

CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM APPLICATION PACKET – Summer 2013/Fall 2013

Summer 2013 Externships: Applications due **Thursday, April 11, 2013**

Fall 2013 Externships: Applications due **Friday, August 9, 2013**

CIVIL/CRIMINAL LAW EXTERNSHIP APPLICATION CHECKLIST:

- Review carefully the “Policies, Requirements and Procedures” in this packet.
- Secure your externship first (review section on “Eligible Employers and Fieldwork Experience”) and seek assistance from the Office of Career Planning as necessary during this process.
- Confirm that your employer is included in the attached *List of Prior Externships*. If not, your supervisor will need to complete the *Request for Approval of Agency for Civil/Criminal Law Externship Program*.
- Complete the Application, which consists of the following documents (all contained in this packet):
 - ___ *Student Application for Civil/Criminal Law Externship*
 - ___ *Class Attendance Confirmation*
 - ___ *Extern Supervisor and Extern Agreement*
 - ___ *Statement of Educational Goals for the Civil/Criminal Law Externship*
 - ___ *Petition for Repeat Civil/Criminal Law Externship* (required if you have worked or volunteered for this employer before)
 - ___ *Request for Approval of Agency for Civil/Criminal Law Externship Program* (if necessary, see above)
 - ___ *Current resume*

Note: Your supervising attorney **must review and sign** the *Extern Supervisor and Extern Agreement*, and the *Statement of Educational Goals*. All supervising attorneys must have been admitted to the Bar for at least two years from the date she/he signs the form and be in good standing with the Bar.

- If you have worked or volunteered for this employer before, complete the *Petition for Repeat Civil/Criminal Law Externship*. Students may not earn credit for a second internship/position with the same employer, except in very limited circumstances (see p. 7 for more information).

APPLICATION FORMS ON LAW SCHOOL WEBSITE: You may download forms to type into from <http://www.usfca.edu/law/externships/civil/>.

NOTE: American Bar Association (ABA) standards prohibit students from receiving academic credit if they are compensated for their work.

AFTER APPLICATION HAS BEEN SUBMITTED: If your externship application is approved, you will receive an email notification from the Externship Programs Office with a CRN registration code that will allow you to register for the externship units.

EXTERNSHIP PROGRAMS OFFICE:

Kendrick Hall, Room 235

Phone: (415) 422-4467

Fax: (415) 422-4470

Email: externships@usfca.edu

Website: <http://www.usfca.edu/law/clinicseexternships/>

TABLE OF CONTENTS

INTRODUCTION	3
DEADLINES	3
STUDENT ACADEMIC ELIGIBILITY REQUIREMENTS	4
WHEN CAN YOU PARTICIPATE IN THE CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM?... ..	4
DO YOU MEET THE MINIMUM GPA REQUIREMENTS?	4
ACADEMIC UNITS AND REQUIRED FIELDWORK HOURS	4
UNITS AND HOURS	4
LAW SCHOOL POLICIES RE UNITS.....	5
MANDATORY CLASS ATTENDANCE AND WEEKLY TIMESHEETS/EVALUATIONS	5
GRADING	5
ELIGIBLE EMPLOYERS AND FIELD WORK EXPERIENCE	6
NUMBER OF UNITS ALLOWED DEPENDING ON TYPE OF EMPLOYER	6
LOCATION RE EXTERNSHIPS	6
SUPERVISOR ELIGIBILITY	6
PREVIOUSLY APPROVED EMPLOYERS	6
STUDENT EVALUATIONS OF PRIOR EXTERNSHIPS	6
EMPLOYERS NOT PREVIOUSLY APPROVED	7
“APPROVED” STATUS OF EMPLOYERS/SITE VISITS	7
INELIGIBLE EXTERNSHIPS	7
FIELDWORK FOR EMPLOYERS WHERE YOU HAVE PREVIOUSLY VOLUNTEERED OR WORKED	7
APPLICATION PROCESS	8
CREDIT FOR SUMMER EXTERN WORK	8
ASSISTANCE FROM THE OFFICE OF CAREER PLANNING	9
CIVIL AND CRIMINAL LAW EXTERNSHIP CLASS DATES	9
CIVIL/CRIMINAL LAW EXTERNSHIP APPLICATION FORMS	10
REQUEST FOR APPROVAL OF AGENCY FOR CIVIL/CRIMINAL LAW EXTERNSHIP PROGRAM	18
LIST OF PRIOR EXTERNSHIPS	20

POLICIES, REQUIREMENTS AND PROCEDURES

INTRODUCTION

The Civil/Criminal Law Externship Program provides upper-division law students who meet certain requirements to receive academic credit for unpaid externships¹ they secure with established law firms or corporate legal departments; non-profit organizations or the legal department of government agencies or offices. Thus, the Program provides students the opportunity to include practical, hands-on experience as part of their school education. The policies and requirements are intended to ensure a high-quality experience for students working under the supervision of experienced practitioners.

PARTICIPANTS ARE REQUIRED TO ATTEND ALL CORRESPONDING EXTERNSHIP CLASS SESSIONS, SUBMIT EVALUATIONS AND WEEKLY TIMESHEETS, AND COMPLETE OTHER ASSIGNMENTS.

DEADLINES

After having secured an externship offer from an eligible employer, students must submit completed applications to the Externship Programs Office for processing and approval by the deadlines listed below and on the cover of this packet. Adhering to these deadlines will allow enough time for all applications to be reviewed for approval in time for the Law School's registration deadlines.

Summer 2013 Externships: Applications due Thursday, April 11, 2013

Fall 2013 Externships: Applications due Friday, August 9, 2013

Applications submitted after the deadlines above are not guaranteed approval and are subject to the discretion of the Director and Assistant Professor for the Externship Programs.

Since most externship applications are submitted and/or approved after the initial class registration period closes, it is recommended that you register for classes as if you are not taking an externship. Once you have been notified by the Externship Programs Office that your externship has been approved, you will drop your previously registered classes and add the externship units and corresponding class. This process can be done during the add/drop period.

Approved & Pending Applications

All students who have been approved for externships, and students whose applications are pending approval, must attend the first externship class session. Failure to attend the first class will result in disqualification from the Externship Program that semester. Please review the Registrar's Course Schedule for class dates and times.

STUDENT ACADEMIC ELIGIBILITY REQUIREMENTS

¹ "Externship" is synonymous with "internship." To distinguish itself from USF's In-House Law Clinics, the Externship Programs Office uses the term "externship" to identify learning opportunities for students that occur outside the classroom. Students earn academic credit for these opportunities. Employers/supervisors sometimes use the term "internship" to identify these opportunities because these students will be working within their organizations.

University of San Francisco School of Law

Please review the requirements below to determine whether you are eligible to apply for academic credit for a civil or criminal law externship. **These academic eligibility requirements are strictly enforced without exception.**

When Can You Participate in the Civil/Criminal Law Externship Program?

Subject to minimum GPA and other academic requirements, students are eligible to participate in the Civil/Criminal Law Externship Program during the following semesters:

- **Full-time students:** during their second and third years of law school (*i.e.*, starting the summer following the first year of courses, but see p. 8 for summer externships)
- **Part-time students:** during their third and fourth years (*i.e.*, starting the summer following the spring semester of their second year)
- **Part-time students who convert to full-time status after their first year:** starting in the spring semester of their second year

Note re International Students: Before submitting an Externship Application, students with visas are advised to consult with the Office of International Student and Scholar Services (ISSS) regarding any off-campus work authorizations that may be required. (415) 422-2654.

See <http://www.usfca.edu/iss/employmentoffcampus/>.

Note re JD-MBA Program Students: Students are not allowed to take any law courses during their fall or spring semester. Also, their 12 crossover units from MBA program are classified as non-classroom (per ABA), so they must remain vigilant of the out-of-classroom unit policy.

Do You Meet the Minimum GPA Requirements?

Applicants for Civil/Criminal Law Externships must be in good academic standing at the time they apply for and at the time they start the externship, and meet certain GPA requirements as follows:

No. of Academic Units	
Half-time (6 units)	Above 2.50 and good academic standing
Part-time (3 or 4 units)	2L (summer and fall): Above 2.50 and good academic standing
	2L (spring) and 3L students (summer, fall, and spring): at least 2.30 and good academic standing

ACADEMIC UNITS AND REQUIRED FIELDWORK HOURS

Units and Hours

Below are the possible number of units that students may register for and their corresponding fieldwork hours. **Please note that because the summer session is much shorter than the fall/spring semesters, only the 3 and 4-unit options are available in the summer.** During the fall/spring semesters, students must begin their fieldwork by the beginning of the third week of classes and complete the required hours during that semester.

Summer sessions are approximately 7 weeks long, and fall/spring semesters are usually 14-15 weeks long. Please refer to the Registrar's Academic Schedule for specific semester start and end dates, and consult with your attorney fieldwork supervisor to determine your weekly schedule.

Half-Time	6 units = 288 hours → 21+ hours/week (<i>unavailable for externships with private sector employers and during summer sessions</i>)
Part-Time	4 units = 192 hours → 14+ hours/week during fall/spring or 30+ hours/week during summer
Part-Time	3 units = 144 hours → 11+ hours a week during fall/spring or 22+ hours/week during summer

University of San Francisco School of Law

The hours should be spread out relatively evenly over the entire semester. Front-end loading of hours is not permitted. In addition, working a significantly higher number of hours beyond what is required to receive credit is discouraged; the ABA states that credit shall be “commensurate with the time and effort required.” The Law School also wants to ensure that students have enough time to do well in their other classes and school commitments. Course credit must be arranged at the outset of your work for the agency/office/firm, as students may not receive credit for work already performed. The required fieldwork hours exclude time spent during and completing assignments for the corresponding classes.

Law School Policies re Non-Classroom Units

1. Maximum Number of Non-Classroom Units Allowed Overall:

Students entering prior to Fall 2011: to obtain the Juris Doctor degree, students must complete 86 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under “Special Programs” in the Registrar’s Course Schedule is non-classroom credit.

Students entering Fall 2011 and thereafter: to obtain the Juris Doctor degree, students must complete 84 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under “Special Programs” in the Registrar’s Course Schedule is non-classroom credit.

2. Limitation on Types of Non-Classroom Units Allowed in One Semester:

Although you may take advantage of all of these programs during the course of your law school education, you can take only one in-house clinic, civil/criminal law or judicial externship, or Street Law, in any given semester.

3. Limit on Total Number of Part-Time Externship Units Allowed:

Out of the non-classroom units allowed, a maximum of 8 units of part-time civil/criminal law and 8 units of part-time judicial externship experience (*i.e.*, 3 or 4-unit externships) is permitted. Part-time international internships for academic credit sponsored by the Law School count toward the civil/criminal part-time maximum. Half-time (6 units) externships do not count toward this 8-unit maximum.

MANDATORY CLASS ATTENDANCE AND WEEKLY TIMESHEETS/EVALUATIONS

Students enrolled in an externship must attend all corresponding class meetings. Students who fail to attend the first class will result in disqualification from the Externship Program that semester. Failure to attend subsequent classes and complete assignments on time risk receiving a grade of Credit-Unsatisfactory or No-Credit. The corresponding course does not constitute a separate unit. Please note that fieldwork at the externship is not an acceptable reason to miss classes. Students must notify their supervisors about the classes and plan accordingly. Weekly timesheets and assignments must be prepared and submitted in compliance with the schedule provided in the syllabus.

GRADING

Grading for the Civil/Criminal Law Externship Program is awarded on a Credit (CR)/ Credit-Unsatisfactory (CU)/ No Credit (NC) basis.

ELIGIBLE EMPLOYERS AND FIELDWORK EXPERIENCE

Number of Units Allowed Depending on Type of Employer

Half-time (6 units) externships are permitted in non-profit organizations or the legal department of a government agency or office. *Half-time externships are not permitted in law firms or corporate legal departments. In addition, please note that during the summer session, only the 3 and 4-unit options are available.*

Part-Time (3 or 4 units) externships are permitted in an established law firm, corporate legal department, non-profit organization, or a legal department of a government agency or office.

Location of Externships

All externships during the fall/spring semesters **must** be in the San Francisco Bay Area, which includes the counties of San Francisco, Marin, Alameda, Contra Costa, San Mateo and Santa Clara. During the summer session *only*, students may apply to receive credit for externships outside these areas. In all cases, please make sure that the employer and externship meet the criteria below.

Supervisor Eligibility

The externship must offer students substantial professional experience in a variety of tasks similar to those which a practicing attorney would perform with the agency or office.² Participating in an externship should give students a broader perspective of the legal system and law practice.

- The office or agency where the externship takes place must assign a supervising attorney to oversee the student's fieldwork and provide the Law School with evaluation reports; and
- All supervising attorneys must have been admitted to a state Bar for at least two years and be in good standing with the Bar.

Previously Approved Employers

Attached to this packet is a list of pre-approved externship employers titled "List of Prior Externships". Details regarding externship duties will be entered, as information comes in from employers, on www.USFLawLink.com. (Go to the Internship/Job Listings toolbar and conduct a search by selecting the Position Type field "Civil Law Externship" or "Criminal Law Externship.")

Student Evaluations of Prior Externships

Student evaluations of past externships are on www.USFLawLink.com. Please follow the following instructions to view these student evaluations:

- Once logged in, click on the "Resources" tab.
- Once on the Resources page, search using the "Type" field for the externship you are interested in (*i.e.* Student Externship Evaluation – Criminal Law, Student Externship Evaluation – Civil Law).

Please note that if you have a particular legal employer or court in mind, you may type in the name of the legal employer or court in the "Keywords" search field.

Employers Not Previously Approved

² **Bar Certification:** Some externships may provide students with an opportunity to make court appearances under attorney supervision. To be able to do this, students must apply for Certification under the Practical Training of Law Students Program of the State Bar of California. Complete and submit the application as soon as possible, as processing by the State Bar may take several weeks. Applications are available in the Registrar's Office and on the State Bar of California's website: www.calbar.ca.gov. Keyword search "Practical Training of Law Students Program."

University of San Francisco School of Law

If you seek credit for an externship at a legal employer that is not on the attached *List of Prior Externships*, that employer must complete a *Request for Approval of Agency for Civil/Criminal Law Externship Program*, which is attached to this packet.

“Approved” Status of Employers/Site Visits

The Director and Assistant Professor for the Externship Programs will conduct periodic site visits of certain externships in compliance with ABA Standards. The Director will meet with supervisors to discuss the employer’s externship program (as well as the student’s performance) to evaluate the employer’s suitability for future externships. Depending on these visits and communications, please note that the Law School has full discretion to disapprove or inactivate an employer from participating in the Programs for any period of time.

Ineligible Externships

The following internship experiences are not eligible for academic credit:

- A student may not simultaneously receive academic credit and be employed, *i.e.*, compensated, by the same agency/office/firm.³
- A student may not receive academic credit for work previously performed or completed during a prior semester. Academic credit must be arranged at the outset of the student’s work for the agency/office/firm.
- A student may not earn credit for work performed at a family or relative’s (including spouse’s/domestic partner’s) office/agency/firm.
- A student may not earn credit for a repeat internship/position, except in limited circumstances. See below for further explanation.

Fieldwork for Employers Where You Have Previously Volunteered or Worked

Course credit will not be given for an externship with the same agency, office or firm at which a student has previously worked (whether volunteer, paid, work-study or in a previous externship) for substantial periods of time, *except in the very limited circumstances below*.

A student may be allowed a part-time (3 or 4 units) externship with an agency/office/firm where she/he has previously worked or interned by completing the *Petition for Repeat Civil/Criminal Law Externship* to demonstrate that the experience to be gained:

- constitutes significant educational value commensurate with the academic credit to be given, and
- differs substantially from the work previously undertaken.

The Director and Assistant Professor for the Externship Programs will consider these *Petitions* for approval. Students are advised to submit the *Petition* as part of their Externship Applications well in advance of the submission deadline.

APPLICATION PROCESS

³ ABA Standards prohibit students from receiving course credit for compensated work. This does not include reimbursement of reasonable out-of-pocket expenses related to the externship.

University of San Francisco School of Law

- 1) Before attempting to secure an externship with an eligible employer, please verify that you satisfy the academic criteria, meet the requisite minimum GPA requirements, and are not subject to any enrollment limitations.
- 2) Secure your externship using the assistance of the Office of Career Planning (see next page). If this employer is not listed on the attached *List of Prior Externships*, have your supervising attorney complete the *Request for Approval of Agency/Firm for Civil/Criminal Law Externship Program* form.
- 3) Complete the following forms:
 - *Student Application for Civil/Criminal Law Externship Program*
 - *Class Attendance Confirmation*
 - *Extern Supervisor and Extern Agreement* (must be reviewed and signed by supervisor)
 - *Statement of Educational Goals* (must be reviewed and signed by supervisor)
 - *Petition for Repeat Civil/Criminal Law Externship* (required if you have worked/volunteered for the agency/office before)
 - Attach current resume
- 4) If appropriate for the externship, fill out and submit an application to the State Bar to become a “Certified Law Student.” (See p. 6, footnote 2.)
- 5) Submit your completed application packet to the Externship Programs Office by the appropriate deadline listed on the cover of this packet.

CREDIT FOR SUMMER EXTERN WORK

Students are often interested in obtaining externship credit for work they perform over the summer. While this is possible, please consider the following prior to registering:

- 1) Summer externships are treated like any other summer school course. You must register for the externship at the beginning of the summer and you must pay for tuition for each unit. *The unit options during the summer session are 3 and 4 units.*
- 2) *Please see Financial Aid Office for more details about submitting your Intent to Enroll.*
- 3) The last day to register for summer school is usually in May. See Registrar’s Course Schedule for official date.
- 4) Full-time students must still pay tuition for subsequent semesters at the School of Law. Thus, if you are a full-time student, it may not make financial sense for you to get course credit for summer work. Instead, you might consider performing the work on a volunteer basis. You will still obtain valuable experience while avoiding an increase to your overall costs/debt burden.⁴
- 5) All the aforementioned rules about student eligibility, academic standing, course credit, hours of work required, pre-requisites and co-requisites still apply.

ASSISTANCE FROM THE OFFICE OF CAREER PLANNING

⁴ In a few instances, the employer will request the student continue working from a previous semester into the next one. If the student wishes to receive credit for work during the following semester, please review the policy regarding “Fieldwork for Employers Where You Have Previously Volunteered or Worked” on p. 7 of this packet. The student and the employer must make plans to ensure that the work to be completed in the following semester will be substantially different from the work already completed.

University of San Francisco School of Law

Students are responsible for making the initial contact with the agency/office/firm and securing the externship. The search for an externship is similar to any other job search process, and the attached *List of Prior Externships* serves as a helpful starting point. During this search, students are strongly advised to meet with a Career Planning Director to discuss practice area interests and employers and review submission materials, including cover letters, resumes, references, and writing sample format. Located in Room 230, the Office of Career Planning can be reached at (415) 422-6757 or at lawcareer@usfca.edu.

CIVIL AND CRIMINAL LAW EXTERNSHIP CLASS DATES (TENTATIVE)⁵

Civil Externship Class

Summer 2013. See Registrar's Course Schedule.

Fall 2013. See Registrar's Course Schedule.

Criminal Externship Class

Summer 2013. See Registrar's Course Schedule.

Fall 2013. See Registrar's Course Schedule.

⁵ Please confirm class dates, times, and location in the Registrar's Course Schedule.

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) *Class Attendance Confirmation* (student must sign)
- 3) *Extern Supervisor and Extern Agreement* (student and supervising attorney must sign)
- 4) *Statement of Educational Goals for Civil/Criminal Law Externship* (student and supervising attorney must sign)
- 5) Current resume

No. of Units Requested (3, 4, or 6)¹: _____ Total Minimum Required Hours²: _____

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:³ _____

Agency/Office: _____

Address: _____ City & Zip Code: _____

Phone: _____ Fax: _____

Website: _____

¹ 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.

² 6 units = 288 hours; 4 units = 192 hours; 3 units = 144 hours.

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

STUDENT APPLICATION FOR CIVIL/CRIMINAL LAW EXTERNSHIP

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 8 part-time civil/criminal externship units and 8 part-time judicial externship units are allowed.)

Where: _____ When (semester): _____

Where: _____ When (semester): _____

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

Where _____ When (semester): _____

Where _____ When (semester): _____

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*, the *USF Law Review*, directed research, and any other activity typically listed under "Special Programs" in the Registrar's Course Schedule.)

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 attend all 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.

Students entering prior to Fall 2011: To obtain the Juris Doctor degree, students must complete 86 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under "Special Programs" in the Registrar's Class Schedule is non-classroom credit.

Students entering Fall 2011 and thereafter: To obtain the Juris Doctor degree, students must complete 84 course units including at least 65 units in regularly scheduled law school classroom courses. Non-classroom units include, but are not limited to, the In-House Clinics, Civil Law/Criminal Law/Judicial Externship Programs, school-sponsored international internships, Moot Court, Advanced Moot Court, ASP Tutors, Street Law, the *Intellectual Property Law Bulletin*, the *Maritime Law Journal*, and the *USF Law Review*. Please note that any activity listed under "Special Programs" in the Registrar's Class Schedule is non-classroom credit.

Out of the non-classroom units allowed, a maximum of 8 units of part-time civil/criminal law and 8 units of part-time judicial externship experience (*i.e.*, 3 or 4 unit externships) is permitted. 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

CLASS ATTENDANCE CONFIRMATION

I certify the following:

- (1) I will attend the first class meeting/orientation.**
- (2) I understand that failure to attend the first class/orientation will result in my being removed from the Externship Program and not receiving credit for the semester.**
- (3) I understand that there is only one scheduled date for the first class and that there are absolutely no make-up sessions or exceptions.**
- (4) I have reviewed the Registrar's Course Schedule to confirm class date and time.**

Student's Signature

Date

CLASS ATTENDANCE CONFIRMATION

I certify the following:

- (1) I will attend all subsequent classes.**
- (2) I understand that if I fail to attend subsequent classes and complete assignments on time I may receive a grade of Credit-Unsatisfactory or No-Credit.**
- (3) I have reviewed the Registrar's Course Schedule to confirm class dates and times.**

Student's Signature

Date

EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT

Extern: _____ Semester/Year: _____

Supervisor(s): _____

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.

_____ **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 a variety of legal work, 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:⁴

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 Externship Class

Summer 2013: April 19, 2013. See Registrar's Course Schedule for time and location.

Fall 2013: See Registrar's Course Schedule.

Criminal Externship Class

Summer 2013: April 19, 2013. See Registrar's Course Schedule for time and location.

Fall 2013: See Registrar's 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/Judge 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.

⁴ Summer 2013 Semester: 6/3/13- 7/22/13. Fall 2013 Semester: 8/19/13-11/25/13.

Semester/Year: _____
(For the semester you are requesting credit)

STATEMENT OF EDUCATIONAL GOALS FOR CIVIL/CRIMINAL LAW EXTERNSHIP

Student's Name: _____

Agency/Firm: _____

The Civil/Criminal Law Externship Program is designed to provide a practical academic experience for law students. In allowing academic credit for externships, the School of Law is entrusting your supervising attorney with a portion of your legal education. We want to work in partnership with you and your supervisor to monitor and review your educational experience in your externship. As part of your Application for the Civil/Criminal Law Externship, please **fully** respond to the following and **attach a copy of your current résumé**. Responses **must be typed**, not handwritten. Attach additional pages as needed.

1. How will the externship relate to and advance your plans for your legal education?
2. Describe your anticipated specific responsibilities at this externship.
3. Describe your specific goals and objectives for this externship.

Student's Signature

Date

I have reviewed and discussed the above with the student.

Supervising Attorney's Signature

Date

Semester/Year: _____
(For the semester you are requesting credit)

PETITION FOR REPEAT CIVIL/CRIMINAL LAW EXTERNSHIP

Student's Name: _____

Agency/Firm: _____

Pursuant to Law School academic policy, credit will not be given for an externship with the same agency or firm with which the student has previously worked (whether volunteer, paid, or in a previous externship) for substantial periods of time, *except in the very limited circumstances*. The Director and Assistant Professor for the Externship Programs will consider these *Petitions* for approval, for 3 or 4 units only, upon satisfactory responses to the questions below. Students are advised to submit the *Petition* well in advance of the start of the desired externship. Responses **must be typed**, not handwritten. Attach additional pages as needed. **Attach a copy of your current resume.**

Please make sure that you otherwise meet the academic and GPA requirements for the Program.

1. Describe your previous work undertaken at the agency/firm (include date(s) of previous work):

2. Describe your new duties for the prospective externship:

3. Explain how the two positions/duties are substantially different:

Student's Signature

Date

Print Name

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 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" 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,
Externship Programs

Date Reviewed

Approved_____

Disapproved_____

LIST OF PRIOR EXTERNSHIPS Civil/Criminal Law Externship Program

Below are pre-approved employers. Supervising attorney information is included where updated information has been provided. Details regarding externship duties as provided by the employers also are on www.USFLawLink.com. Under the “Internship/Job Listings” toolbar, conduct a search under “Position type” by “Civil Law Externship” or “Criminal Law Externship.” **Note: Employers in boldface type recently have expressed a particular interest in hosting a USF student as an extern.**

If a student wishes to earn credit with a Bay Area agency/office not listed, the new employer must complete the *Request for Approval of Agency* form, which is included in the Application Packet.

Student evaluations of past externships are on www.USFLawLink.com. Please follow the following instructions to view these student evaluations:

- Once logged in, click on the “Resources” tab.
- Once on the Resources page, search using the “Type” field for the externship you are interested in (*i.e.* Student Externship Evaluation – Criminal Law, Student Externship Evaluation – Civil Law).

Please note that if you have a particular legal employer or court in mind, you may type in the name of the legal employer or court in the “Keywords” search field.

“Approved” Status of Employers or Supervisors/Site Visits

Throughout the year, periodic externship site visits will be conducted to ensure that 1) the student is performing as expected, and 2) the student is acquiring an appropriate amount and quality of skills in a professional working environment, in compliance with ABA Standards. ***Depending on these visits and communications, please note that the Law School has full discretion to disapprove or inactivate an employer from participating in the Programs for any period of time.***

CIVIL EXTERNSHIPS – GOVERNMENT AGENCY

Agency	Practice Area	Supervising Attorney	Supervising Attorney Email	Website
Bay Area Rapid Transit (BART)	Municipal & State/Patent/Property/ Employment/Administrative	Byron Toma	btoma@BART.gov	www.BART.gov
California Department of Insurance	Insurance	Jennifer Chambers	chambersj@insurance.ca.gov	www.insurance.ca.gov
California Institute for Regenerative Medicine	Policy	Scott Tocher	stocher@cirm.ca.gov	www.cirm.ca.gov
California Public Utilities Commission - Legal Division	Supplier Diversity/Water Distribution/First Amendment Issues/Energy Issues/Smart Grid Issues	Amy Yip- Kikugawa	ayk@cpuc.ca.gov	http://www.cpus.ca.gov/puc/
Community Development Agency of Marin	Energy	Dawn Weisz	dweisz@co.marin.ca.us	co.marin.ca.us

Department of Veterans Affairs, Office of General Counsel, SES Regional Counsel, San Francisco Region	Medical Malpractice/Employment/Litigation	Suzanne C. Will	Suzanne.will@va.gov	www.va.gov
East Bay Municipal Utility District	Litigation/Administrative Proceedings/Environmental/Construction/Regulatory	Derek McDonald	dmcdonal@ebmud.com	www.ebmud.com
Equal Employment Opportunity Commission	Labor & Employment	Linda Ordonio-Dixon Jonathan Peck	linda.ordonio-dixon@eeoc.gov jonathan.peck@eeoc.gov	eeoc.gov
Fair Employment and Housing Commission	Housing & Employment Discrimination	Ann Noel	ann.noel@fehca.gov	http://www.fehc.ca.gov/
Federal Highway Administration, Western Legal Services Division	Environmental Law	Mystery Bridgers	Mystery.bridgers@dot.gov	www.fhwa.dot.gov
Judicial Council of CA., Center for Families, Children and the Courts	Juvenile Dependency/Domestic Violence	Christine Cleary		
Judicial Council of CA. Administrative Office of the Courts	Labor & Employment	Scott Gardner Adam Smyer	scott.gardner@jud.ca.gov adam.smyer@jud.ca.gov	www.courtinfo.ca.gov
Oakland School District – Office of the General Counsel	Labor & Employment Law/Contracts/Constitutional/Litigation	Jacqueline Minor	Jacqueline.Minor@ousd.k12.ca.us	www.ousd.k12.ca.us
Oakland City Attorney's Office	Various units, see website			http://www.oaklandcityattorney.org/AboutUs/job_ops.html
Office of the City Attorney, City of San Pablo	Municipal	Brian Libow	BrianL@ci.san-pablo.ca.us	www.ci.san-pablo.ca.us
Office of the General Counsel at Peralta Community College	Education Law/Public Law	Thuy Thi Nguyen	ttnguyen@peralta.edu	http://www.peralta.cc.ca.us
Office of the Governor	Government Law/Judicial Appointments	Julie Henderson	julie.henderson@gov.ca.gov	www.gov.ca.gov
Peralta Community College District		Thuy Thi Nguyen	ttnguyen@peralta.edu	http://web.peralta.edu/
San Francisco City Attorney's Office	Various units, see website	Laurel Turner, Intern Coordinator	Laurel.Turner@sfgov.org	http://www.sfmayor.org/ftp/archive/mayornewsom/mayors-office-departments/internship-programs/index.html



Externship Programs
 Kendrick Hall, Room 235
 Tel. 415-422-4467
 Fax. 415-422-4470
externships@usfca.edu

School of Law

San Francisco City Attorney's Office	Various units, see website	Virginia Dario Elizando	virginia.dario.elizando@sfgov.org	sfgov.org
San Francisco City Attorney's Office, Children and Family Services Division	Family	Kimiko Burton	kimiko.burton@sfgov.org	sfgov.org
San Francisco Department on the Status of Women	Policy	Ann Lehman	Ann.lehman@sfgov.org	Sfgov.org
San Mateo County Counsel	Torts/Tax/Bankruptcy/ Employment Discrimination/ Dependency/Involuntary Commitment/Judicial Ethics	David Silberman	dsilberman@co.sanmateo.ca.us	www.co.sanmateo.ca.us/portal/site/countycounsel
Transportation Security Administration		Eileen Calaguas	Eileen.Calaguas@dhs.gov	www.dhs.gov
Office of the Attorney General, State of California	Employment	Raymond Hamilton	raymond.hamilton@doj.ca.gov	www.doj.ca.gov
Office of the Attorney General, State of California	Natural Resources	Matthew Bullock	matthew.bullock@doj.ca.gov	www.doj.ca.gov
U.S. Department of Justice	FTCA/FOIA/Immigration/ Employment/Litigation/Civil	Ila Deiss	ila.deiss@usdoj.gov	http://www.justice.gov/06employment/06-3.html
U.S. Coast Guard, Legal Service Command	Military Justice/Employment/ Ethics/Administrative	Maya Nair	maya.a.nair@uscg.mil	www.uscg.mil
U.S. Coast Guard TRACEN	Various units	Anita Scott	Anita.scott@uscg.mil	www.uscg.mil
U.S. Department of Agriculture	Water/Environmental/Employment Law	John Eichhorst	John.Eichhorst@oqc.usda.gov	www.usda.gov
U.S. Department of Justice, Environmental and Natural Resource Division	Environmental	Deborah Gitin	deborah.gitin@usdoj.gov	http://www.oalj.dol.gov
U.S. Department of Justice, Torts Branch	Maritime/Admiralty Law	R. Michael Underhill	mike.underhill@usdoj.gov	usdoj.gov
U.S. Department of Labor, Employee Benefits Security Administration	ERISA/Employment	Kimiyo Dowell	dowell.kimiyo@dol.gov	dol.gov

U.S. Securities and Exchange Commission	Securities	Monique Winkler	WinklerM@sec.gov	sec.gov
Wisconsin Department of Justice	Various units	JoAnne Kloppenburg	kloppenburgj@doj.state.wi.us	www.doj.state.wi.us

CIVIL EXTERNSHIPS – NON-PROFIT AGENCY

AIDS Legal Referral Panel	Housing/Benefits & Insurance/ Employment Discrimination/ Bankruptcy/Estate Planning	Sara Malan	sara@alrp.org	www.alrp.org
Alliance for Justice	Tax Law/Election Law	Melissa Mikesell	melissa@afj.org	www.afj.org
American Civil Liberties Union Immigrants' Rights Project	Immigration	Katherine Desormeau	kdesormeau@aclu.org	http://www.aclu.org/
American Civil Liberties Union of Northern California (San Francisco)	Civil Liberties/Constitutional Law	Natasha Minsker	nminsker@aclunc.org	www.aclunc.org
Asian Law Alliance	Civil Rights/ Employee Benefits/ERISA/Labor & Employment/Housing/ Homelessness/Immigration	Richard Konda	alalliance@aol.com	http://www.asianlawalliance.org/
Asylum Access	Asylum Law/International Law	Emily Arnold-Fernandez	Emily@asylumaccess.org	www.asylumaccess.org
Bay Area Legal Aid (Oakland)	Public Benefits	Genevieve Richardson	grichardson@baylegal.org	baylegal.org
Bay Area Legal Aid (San Francisco)	Family/Employment	Arnold Ellis	Aellis@baylegal.org	baylegal.org
California Lawyers for the Arts	Intellectual Property	Robert Pimm	Bob.pimm@calawyersforthearts.org	www.calawyersforthearts.org
California Rural Legal Assistance	Education/Public Benefits/Labor	Cynthia Rice	crice@crla.org	www.crla.org
Center for Biological Diversity	Environmental/Administrative	Miyoko Sakashita	miyoko@biologicaldiveristy.org	www.biologicaldiversity.org
Center for Food Safety		Paige Tomaselli	ptomaselli@icta.org	www.icta.org
The Center For Justice & Accountability	International Trade & Law	Pamela Merchant	pmerchant@cja.org	cja.org
Center for Resource Solutions	Intellectual Property/Employment	Robin Quarrier	robin@resource-solutions.org	www.resource-solutions.org
Community Overcoming Relationship Abuse	Family/Juvenile	Jessica Dayton	jessicad@corasupport.org	corasupport.org
Disability Rights California	Disability Rights	Jung Pham	Jung.pham@disabilityrightsca.org	www.disabilityrightsca.org

Earthjustice	Environmental	Erin Tobin	etobin@earthjustice.org	http://www.earthjustice.org/
East Bay Sanctuary Covenant	Asylum	Kusia Maria Hreschyshyn	kusia@kusia.net	http://www.eastbaysanctuary.org/
Electronic Frontier Foundation	Civil Liberties/Intellectual Property	Matt Zimmerman	mattz@eff.org	www.eff.org
Environmental Law Foundation	Environmental	Jennifer Maier	jmaier@envirolaw.org	www.envirolaw.org
Equal Justice Society	Civil Rights			http://equaljusticesociety.org
Equal Rights Advocates	Civil Rights/Labor & Employment		lawclerkapplicants@equalrights.org	equalrights.org
Eviction Defense Collaborative	Landlord/Tenant	Ming Chung	mchung@evictiondefense.org	www.evictiondefense.org
Family Violence Law Center	Child Advocacy	Kristie Whitehorse	kwhitehorse@fvlc.org	www.fvlc.org
Financial Industry Regulatory Authority	Securities Regulation	Mark Graves	Mark.graves@finra.org	www.finra.org
First Amendment Project	First Amendment Law/Freedom of Information Act/California Public Records Act/Right of Publicity/Lanham Act/Trade Secrets/Civil Procedure/California Business Code	David Greene	dgreene@thefirstamendment.org	http://thefirstamendment.org
First District Appellate Project	Appellate	Kathryn Seligman	kseligman@fdap.org	http://fdap.org/
FLF Access Center	Family Law	Judy Louie	julouie@sftc.org	www.sftc.org
The Greenlining Institute	Civil Rights	Thalia Gonzalez	thaliag@greenlining.org	http://www.greenlining.org/
Homeless Advocacy Project	Housing	Theodore Janowsky	tjanowsky@sfbar.org	homelessadvocacyproject.org
Immigration Center for Women & Children	Immigration	Susan Bowyer	susan@icwclaw.org	www.icwclaw.org
International Institute of Bay Area	Immigration	Caroline Donohue	cdonohue@iibayarea.org	www.iibayarea.org
J. Gladstone Institutes	Intellectual Property	Joan Bruland	jbruland@gladstone.ucsf.edu	www.gladstone.ucsf.edu/gladstone/site/gweb1/
Justice Now	Public Policy/Civil Lawsuits/Family	Cynthia Chandler	cynthia@jnow.org	www.jnow.org
La Raza Centro Legal (San Francisco)	Labor & Employment/Immigration			techforpeople.net/~lrcf/article.php/intern_volunteer
Lawyers' Committee for Civil Rights	Civil Rights	Paul Chavez	pchavez@lccr.com	http://lccr.com/
Legal Assistance for Seniors	Elder Law	Kirsten Voyles	kvoyles@lashicap.org	lashicap.org
Legal Services for Children	Guardianship/Emancipation/	Hayley	Hayley@lsc-sf.org	http://www.lsc-sf.org/web/index.html



Externship Programs
Kendrick Hall, Room 235
Tel. 415-422-4467
Fax. 415-422-4470
externships@usfca.edu

School of Law

	Education/Immigration/ Dependency	Upshaw		
Legal Services for Prisoners with Children	Juvenile Dependency/Probate/Family	Karen Shain	karen@prisonerswithchildren.org	prisonerswithchildren.org
National Center for Lesbian Rights	Family/Immigration/Employment/ Civil Rights	Shin-Ming Wong	mingw65@yahoo.com	http://www.nclrights.org
National Center for Youth Law	Family & Juvenile/Healthcare/ General Litigation			http://www.youthlaw.org/about_ncyl/jobs_volunteering/
National Employment Lawyers Association & Employee Rights Advocacy Institute for Law	Employment	Rebecca Hamburg	rhamburg@nelahq.org	www.nela.org
National Heritage Institute	Environmental	Richard Roos- Collins	rrcollins@n-h-i.org	www.n-h-i.org
Operating Engineers Local Union No. 3	Labor & Employment	Jolsna John	jjohn@oe3.org	www.oe3.org
Public Advocates	Housing/Education/Transportation/ Climate Justice/Civil Rights	Samuel Tepperman- Gelfant	stepperman-gelfant@publicadvocates.org	www.publicadvocates.org/
Sierra Club	Environmental	Kristin Henry	kristin.henry@sierraclub.org	http://www.sierraclub.org/
UCSF Office of Sponsored Research, Contracts & Grants	Transactional Law/Contracts/ Intellectual Property/Policy	Gigi Capuyan	gigicapuyan@ucsf.edu	www.ucsf.edu
United States Coast Guard	Various units	Maya Nair	Maya.a.nair@uscg.mil	www.uscg.mil

CIVIL EXTERNSHIPS – PRIVATE AGENCY

Alexander, Berkey, Williams & Weathers LLP	Federal Indian Law/Environmental Law	Curtis Berkey	cberkey@abwwlaw.com	abwwlaw.com
Andrus Anderson LLP	Personal Injury/Mass Torts/ Wage & Hour Violations/Antitrust/ Consumer Class Actions	Lori Andrus	lori@andrusanderson.com	www.andrusanderson.com
Arns Law Firm	Personal Injury	Bob Arns	rsa@arnslaw.com	http://www.arnslaw.com/
Baker & McKenzie LLP	Global Migration	Matthew Schulz	matthew.schulz@bakermckenzie.com	www.bakermckenzie.com
Bingham McCutchen	Corporate/Transactional	James Rockett	james.rockett@bingham.com	bingham.com
Bracamontes & Vlasak	Civil Rights/Housing & Homelessness	Ryan Vlasak	rvlasak@bvlawsf.com	www.bvlawsf.com
Bradshaw & Associates	Construction/Family/ Juvenile/Real Property			http://www.bradshawassociates.com



Externship Programs
Kendrick Hall, Room 235
Tel. 415-422-4467
Fax. 415-422-4470
externships@usfca.edu

School of Law

Brandi Law Firm	Personal Injury/Product Liability	Thomas Brandi	tjb@brandilaw.com	brandilaw.com
Brodsky Micklow Bull & Weiss LLP	Maritime	Edward Bull	ebull@bmbwlawfirm.com	www.banningmicklow.com
Brownstein-Thomas LLP	Employment	Mark Thomas	mark@brownsteinthomas.com	www.brownsteinthomas.com
Bushnell, Caplan, Fielding & Maier LLP	Civil Rights/Labor & Employment/ Negligence & Personal Injury	Roderick Bushnell	rbushnell@sprynet.com	bcmlaw.com
Cabello & Lezin, L.L.P	Family Law	Connie Cabello	connie@cabellolezin.com	www.cabellolezin.com
Carroll Burdick & McDonough LLP	Appellate/Products Liability	Gretchen Ramos	garamos@cbmlaw.com	www.cbmlaw.com
The Cartwright Law Firm Inc.	Consumer/Litigation/Negligence & Personal Injury/Products Liability	Robert Cartwright, Jr.	rob@cartwrightlaw.com	www.cartwrightlaw.com
Cooper White and Cooper	Corporate & Commercial Law/ Alternative Dispute Resolution/ Professional Responsibility/ Malpractice	Mark Tuft	mtuft@cwclaw.com	cwclaw.com
Counsyl, Inc.	Health Care/Environmental/ Insurance/Tax	Anusha Srinivasan	anusha@counsyl.com	www.counsyl.com
Cox Wootton Griffin Hansen & Poulos	Maritime/Employment/ Construction/Property	Marc Cefalu	mcefulu@cwghp.com	http://www.cwghp.com/index.html
Creative Industry Law Group	Intellectual Property/Business/ Contracts & Mediation	Lizbeth Hasse	lhasse@creativelawgroup.com	www.creativelawgroup.com
Devito Law Group	Employment & Labor/General Practice Firm	Gina DeVito	devitolaw@mindspring.com	devitolaw.com
Dolan Law Firm	Civil Rights/ Negligence & Personal Injury/Labor & Employment	Anne Costin	anne.costin@cbdlaw.com	http://www.cbdlaw.com/
Duckworth, Peters, and Lebowitz, LLP	Civil Rights/Labor & Employment	Mark Peters	mark@dplsf.com	dplsf.com
Emard Danoff Port Tamulski & Paetzold	Maritime	James Tamulski	jtamulski@edptlaw.com	http://www.edptlaw.com/
Forman & Associates	Indian Tribes, Tribal Organizations	George Forman	George@gformanlaw.com	www.gformanlaw.com
Fox Rothschild LLP	Labor & Employment	Phillip Shinn	pshinn@foxrothschild.com	www.foxrothschild.com
Furst & Pendergast	Family/Criminal Defense/ Dependency/Juvenile Delinquency	Peter Furst	fnp@pafmap.com	http://www.pafmap.com/
Gagnier Margossian LLP	IP/Corporate/Entertainment/ Internet/E-Commerce/Privacy	Christina Gagnier	gagnier@gamallp.com	http://www.gamallp.com/
Gargaliana / Graceffa LLP	Real Property	Debra Graceffa	deb@gandgllp.com	gandgllp.com
Geron Corporation	Intellectual Property - Patent	David J. Earp	DEarp@Geron.com	www.geron.com
Gibson Robb & Lindh	Maritime	Stanley Gibson	sgibson@gibsonrobb.com	http://www.gibsonrobb.com/



Externship Programs
Kendrick Hall, Room 235
Tel. 415-422-4467
Fax. 415-422-4470
externships@usfca.edu

School of Law

Goldstein, Borgen, Dardarian, & Ho	Employment/Civil Rights/Disability Rights/Environmental	Laura Ho	lho@gdblegal.com	gbdhlegal.com/
Goldstein, Gellman, Melbostad, Harris & McSparran LLP	Insurance/Personal Injury	Lee Harris	LHarris@g3mh.com	www.g3mh.com
Goodman Law Center	General Practice	Mark Goodman	gman12@gmail.com	www.GoodmanLawNevada.com
Gracenote, Inc.	Corporate Law/Employee Benefits/ERISA/Labor & Employment/Intellectual Property	Yasmin Zarabi	yzarabi@gracenote.com	gracenote.com
Haight, Brown & Bonesteel LLP	Personal Injury/Product Liability/Construction/Malpractice	David Evans	devans@hbblaw.com	www.hbblaw.com
Higa & Gipson	Business Law & Aviation Law	Ronnie Gipson	Gipson@higagipsonllp.com	www.higagipsonllp.com
Hildebrand McLeod & Nelson	Employment/Personal Injury/Malpractice	Anthony Petru	petru@hmnlaw.com	www.hmnlaw.com
IBM Almaden Research Center	In-house Counsel	Pete Tennent	ptennent@us.ibm.com	Almaden.ibm.com
Idell & Seitel, LLP	Intellectual Property/Entertainment Law/Sports Law/Internet/New Media	Owen Seitel	oseitel@idellseitel.com	www.idellseitel.com
Intellectual Property Law Group	Patents/Corporate/Trademark	Junecko Jackson	info@iplg.com	http://www.iplg.com/
Kaplan & MacLellan	Real Property/Business/Disability Law/Employment Law/	Benjamin Kaplan	bekaplan@sbcglobal.net	N/A
Kaye Moser Hierbaum, LLP	Family	Barbara Moser	bwmoser@kayemoser.com	http://kayemoser.com/
Keesal Young & Logan	Maritime & Admiralty Law	John Giffin	john.giffin@kyl.com	kyl.com
Law Office of Arthur Rugama	Tax/Bankruptcy/Landlord/Tenant/Personal Injury/Credit Card Collection/Corporations	Arthur Rugama	lexhelp@pacbell.net	N/A
Law Office of Brian E. Soriano	Insurance t/Real Estate/Entertainment/Insurance	Brian Soriano	brian@bsoriano.com	www.bsoriano.com
Law Office of Christine M. Stouffer	Immigration	Christine Stouffer	christine@stoufferlaw.com	www.stoufferlaw.com
Law Office of Darya Druch	Bankruptcy	Darya Druch	darya@daryalaw.com	www.daryalaw.com
Law Office of David Zalob	Civil Litigation/Landlord/Tenant/Wills & Trusts/Commercial Contracts/Personal Injury/Employment/Real Estate	David Zalob	dzlaw77@aol.com	N/A
Law Office of Eric L. Lifschitz	Personal Injury/Landlord-Tenant	Eric Lifschitz	Info@FranklinStreetLaw.com	http://www.sflegalaid.com/
Law Office of George M. Rush	Contract Law/Copyright/Patent/Fair Use Law/Entertainment Law	George Rush	george@gmrush.com	http://www.gmrush.com/
Law Office of Randall Caudle	Immigration	Randall Caudle	Randall@caudleimmigration.com	www.caudleimmigration.com
Law Office of Robert Kawamoto	Consumer Bankruptcy/Family	Robert Kawamoto	kawlaw@aol.com	N/A
Law Office of Scott Righthand	Negligence/Personal Injury	Scott Righthand	scott@righthandlaw.net	righthandfirm.com



Externship Programs
 Kendrick Hall, Room 235
 Tel. 415-422-4467
 Fax. 415-422-4470
externships@usfca.edu

School of Law

Law Office of William L. Veen	Civil Rights/General Practice Firm/Negligence & Personal Injury/Products Liability	Kevin Lancaster	k.lancaster@veenfirm.com	www.veenfirm.com
Law Offices of Adams & Romer	Family	Susan Romer	AdamsRomer@aol.com	N/A
Law Offices of Arthur Chambers	Labor & Employment Law	Arthur Chambers	art@artchambers.com	N/A
Law Offices of Cynthia L. Schreurs	Estate Planning & Probate	Cynthia Schreurs	Cynthia@schreurslaw.com	www.schreurslaw.com
Law Offices of Daniel Ray Bacon	Employment & Labor/Civil Litigation/Entertainment Law	Daniel Bacon	BaconDR@aol.com	N/A
Law Offices of Darcey L. Wong	Estate Planning	Darcey L. Wong	dwong@sfeatatelawyer.com	N/A
Law Offices of Diana Maier	Employment	Diana Maier	diana@dianamaierlaw.com	dianamaierlaw.com
Law Offices of Frannie Mok	Bankruptcy/Family/Juvenile/Immigration/Litigation/Negligence & Personal Injury	Frannie Mok	legalhire@yahoo.com	N/A
Law Offices of Jacqueline Brown-Scott	Immigration	Jacqueline Brown-Scott	jacqueline@brownscottlaw.com	www.brownscottlaw.com/
Law Offices of James A. Bruen	Contracts/Business Transactions/Corporate/Business Litigation/Real Property Transfers/Tax Reassessment of Real Property	James Bruen	bruen@tech-counsel.com	N/A
Law Offices of Jeremy Pasternak	Employment/Personal Injury	Jeremy Pasternak	jdp@pasternaklaw.com	www.pasternaklaw.com
Law Offices of Joseph L. Alioto and Angela Alioto	Employment Discrimination	Joe Alioto Veronese	joeav@me.com	aliotolawoffices.com
Law Offices of Lawrence A. Organ	Labor & Employment	Larry Organ	larryaorgan@aol.com	equalitylawcal.com
Law Offices of Mallison & Martinez	General Litigation	Hector Martinez	hectorm@themmlawfirm.com	mallisonlaw.com
Law Offices of Marian C.Blakeslee	Estate Planning/Wills/Probate/ Employment	Marian Blakeslee	blakesleelaw@sbcglobal.net	N/A
Law Offices of Moreno & Fitzpatrick	Taxation/General Business	Todd Moreno	Todd.moreno@toddmoreno.com	N/A
Law Offices of Paula Canny	General Litigation	Paula Canny	pkcanny@paulacanny.com	www.paulacanny.com
Law Offices of Ryutaro Hirota	Corporate (Transactional)/Labor & Employment/Immigration	Ryutaro Hirota	ryutarohiro@yahoo.com	N/A
Law Offices of Sara Taylor	Employment/Wills & Trust/Personal Injury	Sara Taylor	staylor@sarataylorlaw.com	www.sarataylorlaw.com
Law Offices of Waukeen McCoy	Employment Discrimination	Waukeen McCoy	mccoyslwsf@yahoo.com	http://waukeenqmc coy.com/
Law Offices of William E. Weiss	Personal Injury, Civil Rights,	William E. Weiss	William.weiss@gmail.com	www.williamweisslaw.com

	Business Disputes			
Law Offices of Yuji Mitani	Wills & Trusts/Corporate	Yuji Mitani	ymlaw@earthlink.net	N/A
Leach & McGreevy	Civil Litigation	Dave Leach	lmlawsf@aol.com	N/A
Leland, Parachini, Steinberg, Matzger, & Melwick LLP	Intellectual Property/Litigation/ Estate Planning/Corporate	Molly Jacobson- Greany	mjacobson@lpslaw.com	N/A
Levy Vinick Burrell Hyams, LLP	Employment Law	Sharon Vinick	Sharon@levyvinick.com	Levyvinick.com
Liberson & Wolford LLP	Appellate			http://libersonwolford.com/
Liberty Law Office	Negligence/Personal Injury/ Employment	Micha Liberty	micha@libertylaw.com	http://www.libertylaw.com/
Liuzzi/ Murphy/ Solomon	Personal Injury/Labor & Employment	Michael R. Solomon	mike@lmslaw.com	N/A
Loopt, Inc.	In-house Counsel	Brian Knapp	brian.knapp@loopt.com	loopt.com
mFoundry	In-house Counsel	Christina Clemm	Christina@mfoundry.com	www.mfoundry.com
McGuinn, Hillsman & Palefsky	Maritime/Personal Injury	John Hillsman	uoy3@aol.com	http://www.mhpsf.com/
Metoyer Law Offices	Family Law	Jessica Metoyer	jmetoyer@metoyerlaw.com	www.metoyerlaw.com
Miramax	Intellectual Property	Zach McGee	zmcgee@miramax.com	www.miramax.com
Murphy, Pearson, Bradley & Feeney, P.C.	Professional Liability/Real Estate/ Landlord/Tenant/Antitrust/Personal Liability/Insurance/Corporate Litigation	Aaron K. McClellan	amcclellan@mpbf.com	www.mpbf.com
Murphy, Vu, Thongsamouth & Chatteyee LLP	Civil Litigation/Family/ Immigration/ Negotiation/Arbitration	Hongvilay Thongsamouth	hthongsamouth@murphyvu.com	murphyvu.com
Myers Law Firm, P.C.	Estate Planning/Family/Probate	Peter Myers	TrialHorse@aol.com	www.themyerslawfirm.com
Oakland Raiders	Workers' Compensation/Labor & Employment	Jeff Birren	Jbirren@raiders.com	raiders.com
PG&E	Energy/Utility	Nicole Harris	ndh1@pge.com	Pge.com
Phillips, Erlewine & Given	Intellectual Property	Meagan McKinley-Ball	mmb@phillaw.com	www.phillaw.com
Punzalan Law	Civil Litigation	Mark Punzalan	markp@punzalanlaw.com	www.punzalanlaw.com
Rachel Lederman and Alexis C. Beach	Bankruptcy/Civil Rights/Housing	Alexsis Beach	acbeach@2momslaw.com	www.2momslaw.com
Rahman Gramly LLP	Family	Shaana Rahman	shaana@rahmanlawsf.com	http://www.rahmangramly.com/
Robin, Ferguson & Kempton	Family	Alissa Kempton	akempton@rfkfamllaw.com	www.rfkfamllaw.com
Rukin Hyland Doria & Tindall LLP	Employment Class Action/ ERISA/Trade Secret	Steven Tindall	steventindall@rhdtdlaw.com	http://www.rhddlaw.com/
Salesforce.com	In-House Legal Counsel	Alica Del Valle	adelvalle@salesforce.com	www.salesforce.com



Externship Programs
Kendrick Hall, Room 235
Tel. 415-422-4467
Fax. 415-422-4470
externships@usfca.edu

School of Law

Scherer Smith & Kenny LLP	Civil Litigation/Corporate Transactional	Brandon Smith	bds@sfcounsel.com	www.sfcounsel.com
Scott Law Firm	Civil Rights/Elder Law	John Scott	john@scottlawfirm.net	http://www.scottlawfirm.net/
Severson & Werson	Insurance/Construction/Financial Services	Forrest Booth	fb@severson.com	www.severson.com/
Shay Glenn, LLP	Intellectual Property (Patent)	James Shay	jim@shayglenn.com	http://www.shayglenn.com
Shute, Mihaly & Weinberger LLP	Environmental/Land Use/Local Government	Osa Wolff	wolff@smwlaw.com	www.smwlaw.com
Silverman and Silverman	Family	Alan Silverman	alan@silver-law.com	http://www.familylegalhelp.com/
Sino Law Group	Construction/Estate Planning & Probate/Family/Juvenile/Immigration/General Litigation/Negligence & Personal Injury/Real Property/Taxation			N/A
Sony Computer Entertainment America Inc.	Corporate/Intellectual Property/Antitrust/Transactional	Jennifer Liu	jennifer_liu@playstation.sony.com	www.sony.com
Sony Electronics, Inc.	Intellectual Property	Daniel Quintero	daniel.quintero@am.sony.com	www.sony.com
Sterling & Clack	Admiralty & Maritime	Rex Clack	rclack@sterlingandclack.com	http://www.sterlingandclack.com/
Sustainable Economics Law Center	Taxation/Securities/Constitutional	Jenny Kassin	jenny@katovichlaw.com	N/A
Sutton Law Firm	Political & Election Law/Litigation			http://www.campaignlawyers.com/
SysIQ, Inc	In-house Counsel	Omar Jabbour	omar@sysiq.com	www.sysiq.com
Talamantes Villegas Carrera, LLP	Labor & Employment	Virginia Villegas	Virginia@e-licenciados.com	www.e-licenciados.com
Thomas, Quinn, & Krieger LLP	Maritime	Lynn Krieger	lkrieger@tgklaw.com	www.tgklaw.com
3 Degrees, Inc.	Corporate Law/Energy/Transactional/Employment	Steven Mickelsen	smickelsen@3degreesinc.com	www.3degreesinc.com
Tsao-Wu, Chow & Yee	Bankruptcy/Business Law/Family Law/Employment/Real Estate	John Chow	jchow@tsaochow.com	www.tsaochow.com
The Veen Firm, P.C.	Civil Rights/General Practice Firm/Negligence & Personal Injury/Products Liability	Elinor Leary	e.leary@veenfirm.com	www.veenfirm.com
Walkup, Melodia, Kelly, Schoenberger	Personal Injury	Richard Schoenberger	rschoenberger@walkuplawoffice.com	http://www.walkuplawoffice.com/
Warner Bros.	Intellectual Property	Nicole Nagel	Nicole.Nagel@warnerbros.com	www.warnerbros.com
Wasacz Hilley & Fullerton LLP	Family/Juvenile	Ahtossa Fullerton	AHTOSSA@WHFSF.COM	www.whfsf.com
Watson, Hoffe & Hass	Business/Corporate/Dissolutions	Peter Hass	whhesq@earthlink.net	http://www.whhlawoffice.com

	of Marriage/Premarital and Postnuptial Agreements/Family/Real Estate			
Whiting, Fallon & Ross, LLP	Family	Andrew Ross	whiting@disso.com	disso.com
Winston & Strawn LLP	Maritime	Christine Hoefliger	choefliger@winston.com	www.winston.com
Yahoo!	Trademark/Copyright	Michelle D Kintz	kintz@yahoo-inc.com	Yahoo.com

CRIMINAL EXTERNSHIPS

Alameda County District Attorney, Consumer Protection Division	Civil Regulatory	Tony Douglas	Tony.douglas@acgov.org	www.alcoda.org/consumer_protection
Alameda County Public Defender	Various units, see website	Brendon Woods	brendon.woods@acgov.org	acgov.org
Alameda County Public Defender, Dependency Division	Various units, see website	Kathy Siegel	ksiegel@acgov.org	acgov.org
Bay Area Criminal Lawyers, P.C.	Criminal Defense	Jason Campbell	jasontcampbell@yahoo.com	www.bayareacrimlaw.com
Bushnell, Caplan, Fielding & Maier LLP	Civil Rights/Criminal Law/Labor & Employment/Negligence & Personal Injury	Roderick Bushnell	rbushnell@sprynet.com	bcmlaw.com
California Appellate Project	Criminal Law/Habeas Corpus/Death Penalty Appeals	Melissa Hooper	mhooper@capf.org	http://www.capsf.org/
California Attorney General's Office	Various units, see website	Michele Swanson	michele.swanson@doj.ca.gov	doj.ca.gov
Campbell & Jayne LLP	Criminal Defense	Gail Campbell	gcampbell@campbelljayne.com	http://sfcrim.poweradvocates.com/
Catalano Law Group	Criminal/Negligence/Personal Injury/Real Property	Jannik Catalano	jannik@catlawgroup.com	www.catalanoandpoon.com
Contra Costa County Office of the Public Defender	Various units, see website	Jonathan Laba Robin Lipetzky	jonathan.laba@pd.cccounty.us Rlpe@pd.cccounty.us	pd.cccounty.us
Flores Law Firm	Criminal Defense	Daniel Flores	Daniel@floresdefense.com	www.floresdefense.com
Fresno County District Attorney	Various units, see website	Rudy Carrillo	Rcarrillo@co.fresno.ca.us	www.co.fresno.ca.us
Furst & Pendergast	Family Law/Criminal Defense/Dependency/Juvenile Delinquency	Peter Furst	fnp@pafmap.com	http://www.pafmap.com/
Gayle Gutekunst, Attorney at Law	Criminal Defense	Gayle Gutekunst	gutekunst@gutekunstlaw.com	http://gutekunstlaw.com/
Habeas Corpus Resource Center	Death Penalty	Tamara Crepet	tcrepet@hcrca.gov	www.hcrca.gov/
James S. Thomson, Attorney & Counselor at Law	Capital Defense/Habeas Corpus	James Thomson	James@ycbtal.net	N/A
Law Office of Alexandria Carl	Criminal Defense	Alexandria Carl	lawoffice@alexcarl.com	N/A
Law Office of Che Hasim	Criminal Defense	Che Hashim	Che.hasim.esq@gmail.com	N/A



Externship Programs
Kendrick Hall, Room 235
Tel. 415-422-4467
Fax. 415-422-4470
externships@usfca.edu

School of Law

Law Office of Doug Rappaport	Criminal Defense	Douglas Rappaport	admin@sfcrlaw.com	N/A
Law Office of Graham Archer	Criminal Defense	Graham Archer	graham@garcher.com	www.grahamarcher.com
Law Office of Jonah Chew	Criminal Defense	Jonah Chew	jonah@chewlawoffices.com	N/A
Law Office of Samuel Lasser	Criminal Defense	Samuel Lasser	samlasser@hotmail.com	N/A
Law Office of Shana Keating	Criminal Defense/ White Collar Crime/Civil Rights/Appellate Practice/ Juvenile Law	Shana Keating	shana_keating@hotmail.com	N/A
Law Offices of James Thomson		James Thomson	james@ycbtal.net	N/A
Law Offices of Michael Clough	Death Penalty	Michael Clough	cloughlawoffices@gmail.com	N/A
Law Offices of Trinh & Bettencourt		Vu Trinh	vuvtrinhsp@yahoo.com	N/A
Los Angeles County Public Defender's Office	Various units, see website	Sanders Smith	ssmith@pubdef.lacounty.gov	pubdef.lacounty.gov
Marin County District Attorney's Office	Various units, see website			
Marin County Public Defender's	Various units, see website	Debra Leyva	dleyva@co.marin.ca.us	co.marin.ca.us
Morales Law Firm	Criminal Defense	Chris Morales	cmoral@aol.com	www.sfcriminalawspecialist.com
Office of the State Public Defender	Death Penalty	Janet Gilger	InternProgram@ospd.ca.gov	www.ospd.ca.gov/
Riverside County District Attorney	Various units, see website	Carlos Monagas	cmonagas@rivcoda.org	rivcoda.org
San Francisco County Public Defender Office	Various units, see website	Katherine Asada	kathy.asada@sfgov.org	sfgov.org
San Francisco District Attorney's Office	Various units, see website	Jessica Geiger, Intern Coordinator	sfdainternship@gmail.com	http://www.sfdistrictattorney.org/page.asp?id=33
San Francisco District Attorney's Office	Welfare & Insurance Fraud	Diane Knoles	diane.knoles@sfgov.org	http://www.sfdistrictattorney.org/page.asp?id=33
San Francisco Federal Public Defender	Various units, see website	Chris Miles	Christine_miles@fd.org	www.ndcalfpd.org
San Mateo County Bar Association Private Defender Program		John Digiacinto	johnD@smcba.org	www.smcba.org
San Mateo County District Attorney	Various units, see website	Morley Pitt	mpitt@co.sanmateo.ca.us	co.sanmateo.ca.us
Santa Clara County District Attorney's Office	Various units, see website	Martha Donohoe	mdonohoe@da.sccgov.org	da.sccgov.org
Santa Clara County Office of the Alternate Public Defender	Various units, see website	Michele Diederichs	michele.diederichs@ado.sccgov.org	ado.sccgov.org
Santa Clara County Office of the Public Defender	Various units, see website	Gary Goodman	Gary.goodman@pdo.sccgov.org	Pdo.sccgov.org
Santa Cruz Public Defender	Various units, see website	Beth Chance	bchance@scdefenders.com	scdefenders.com
Solano County District Attorney's Office	Various units, see website	Jeffrey Kauffman	jckuffman@solanocounty.com	www.solanocounty.com
Sonoma County District Attorney's Office	Various units, see website	Robert Maddock	Robert.Maddock@sonoma-county.org	sonoma-county.org
U.S. Department of Justice	Criminal Division	Acadia Senese	acadia.Senese@usdoj.gov	usdoj.gov



School of Law

Externship Programs
Kendrick Hall, Room 235
Tel. 415-422-4467
Fax. 415-422-4470
externships@usfca.edu