII. Contact Information

Professor Margaret Harding, mharding@syr.edu, 315-200-6780 (cell)

Study Abroad Program Specialist, Andrew Horsfall, ashorsfa@syr.edu, 315-559-9667 (cell)

LondonEx Co-Directors will be in Room SR206 at the SU London Centre

LONDONEX ORIENTATION SCHEDULE

*Unless otherwise indicated, all orientation and program activities will be held at the SU London Centre. OGS Room 202
Faraday House, 48 Old Gloucester St
Holborn, London WC1N 3AE
Phone: +44 020-7400-9310*

We hope that you will be able to arrive in London the weekend prior to orientation in order to explore the city and adjust to the time-change (London is 5 hours ahead of U.S. East Coast time). Please let the Co-Directors know when you have arrived in London.

Pre-Arrival

Stay tuned for updates from Syracuse Abroad and SU London regarding pre-arrival/virtual videos and information.

Monday, May 19th

(casual attire, comfortable walking shoes)

~9:00 - 11:00: Housing

Students staying in the housing arranged by SU London should go directly to their flats (address provided by Syracuse Abroad). SU London staff will be there from 9:00 a.m. for check-in and housing access will be available at 10:00 a.m.

~11:00 Transport to SU London

Use the Oyster Card provided to you at check-in and take Bus 133 (alight at Elephant & Castle/Newington Causeway stop) to its final stop at Holborn (~25 minutes). Then take a short ~8-minute walk to the SU London Center (address above).

11:30: Check-In, Lunch with the Co-Directors + SU Health and Safety Briefing

SU London Center, Student Commons

- Get your Faraday House Access Card (at the Reception Desk)
- Health, Safety, & Security Information
- Orientation Overview

2:00 - 4:00: Walking Tour of the Inns of Court

Meet outside entrance to Holborn Tube Station to begin a tour through 'legal London'. Bring an umbrella and wear comfortable shoes.

Readings: Please see Blackboard for the Reading Assignment for Tuesday.

Tuesday, May 20th

(casual attire)

9:45: Arrive to British Parliament

Arrive to British Parliament's Cromwell Green Visitor's Entrance to allow time to pass through security.

Meet: Keith Best, MP

Best tube station is the Westminster Tube Station on the District/Circle lines.

2 St Margaret St, London SW1P 3JX, United Kingdom

10:00 - 12:00: Tour and Overview of British Parliament

With the help of former MP Keith Best students will tour Parliament and then meet with Parliament staff for a presentation on the governing bodies' functions and issues of the day.

12:00 - 2:00: Lunch on Your Own

Students make their way back to the SU Centre for the afternoon program.

2:00 - 4:00: LondonEx Course Overview

SU London Centre, Room OGS 202

Discussion of course syllabus, expectations, timesheets, orientation schedule, seminars, journals, final projects, and questions etc.

Discussion of Supervision in Your Summer Externship

SU London Centre, Room OGS 202

Discussion of Professional Identity Formation, Goal Setting and Professionalism in Your Placements

SU London Centre, Room OGS 202

Break

4:00 - 5:00: LondonEx Alumni Panel

SU London Centre, Room OGS 202

Readings: Please see Blackboard for the Reading Assignment for Wednesday.

Wednesday, May 21st

(business casual attire)

9:45 - 10:30: Overview of U.S. Legal Ethics

SU London Centre, Room OGS 202

Andrew Horsfall, Study Abroad Program Specialist

11:00 - 12:00: Tour of Middle Temple Inn

Middle Temple Lane

+442074274800 | <https://www.middletemple.org.uk/>

12:15 - 1:30 Lunch at Middle Temple Inn

Middle Temple Lane

+442074274800 | <https://www.middletemple.org.uk/>

2:00 - 3:15: Introduction to UK Legal Ethics and Discussion of Comparative Legal Ethics

SU London Centre, Room OGS 202

Facilitated learning exercises with Barrister and Professor Emeritus, Nigel Duncan, City College Law School. Professor Duncan will oversee two in-class group exercises and discussions covering practical matters of ethics. Bring your laptop.

3:15 - 4:00: Pathway to Legal Practice in the UK

SU London Centre, Room OGS 202

Professor Emeritus, Nigel Duncan, City College Law School

Break

4:15 - 5:00 Introduction to International Legal Research

SU London Centre, Room OGS 202

Christine Demetros, S.U. Assistant Director for Student Learning, participating via Zoom.

Readings: Please see Blackboard for the Reading Assignment for Thursday.

Thursday, May 22nd

(business casual attire, comfortable walking shoes)

Morning: Court Observation

Students are expected to visit either the Royal Courts of Justice or the Inner London Crown Court to engage in an observation of public hearings on that day. Please let your instructors know in advance which court you intend to observe. Information for each court is below:

- **Royal Courts of Justice** (Strand, London WC2A 2LL, United Kingdom): Public galleries open at 9:30 a.m. Arrive on own and observe what is on that day at your leisure. Students should disperse and may visit more than one courtroom. Students should be prepared to reflect on their experience and observations. The Royal Courts of Justice has airport-style security. Bringing in laptops and tablets is to be avoided if possible. Daily Cause List available evening before [here](#).
- **Inner London Crown Court** (Sessions House, Newington Causeway, London SE1 6AZ): Students will observe proceedings in the courtroom of HHJ Nathaniel Rudolf KC. The Inner London Crown Court has airport-style security. Bringing in laptops and tablets is to be avoided if possible.

Students should depart their court observation **mid-day** and have lunch on their own before making way to SU Centre in time for the afternoon activity.

2:00 - 4:30: Introduction to British Criminal Law

SU London Centre, Room OGS 202

Interactive discussion and role play scenarios led by Greg Powell, Solicitor, who will provide students with an overview of criminal law in Great Britain.

Readings: Please see Blackboard for the reading assignments for Friday.

Friday, May 23rd

(professional attire, comfortable walking shoes)

9:30 - 11:00 The United Kingdom in Context

SU London Centre, Room OGS 202

Dr. Bamo Nouri, SU London Lecturer and Senior Fellow at the Higher Education Academy

11:00 - 12:30 Overview of the British Legal System

SU London Centre, Room OGS 202

Judge Christopher Kinch HRH, Woolwich Crown Court

12:30-1:00 Reflections on Court Observations

SU London Centre, Room OGS 202

1:00 - 5:00: Study Studio

This time is set aside for you to learn more about your placement, to work on your Statement of Goals, and to prepare for your reflective journal assignments. You should (i) research how to get to/from placement, what the organization/placement site does, what you can learn about your mentors; (ii) review the readings assigned about goal-setting, professional identity, and reflective lawyering; and (iii) work on your Statement of Goals assignment. See the Goal Setting assignment, posted to Blackboard under the Assignments tab, for more detailed information. Please submit your Statement of Goals by 5:00 p.m. on Sunday, May 25th.