

Semester/Year for which you are requesting credit: \_\_\_\_\_

## STUDENT APPLICATION FOR CIVIL/CRIMINAL LAW EXTERNSHIP

After having secured an externship with an eligible employer, the student must submit the following materials together to the Externship Programs Office by the deadline listed on the front cover of the application packet:

- 1) This *Application* form
- 2) *Extern Supervisor and Extern Agreement* (student and supervising attorney must sign this form)
- 3) *Statement of Educational Goals for Civil/Criminal Law Externship* (student and supervising attorney must sign this form)
- 4) Current resume

No. of Units Requested (3, 4, or 6)<sup>1</sup>: \_\_\_\_\_ Total Minimum Required Hours<sup>2</sup>: \_\_\_\_\_

### 1. STUDENT INFORMATION: (Please print/type)

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student ID #: \_\_\_\_\_ FT or PT Student: \_\_\_\_\_

Month/Year of Graduation: \_\_\_\_\_ Semester/Year You Started Law School: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_ Currently on probation? \_\_\_\_\_

### 2. SUPERVISING ATTORNEY AND AGENCY / OFFICE INFORMATION:

(circle) Mr./Ms. First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Direct Phone: \_\_\_\_\_

Email: \_\_\_\_\_

State of Bar Admission: \_\_\_\_\_ Month/Year of Bar Admission:<sup>3</sup> \_\_\_\_\_

Agency/Office: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

<sup>1</sup> During the summer session, only the 3 and 4 unit options are available. During any semester, externships with private sector employers are limited to 3 or 4 units.

<sup>2</sup> 6 units = 288 hours; 4 units = 192 hours; 3 units = 144 hours.

<sup>3</sup> Supervising attorneys must have been admitted to a state Bar for at least two (2) years and be in good standing.

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3. Have you previously worked for this office or agency (volunteer, paid, or credit)?

Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, you must complete a "Petition for Repeat Civil/Criminal Law Externship" form.

4. Number of part-time civil/criminal/judicial externship units (3 or 4 units) received to date: \_\_\_\_\_ (Note: a maximum of 7 part-time externship units may apply toward J.D. degree.)

Where: \_\_\_\_\_

5. Number of half-time (6 units) civil/criminal/judicial units received to date: \_\_\_\_\_

Where: \_\_\_\_\_

6. Number of other non-classroom units received to date: \_\_\_\_\_ (Includes Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the Intellectual Property Law Bulletin, the Maritime Law Journal, and the USF Law Review. Maximum of 21 non-classroom units may apply toward J.D. degree.)

7. Do you intend to enroll in any in-house clinic, other externship course, or Street Law this semester?

Yes\_\_\_\_\_ No\_\_\_\_\_

**IMPORTANT:**  
**REQUIREMENTS OF AND LIMITATIONS ON THE LAW SCHOOL EXTERNSHIP PROGRAMS**

It is the student's responsibility to ensure that her/his externship schedule does not conflict with her/his regular academic schedule. Changes will not be made in individual academic schedules to accommodate a student's externship. **The student must concurrently attend the corresponding externship class meetings.** Students may not enroll in more than one in-house clinic, civil or criminal law externship, judicial externship, or Street Law course, during the same semester.

To obtain the Juris Doctor degree, students must complete eighty-six (86) units of course credit. Please note that there is a twenty-one (21) unit maximum placed on the number of non-classroom units that can be applied towards the J.D. degree. Non-classroom units include the one (1) unit received for Moot Court participation and any other units received for such activities as Moot Court case counsel, directed research, ASP tutor, the Street Law program, in-house clinics, externship programs, *Law Review*, *Maritime Law Journal* and the *Intellectual Property Law Bulletin* for which credit is awarded. In addition, a maximum of seven (7) units of part-time civil/criminal law or judicial externship experience (i.e., 3 or 4 unit externships) may apply toward the J.D. degree. It is the student's responsibility to see that she/he does not exceed these allowances, as they will affect eligibility for graduation.

I certify that I have read the above and the Policies, Procedures, and Requirements in the Civil/Criminal Law Externship Application Packet. I understand that I am required to attend all corresponding class meetings, submit evaluations and weekly timesheets, and complete other assignments as directed.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Professor Isabel Choi

\_\_\_\_\_  
Date

**DISPOSITION:**  
Approved\_\_\_\_\_ Denied\_\_\_\_\_

Pending the following:\_\_\_\_\_

**EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT**

Extern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_

Placement: \_\_\_\_\_

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.

\_\_\_\_\_ **Orientation:** Externs receive an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.

\_\_\_\_\_ **Supervision:** Externs are assigned a supervising attorney who will participate in directing, monitoring, and mentoring them throughout the semester. At a minimum, supervising attorneys are expected to meet weekly with their externs.

\_\_\_\_\_ **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 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 will be kept to a minimum.

\_\_\_\_\_ **Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely 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.

\_\_\_\_\_ **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.

**University of San Francisco School of Law**

**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:<sup>4</sup>

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:

Name of Class:	Day/Time:
<u>Civil/Criminal Law Externship Course</u> _____	_____(See Registrar 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: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**Signature of Supervising Attorney/Judge:** \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Submit to: Isabel Choi, Assistant Professor and Director 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](mailto: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.

<sup>4</sup> Spring 2010 Semester: 1/15/10-4/28/10. Summer 2010 Session: 6/7/10-7/26/10.





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

1. AGENCY / OFFICE INFORMATION:

Agency/Office: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ 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 hours per semester. During the summer session of seven (7) weeks, students must complete 144 or 193 hours. What is your minimum hourly commitment per week?

(Check one) 10-12 hours/week \_\_\_\_\_ 13-15 hours/week \_\_\_\_\_ 20-22 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" from.

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).

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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**

\_\_\_\_\_  
Professor Isabel Choi

\_\_\_\_\_  
Date Reviewed

Approved\_\_\_\_

Disapproved\_\_\_\_