EXTERNSHIP PROGRAMS

University of San Francisco School of Law
2130 Fulton St.
San Francisco, CA 94117
Email: externships@usfca.edu
Website: http://www.usfca.edu/law/clinicsexternships/
Phone: 415-422-4467
Fax: 415-422-4470

Dear Employer:

Thank you for your interest in the Externship Programs at the University of San Francisco School of Law. This handout outlines the Civil/Criminal Law Externship Program's general requirements and explains what is expected of attorney supervisors who work with our students.

Introduction

The Civil/Criminal Law Externship Program allows upper-division law students who meet certain requirements to receive academic credit for unpaid internships they secure with Bay Area law firms or corporate legal departments; public interest or legal services offices; or the legal department of government agencies or offices, including Administrative Law Judges, district attorney and public defender offices. Thus, the Program provides students with the opportunity to include practical, hands-on experience as part of their law school education, and is intended to ensure a high quality experience for students working under the supervision of experienced practitioners. These internships for credit are referred to as "externships".

Student participants are required to attend a corresponding faculty-led Externship Course, submit evaluations and weekly timesheets, and complete other assignments. The course focuses on the development of lawyering skills and professional role conceptions, and provides an introduction to litigation skills as well.

General Requirements of the Externship Position

The following is required in order for the externship to be approved by the Law School:

- Location: During the fall/spring semesters, the employer's office must be located in one of the following counties: San Francisco, San Mateo, Marin, Contra Costa, Alameda, or Santa Clara. During the summer session only, students may apply for externships outside of the Bay Area.
- No Compensation: As required by American Bar Association (ABA) Accreditation Standards, the externship must be an unpaid position.
- Supervision: The student must be supervised by a licensed attorney who has been practicing law for at least two (2) years and is in good standing with a Bar.
- Units and Hours: Assuming that the law student meets the minimum GPA requirement and complies with other various law school policies, the student may apply for three (3) units, four (4) units, six (6) units, eleven (11) units, or thirteen (13) units for the externship, which translates into 144, 192, 288, 480, or 576 hours of fieldwork, respectively, to be completed during the course of the semester.
  Please note the following:
  --The fall and spring semesters last 14-15 weeks, while the summer session is approximately seven (7) weeks long.
  --During the summer session, the thirteen (13) unit, eleven (11) unit, and six (6) unit options are unavailable.
- Externship Application Submission: After the student secures an offer from the employer, the student works with the attorney supervisor to complete our Externship Application Packet. The student must submit a completed packet by early August for Fall externships; early December for Spring externships; and mid-April for Summer externships. This means that you would complete your hiring process well before these deadlines.

Externship Supervisor Obligations

Because students pay tuition for each unit, law schools and the ABA expect higher standards of teaching and oversight from an externship supervisor than from the supervisor in a volunteer internship or a paid position. Thus, if you work with a USF extern, please keep in mind the following obligations, most of which are listed in the *Extern Supervisor and Extern Agreement* (attached for your reference, which the supervising attorney and the student complete when the student is given an internship offer):

- Externs should be assigned projects with clear deadlines and receive on-going guidance for managing the workload.
- Externs should be provided specific, individualized, and timely feedback on each assignment.
- You will review and sign weekly timesheets.
- You will complete written mid-semester and end-of-term evaluations of the student's work performance.
- Externs should be assigned the same kind of work as a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Administrative work should be kept to a minimum.
- Externs should have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional events.
- Externs should not be expected to work a significantly higher number of hours than is required by the number of credits sought by the student.

Extern's Obligations

In turn, the student should follow directions and complete assignments as instructed, seek clarification and advice in a timely fashion, and comport himself/herself with professionalism and integrity. In addition, students cannot be compensated for their work, except for reimbursement of reasonable out-of-pocket expenses related to the externship (*e.g.*, parking fee for observing a court hearing).

Site Visit

In compliance with ABA Accreditation Standards, I conduct site visits to ensure that the employer is providing an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, please note that the law school has full discretion to disapprove or inactivate an employer from participating for any period of time.

"Free-Market" Approach in Student Contact with Prospective Externship Employers

Please note that students review our list of pre-approved externship employers and decide which ones they would like to apply to for a position. Because over 150 employers are on our list, we cannot guarantee student interest in your office in any given semester. If you notify us of your particular interest in hiring USF students, however, we will make efforts through targeted emails and coordinate with the Office of Career Planning to highlight your opportunity.

New Employer Approval

An employer interested in participating in our Externship Programs may start the process by completing the *Request for Approval of a New Agency form* (also attached for your reference). To make sure that your externship posting receives timely attention, **we recommend that you submit this paperwork to us by February 1st for a Summer session externship, May 1st for a Fall semester externship, and September 1st for a Spring semester externship.**

If you have further questions about our Programs, please feel free to contact Program Assistant Allison Green. We look forward to working with you.

Sincerely,
Director and Assistant Professor
Externship Programs

Revised January 2014

BACE | Bay Area Consortium on Externships

EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT

Extern:_____ Semester/Year:

Supervisor(s):_____

Externship Placement:_____

No. of law student interns (total) under your supervision: _____

No. of externs (interns for credit) under your supervision: _____

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs who will receive academic credit.

Supervisor's Agreement:
Please initial each standard and add any comments to the bottom of this form.

_____ **Supervision:** Externs are assigned a supervising attorney who will actively participate in directing, monitoring, and mentoring them throughout the semester.

_____**Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

_____**Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.

_____**Diversity of Tasks:** Externs are assigned work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills.

_____**Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities**.**

_____**Opportunities for Reflection:** Externs will meet with their supervisor, other attorneys and staff to discuss their observations, experiences, and other issues relevant to the profession.

_____**Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

_____**No Compensation.** I understand that ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable out-of-pocket expenses related to the externship.

_____**Fee-Generating Matters**: Where the extern is assigned work on fee-generating matters, the extern's time will not be billed, and the work assigned is in furtherance of the extern's legal education.

_____**Bar Admission/Status.** I certify that my first bar admission was to the *(state)* _____ Bar in *(month/year)*_____ and that I am currently an active member with the *(state)* _____ Bar.

Extern's Agreement:

I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

My supervisor and I agree that the start and end dates of my externship are:

Start Date: _____ End Date: _____

Number of units of credit I seek for this externship: _____. I understand that to receive credit I must on average work ____hours per week.

During this semester, I have the following classes and academic commitments (**required**):

Name of Class:	Day/Time:
Civil/Criminal Law Externship Class	See Registrar Course Schedule.
_____	_____
_____	_____
_____	_____

We have reviewed this document and agree to act in accordance with these expectations. We are aware that we may contact the instructor/director of the Law School's Externship Programs with any questions or issues that arise during the externship.

Student Signature: _____ Date:_____

Supervising Attorney Signature: _____ Date: _____

Submit to: Director and Assistant Professor of Externship Programs, USF School of Law, 2130 Fulton Street, San Francisco, CA 94117; fax to (415) 422-4470; or email to externships@usfca.edu.

This form was developed and adopted for use by the Bay Area Consortium on Externships (BACE). Participating schools: Golden Gate, Santa Clara, Stanford, UC Berkeley, UC Hastings, University of the Pacific/McGeorge, University of San Francisco School of Law.

_____

University of San Francisco School of Law

REQUEST FOR APPROVAL OF AGENCY FOR CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM

1. AGENCY / OFFICE INFORMATION:

Agency/Office: _____

Street Address: _____ Phone: _____

City: _____ Zip code: _____ Fax: _____

Website: _____

2. SUPERVISING ATTORNEY:

(circle) Mr./Ms.: First Name: _____ Last name: _____

Title: _____ Direct phone: _____

Email: _____

State of Bar Admission: _____ Month/Year of Bar Admission: _____

3. Minimum hour commitment. Students must complete a certain number of fieldwork hours over the course of 13-15 weeks during the fall/spring semesters, for a total of 144 or 192 or 288 or 480 or 576 hours per semester. During the summer session of seven (7) weeks, students must complete 144 or 192 hours. What is your minimum hourly commitment per week?

(Check one) *10-12 hours/week____ 13-15 hours/week_____ 20-22 hours/week_____*
34-36 hours/week_____39-41 hours/week_____

4. Number of students you can accommodate each semester: _____

5. Certification under the Practical Training of Law Students Program of the State Bar of California is:
Required_____ Preferred_____ Not Necessary_____

6. Please answer the following questions regarding the externship. *Please print your responses on Agency/Firm letterhead and attach.*

   A. Describe the work done in the legal agency/office. Be specific as to the nature of your legal work and clients served. Include the number of attorneys working in your office.

   B. Describe the educational objectives of the externship.

   C. Describe the work the students will be doing. Be specific about the professional skills a student might gain by working with you. Describe how the student and supervising attorney will work together.

   D. Describe how the supervision and work assignments will meet the School of Law's supervision requirements outlined in the "Supervising Attorney's Agreement" form.

   E. List any course prerequisites, concurrent courses, and specific application procedures and deadlines as warranted for this externship.

   F. Attach the résumé(s) or summary of professional/educational experience of the supervising attorney(s).

REQUEST FOR APPROVAL OF AGENCY FOR
CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM, p. 2 of 2

7. In compliance with ABA Standards, please note that site visits will be conducted periodically to ensure that the employer is providing an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, the law school has full discretion to disapprove or inactivate an employer from participating in the Programs for any period of time.

8. Because students pay tuition for each unit, law schools and the ABA expect higher standards of teaching and oversight from an externship supervisor than from the supervisor in a volunteer internship. Accordingly, please review the supervisor's obligations listed in the *Extern Supervisor and Extern Agreement.*

I have read the School of Law's policies, requirements and procedures for externships, including its *Extern Supervisor and Extern Agreement,* and I am willing to comply with them. I also certify that I am in good standing with the Bar.

_____ _____
Signature of Supervising Attorney **Date**

_____ _____
Director & Assistant Professor, Date Reviewed
Externship Programs

Approved____ Disapproved____