LEARNING OUTCOMES

- Learn the mechanics of the legislative process in Missouri, from the filing of a bill through presentment to the Governor, based on constitutional and statutory requirements, House and Senate rules, as well as various customs and practices.
- Learn the major players in the legislative process, including legislative leadership, committee chairs, the Governor’s Office and Cabinet, lobbyists, stakeholders, political parties, state and national interest groups, and donors.
- Learn the reasons why legislators do what they do, including constituent interests, individual values and beliefs, personal animosity/friendship, ideology, geography, re-election, election to higher office, partisanship, leadership and lobbyist influence.

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF COURSE

1. Attend ALL class meetings. This semester there will only be a maximum of 14 class meetings. The last class session will be Friday, May 3. If you miss a class (excused or unexcused), you will be required to complete a project and written assignment related to the legislative process.
2. You must also complete at least 120 hours of work for your legislator during the semester—approximately 8 hours per week.
3. Maintain and turn in accurate time sheets reflecting your work hours. The time sheets must be signed by your legislator, ideally on a weekly basis, and provided to me at the beginning of each class. Also keep a copy and place it in your work notebook which you must turn in on the last day of the semester.
4. Give me a copy of your work schedule, and your office telephone number ASAP after you begin work.
5. Schedule a short conference with me to discuss your placement after you have completed about 20 hours of work.
6. In cooperation with your legislator, establish a list of goals and activities for your practicum. **Bring your draft to class on February 8.** Also keep a copy and place it in your work notebook.
7. Take notes during each class presentation. Then, after class and in the quiet of your study, supplement your notes with “real world” application of the information and analysis obtained in class. Think of this exercise as a permanent record of your thoughts and feelings as you encounter the “real world” of law and law making. I will see your work, but I consider it a confidential document. You are not required to share it with your legislator or anyone else. **Your first set of entries are due before class on March 1.** Keep a copy of your entire set of class notes and supplemental entries and place it in your work notebook.

8. **One class presentation.** You will receive further information about this presentation. It relates to item 8.f below.

9. **Complete and turn in your work notebook**, which must include the following:
   
   a. **Cover sheet:** Your name  
      Legislative Practicum  
      Your legislator’s name, title, address, and telephone number

   b. Your time sheets (See # 2 above)

   c. A list of the goals and activities you established with your legislator (See # 5 above) and check marks beside those you accomplished

   d. Your class notes and supplemental entries (See # 6 above)

   e. A summary memo: The summary memo should briefly outline the work done for your legislator and summarize the positive and negative aspects of the placement. This memo will be a public document that will be filed with me, and I may or may not decide to share it with future externs who are assigned to that legislator. Think of this memo as your letter to a law student trying to choose a placement site, and give that student the information that you would have found valuable.

   f. Case study of a bill or bills (information will be distributed prior to the first class meeting).

   **The workbook must include tabbed dividers to label each of the required sections.**

   **It should be turned in by May 17, the last day of law school exams. However, because the General Assembly does not adjourn until May 17 as well, if the focus of your case study is still in play late in session, you may turn in your workbook on May 20.**