

**City University of Hong Kong  
Course Syllabus**

**offered by School of Law  
with effect from Semester B 2016/17**

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**Part I Course Overview**

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| <b>Course Title:</b>                                  | Legal Placement  |
| <b>Course Code:</b>                                   | LW5612   |
| <b>Course Duration:</b>                               | A minimum of 160 contact hours (equivalent to 4-week full time work) for the full time or the part-time legal placement to be done within 2 semesters of an academic year. (3 semesters may be allowed in the same academic year subject to course leader's approval)  |
| <b>Credit Units:</b>                                  | 3  |
| <b>Level:</b>   | P5   |
| <b>Medium of Instruction:</b>                         | A combination of English and Chinese   |
| <b>Medium of Assessment:</b>                          | English<br>For all cohorts: Only JD students with a <b>CGPA</b> of 2.85 or above immediately prior to undertaking the placement are allowed to take this course. In order to complete this course, students must have their application approved by the Course Leader prior to commencement of the placement. Only application approved by the Course Leader prior to commencement of the placement will be considered as an eligible basis for this course.<br>Students must have attended the two mandatory workshops before a student will be approved and allowed to register this course – applicable to both join in and not join in legal placement programmes. |
| <b>Prerequisites:</b><br>(Course Code and Title)      | For 2013 cohort and thereafter: LW5621 Legal Systems of Hong Kong and Mainland China, LW5622 Legal Methods, Research and Writing, and LW5602 Law of Contract   |
| <b>Precursors:</b><br>(Course Code and Title)         | N/A  |
| <b>Equivalent Courses:</b><br>(Course Code and Title) | LW4612 Legal Placement   |
| <b>Exclusive Courses:</b><br>(Course Code and Title)  | N/A  |

## Part II Course Details

### 1. Abstract

The aims of this course is

1. to provide students with a structured opportunity to obtain practical experience from working in a law office or a legally related working environment, doing law related work relevant to their level of competence and experience and to enable potential employers to give structured feedback on the student's potential;
2. to provide students with structured means to apply their knowledge into a new legal environment and discover solutions in practice;
3. to prepare students to practice professionally in the legal field; and
4. to develop the student's ability to apply academic knowledge in real life situations.

### 2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

| No. | CILOs  | Weighting<br>(if applicable) | DEC related learning outcomes |    |    |
|-----|--|------------------------------|-------------------------------|----|----|
|     |  |                              | A1                            | A1 | A1 |
| 1.  | Suggest and discover reasoned and justifiable solutions to problems using appropriate strategies, principles, values and legal arguments gained at the law firm or legal environment of the placement. |                              | ✓                             | ✓  | ✓  |
| 2.  | Describe and understand the operation of the law and its interplay with the society  |                              |                               |    |    |
| 3.  | Discuss verbally and in writing, solutions to an ethical dilemma present in a real life case in the law firm or legal environment in which the student has been placed.                                |                              | ✓                             | ✓  | ✓  |
|     |  | 100%                         |                               |    |    |

A1: *Attitude*

*Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.*

A2: *Ability*

*Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.*

A3: *Accomplishments*

*Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.*

Alignment of CILOs with PILOs:

| Programme Intended Learning Outcomes (PILOs) |  | CILOs |
|--|--|-------|
| 1  | Explain and assess specified areas of the law and the legal system of Hong Kong, with particular emphasis on the law in action and the dynamic interplay between law and other social phenomena.     | 1     |
| 2  | Assess the common law system and its values, and its interaction with the law and legal system of mainland China, the East Asian region and the wider world.   | 2     |
| 3  | Explain, interpret and apply main principles of ethics, civil duty, and social and professional responsibility.  | 2     |
| 4  | Critically assess the strengths and weaknesses of law as a means of regulating society in the context of competing and conflicting interests.  | 3     |
| 5  | Demonstrate and apply skills of legal analysis and reasoning, of legal research, or problem solving, and of oral and written communication to a level appropriate to a graduate-entry degree in law. | 2,3   |

**3. Teaching and Learning Activities (TLAs)**

*(TLAs designed to facilitate students' achievement of the CILOs.)*

| TLA                  | Brief Description  | CILO No. |   |   | Hours/week<br>(if applicable) |
|----------------------|--|----------|---|---|-------------------------------|
|                      |  | 1        | 2 | 3 |                               |
| The work placement   | Students will work full-time or part-time in a law-related working environment for a minimum of 160 contact hours in any one to three semesters of a given academic year.<br>The student must also be allocated an appropriate supervisor in the workplace by their placement employer.<br>The workplace supervisor must be a qualified lawyer and would usually be a lawyer of five years' or more of legal working experience. | ✓        |   |   | Minimum 160 hours in total    |
| Mandatory Workshop   | Students are required to attend two mandatory workshop relating to work ethics and other legal work information.   |          | ✓ | ✓ | Two 1 hour workshop           |
| The reflection paper | Every student will be allocated a member of faculty staff from the School of Law who will act as academic supervisor for that student.   |          | ✓ |   |                               |
|                      | The student would be required to discuss and deal with ethical dilemmas and real life challenges in the context of real clients in the legal placement environment.  |          |   | ✓ |                               |

#### 4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

| Assessment Tasks/Activities   | CILO No. |   |   | Weighting | Remarks |
|---|----------|---|---|-----------|---------|
|   | 1        | 2 | 3 |           |         |
| Continuous Assessment:  |          |   |   | 100%      |         |
| The work placement: <ul style="list-style-type: none"> <li>● Students must obtain a reference from their supervisor in the office where the placement is carried out to show they were able discover ways to solve legal problems in a practical legal environment and were able to professionally and ethically accomplish their tasks.</li> <li>● This reference must be received by the Course Leader before the coursework may be assessed</li> </ul>   | ✓        |   | ✓ |           |         |
| The reflective paper: <ul style="list-style-type: none"> <li>● Provided that the satisfactory reference is obtained, students must then submit an insightful reflective paper on the learning and discovery process of student to professional,</li> <li>● The paper must be of a high scholarly standard where the students challenged the problems in practice , and legal questions and to show gains of practical problems solved and the standard of professional and ethical responsibilities.</li> </ul> |          | ✓ |   |           |         |
|   |          |   |   | 100%      |         |

#### Grading of Student Achievement:

Students will be assessed on a pass/fail basis.

*Percentage of coursework, examination, etc.:* 100% coursework plus receipt of a satisfactory reference.

This course will be assessed by coursework. The student will complete a paper, with a maximum word limit of 2500 words, to be submitted to the General Office, SLW. The submission deadline will be notified by the Course Leader in due course. The subject of the paper must be agreed in advance with the student's academic supervisor and workplace supervisor and must relate to a substantive aspect of the legal work undertaken by the student during the placement. Before the coursework can be assessed the Course Leader must receive a satisfactory reference from the student's workplace supervisor. Therefore, in order to pass this course the student must achieve a satisfactory reference from the workplace supervisor and must gain a minimum of 40% for the coursework.

#### 5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Rubrics not applicable.

The course is graded on a pass-fail basis.

#### Part III Other Information (more details can be provided separately in the teaching plan)

##### 1. Keyword Syllabus

(An indication of the key topics of the course.)

Law-related work experience, written reflection upon that work experience.

##### 2. Reading List

N/A

### 3. Mandatory workshop information

| Workshop  | Scope & coverage  | No. of session   | Mandatory or optional |
|---|---|--|-----------------------|
| <b>Information Skills for Legal Professionals</b>     | Law Librarian runs this workshop. <ul style="list-style-type: none"> <li>- Finding legislation advanced skills – updating a law (HKSAR Gazette), tracing its history (BLIS and other tools), and looking up debates on bills (Hansard).</li> <li>- Effective use of library subscribed electronic resources for practitioners, e.g. Practical Law, Hong Kong Encyclopedia of Forms and Precedents.</li> </ul> | Two identical sessions. Student chooses any one to attend. | Mandatory             |
| <b>To Excel in Legal Workplace: Tips &amp; Tricks</b> | Course Leader or/ and guest speaker invited by her runs this workshop. <ul style="list-style-type: none"> <li>- Good client interviewing skills.</li> <li>- Proper work ethics in the legal workplace.</li> </ul>   | Two identical sessions. Student chooses any one to attend. | Mandatory             |
| <b>Legal Practice Software</b>                        | Vendor will talk about the software commonly used in law firms.   |  |                       |