

IN-HOUSE CLINICS AND EXTERNSHIP PROGRAMS: All second and third year full-time students and third and fourth year part-time students are eligible to enroll in an in-house clinic or an externship program if they meet the GPA requirements stated below. Some students may have other restrictions on course selection that may prevent or limit enrollment in these programs. These students must consult and seek final approval from Assistant Dean for Academic Services Elizabeth Benhardt. Judicial externships are limited to students in the second half of their law school studies (full-time students are eligible during the final three semesters of law school studies; part-time students who maintain part-time status are eligible during the final four part-time semesters). No specific class priority is given to students doing externships or in-house clinic work. Students must arrange these programs around their course schedules.

The Externship Programs offer upper division law students the opportunity to earn academic credit for unpaid positions they secure with Bay Area government agencies, in-house counsel, law firms, non-profit organizations, and judges, subject to GPA and other requirements. Participants in the Civil/Criminal Law Externship Program are required to attend a corresponding faculty-led Externship Course, submit evaluations and weekly timesheets, and complete other assignments. Courses will focus on the development of lawyering skills and professional role conceptions most relevant to student externship assignments. Judicial externs are required to concurrently enroll in the Judicial Process course (1 unit).

Students are reminded that only 21 units of the 86 units required for graduation may be used for non-classroom courses. Non-classroom courses include, but are not limited to, In-House Clinics; Civil Law, Criminal Law, and Judicial Externships; law school-sponsored international internships; Moot Court; Advanced Moot Court Competitions; Case Counsel; Law Review; Maritime Law Journal; Directed Research; Tutorial Positions; and Street Law. Students may take at their option, only one Civil Law, Criminal Law, or Judicial Externship in any given semester. Students enrolled in an In-House Clinic, Civil Law, Criminal Law, or Judicial Externship may not enroll in Street Law for the same semester. Students may earn externship units for no more than one semester at any single employer, subject to few exceptions. Students are limited to a maximum of 7 units for part-time (3 or 4 units) Civil Law/Criminal Law/Judicial Externships throughout their legal education. Part-time international internships sponsored by the Law School also apply toward this 7-unit maximum.

I. In-House Clinics: USF Law School Civil, Human Rights, Criminal and Juvenile Clinics, Mediation Clinics, the Internet Justice Project, the Investor Justice Clinic, and the Predatory Lending Clinic -- Applicants are interviewed and selected during the previous semester. Good academic standing is required.

II. Civil Law, Criminal Law, and Judicial Externship Programs: In order to be eligible in Spring 2009 to enroll in a Civil Law, Criminal Law, or Judicial Externship during the add/drop period, students after having secured a position from the employer/court must submit the required application and supporting documents to the Externship Programs Office by **December 12, 2008**. Application Packets and general information are available online at www.usfca.edu/law/home/externshipprograms. (Please click on the program of interest.) Hard copies are available in the Externship Programs Office in Room 335, in the Office of Career Planning in Room 230, and outside of the Faculty Services Office. **Students must submit completed applications to Program Assistant Kyle Saldivar in Room 335 for processing and approval no later than Friday, December 12, 2008.** This will allow enough time for the application to be reviewed for approval in time for the registration deadline. **Applications submitted after December 12th are not guaranteed approval and are subject to the discretion of the Professor for the Externship Programs. Applications submitted after January 5, 2009, will be not accepted or reviewed.** *Students who are unable to complete the application forms by December 12th must register for classes as if they are not doing the externship, and modify their class schedule during the add-drop period to include the externship.* All students who have been approved for externships, and students whose applications are pending approval, must attend the first class of the Externship Program of interest, as attendance

of all class dates listed in the course schedule is mandatory. (See the Registrar's Class Schedule and the Application Packets for class dates.) Please direct questions to (415) 422-4467 or email externships@usfca.edu.

Each Civil Law, Criminal Law, and Judicial Externship unit requires forty-eight (48) hours of fieldwork. Students participating in externships must start their fieldwork no later than the beginning of the third week of classes in the semester in which the student is enrolled. Field work for 3, 4 or 6 units must be completed in **not less than thirteen (13) weeks or more than fifteen (15) weeks during the semester in which the student is enrolled**. Full-time Judicial Externs must work a minimum of fourteen (14) weeks. Fieldwork must be spread evenly over the duration of the externship. Students enrolled in externships must attend all classes and complete all assignments.

A. Half-time Civil and Criminal Law Externships – Half-time work performed at a Bay Area public interest or legal services office, or a legal department of a government or other public sector employer/office, including Administrative Law Judges. These externships are available for 6 units.

- Students who entered their third or fourth year in Fall 2008 wishing to participate in a half-time externship must be in good academic standing and have a cumulative grade point average above 2.30 at the time they apply for and when they begin the externship.
- Students who started law school in Fall 2007 or thereafter wishing to participate in a half-time externship must be in good academic standing and have a cumulative grade point average above 2.50 at the time they apply for and when they begin the externship.

Enrollees must attend all class meetings during the semester, complete all assignments, and make a presentation. (See the Schedule of Classes, Special Programs, for class dates.)

B. Part-time Civil and Criminal Law Externships – Part-time work performed in a Bay Area established law firm or corporate legal department, a public interest or legal services office, or the legal department of a government or other appropriate agency, including Administrative Law Judges. A part-time externship may be taken for 3 or 4 units. Good academic standing is required at the time students apply for and at the time they start the part-time externship.

- For students who entered their third or fourth year in Fall 2008, academic good standing means students must have a minimum cumulative GPA of 2.00 and not be on academic probation.
- For students who started law school in Fall 2007 or thereafter, academic good standing means students must have a minimum cumulative GPA of 2.30 and not be on academic probation. Please note that second year students with a cumulative grade point average at the end of their first year of 2.50 or below are subject to restrictions. In the fall of their second year, these students are prohibited from enrolling in the Civil and Criminal Law Externship Programs. In the spring of their second year, these students may be eligible to participate and should consult with the Assistant Dean for Academic Services for clarification.

During the semester students must attend all class meetings and complete all assignments. (See the Schedule of Classes, Special Programs, for class meeting dates.) Note: Students are limited to a maximum of 7 units for part-time (3 or 4 units) Civil Law/Criminal Law/Judicial Externships throughout their legal education.

C. Judicial Externships - Part-time (3 or 4 units), half-time (6 units) or full-time (12 units) work performed under the supervision of participating Bay Area judges and/or courts. (Note: externships with Administrative Law Judges are performed under the Civil/Criminal Law

Externship Program, not the Judicial Externship Program.) Externships with superior courts are limited to 3, 4, or 6 units. Judicial Externships are limited to students who are in their final three semesters of law school and have completed Evidence. All students must concurrently enroll in the Judicial Process (1 unit) class (See Schedule of Classes, Elective Courses). Full-time externs may request to enroll in additional course work during the judicial externship semester. This is not encouraged since the student is expected to spend a full work week at his or her externship. Additional course work may be approved by the Assistant Dean for Academic Services, up to a maximum of three (3) units, normally to be taken in the evenings, if there is assurance that class attendance will be regular and that the student's attention to his or her externship activity will not be adversely affected. Externs must be in good academic standing and must meet certain minimum GPA requirements as set forth by the faculty and described below:

1. Judicial Externship Applications

Students submitting applications must meet the cumulative grade point average requirements below:

Applicable to Students Who Started Law School Before Fall 2007:

- (a) No student may enroll for academic credit in a full-time (12 units) judicial externship unless he or she has a cumulative grade point average of at least 2.80 at the time he or she applies for the externship; and
- (b) No student may enroll for academic credit in a half-time (6 units) judicial externship unless he or she has a cumulative grade point average of at least 2.50 at the time he or she applies for the externship; and
- (c) No student may enroll for academic credit in a part-time (three (3) or four (4) units) judicial externship unless he or she has a cumulative grade point average of greater than 2.30 at the time the externship begins.

Applicable to Students Who Started Law School in Fall 2007 or Thereafter:

- (a) No student may enroll for academic credit in a full-time (12 units) judicial externship unless he or she has a cumulative grade point average of at least 3.00 at the time he or she applies for the externship; and
- (b) No student may enroll for academic credit in a half-time (6 units) judicial externship unless he or she has a cumulative grade point average of at least 2.70 at the time he or she applies for the externship; and
- (c) No student may enroll for academic credit in a part-time (three (3) or four (4) units) judicial externship unless he or she has a cumulative grade point average of greater than 2.50 at the time the externship begins.

During the semester students must attend all class meetings and complete all assignments. (See the Schedule of Classes, Special Programs, for class dates.)