

## **INTERNATIONAL SUMMER EXTERNSHIP GUIDE 2014**

**CHINA • FRANCE • GERMANY • ITALY • NETHERLANDS • PHILIPPINES • VIETNAM**

*“In today’s job market, international experience is no longer optional. We are committed to increasing the marketability of our graduates by providing competitive international externships that keep pace with current affairs and global demands.” - Dean John Trasviña*

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## INTERNATIONAL SUMMER EXTERNSHIP GUIDE 2014

*Congratulations on being accepted into the international summer externship program. This guide intends to provide a comprehensive overview of the policies of the program and it includes other information that may prove useful for your travels abroad. In your journey if you come across information that would benefit USF students in the future, please let us know at [lawsummerabroad@usfca.edu](mailto:lawsummerabroad@usfca.edu). Best wishes for a meaningful and enjoyable summer!*

### SECTION 1: PROGRAM REQUIREMENTS

International summer externships allow students to learn about the law and legal institutions of other countries and apply the skills they have learned in law school. The externship program is five weeks and it begins with a week of instruction in-country from English-speaking law professors and lawyers on the legal system of the country, including trips to legal and cultural institutions. Students may stay longer than four weeks at their placement if requested. International externships are managed by a USF Faculty Director in coordination with an On-Site Director.

To earn academic units, you are required to participate in and complete the following:

#### 1) Orientation Week

You are required to attend lectures by foreign professors on the local legal system, which will occupy a minimum of 15 hours of classroom time, in addition to participation in cultural events and visits to legal related institutions (e.g. visits to prominent legal officials, courts, important landmarks, history and museums.) The orientation welcome dinner will take place the Sunday evening before the week of orientation.

#### 2) Externship Agreement and Evaluation

A minimum of four weeks at your placement is required. You will meet with your USF Director and your supervising attorney to review and complete the *International Externship Program Placement Agreement* and to review the *Final Evaluation of Law Student Extern* form, which is required for satisfactory completion of externships. The supervising attorney will complete the evaluation at the end of the externship and email it to the USF Director.

#### 3) Externship Paper

At your meeting with the USF Director and your supervising attorney, you will develop paper topics. The final 10-15 page paper will be on legal issues that you work on during the course of the externship. Papers are due no later than August 22, 2014.

#### 4) Student Reflection

- **Timesheets:** You are expected to enter your time on a daily basis and to email your timesheet each week to your USF Director and your supervising attorney. For credit, timesheets must be *signed by*

*your supervisor* and submitted to your USF Director during the program or at the latest by August 22, 2014. Because we want to encourage opportunities for direct engagement with your supervising attorney, electronic signatures will not be accepted.

- **Weekly Report:** In addition, you are required to email a weekly 1 or 2 page report to your USF Director that addresses the following:
  - Lessons learned regarding the law, legal institutions and legal profession of the country.
  - Engagement with your supervisor and/or other attorneys with regard to opportunities, assignments, instruction and feedback.
  - Successes or challenges with regard to integration into the culture of the country and the placement.

You are encouraged to stay in touch with your USF Director throughout the duration of the program for assistance with legal and professional matters relating to the externship.

## 5) Wrap Up Session

On return to San Francisco during the second or third week of the fall semester, participate in a wrap up session to discuss your legal experience and possible modifications to the program.

## SECTION 2: PROGRAM POLICIES AND INFORMATION

### Academic Requirements

Students must have completed one year of full-time study or two years of part-time study at USF School of Law, and must be in good academic standing.

### Behavior Contract

Students are required to sign a Behavior Contract, which states that at all times during the Program, students must conform with the Mission of the University, the standards set forth in the *Fogcutter Student Handbook*, all rules then in effect as contained in Program literature and as stated by Program personnel, and all rules established by the Program site. The University considers some offenses to be serious including, but not limited to the following:

- Illegal drug use
- Use of abusive language
- Failure to inform appropriate personnel regarding travel plans
- Alcohol use that impairs judgment and/or leads to improper social behavior
- Disruptive behavior and/or noise in residences, hotels, transportation or campus
- Disregard for local laws and mores
- Disruption or obstruction of teaching
- Failure to attend classes or other Program activities regularly (without an excused absence or permission)

Failure to comply with any part of this behavior contract may result in disciplinary action, including immediate expulsion from the Program; total forfeiture of all fees and monies paid to the University of San Francisco; loss of all course/academic credit in progress; and permanent disqualification from all future University of San Francisco Study Abroad or international programs. If conduct is determined detrimental and participation in the program is terminated, costs associated with leaving the program early is the responsibility of the student.

### **Classroom Materials**

Classroom materials for certain courses are duplicated and distributed on-site if applicable.

### **Compensation**

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.

### **Directors and Emergency Contact Information**

*(USF Director phone numbers to be provided in country.)*

- **China**
  - USF: Assistant Professor Grace Hum, [ghum@usfca.edu](mailto:ghum@usfca.edu)
  - On-Site: Russell Leu, Tel: (86 10) 5706 7513, [rkleu@bfsu.edu.cn](mailto:rkleu@bfsu.edu.cn)
- **Europe**
  - USF: Adjunct Professor Peter Harvey, [pharvey@harveysiskind.com](mailto:pharvey@harveysiskind.com)
  - On-Site: Julia Holden, Tel: +3902 86463313, [jholden@trevisancuonzo.com](mailto:jholden@trevisancuonzo.com)
- **Philippines**
  - USF: Professor Jack Garvey, [garveyj@usfca.edu](mailto:garveyj@usfca.edu)
  - On-Site: Associate Dean Giovanni F. Vallente, Tel: 09178159041, 09228958571, [gvallente@emsavil.com](mailto:gvallente@emsavil.com)
- **Vietnam**
  - USF
    - Assistant Dean Erin Dolly, [eedolly@usfca.edu](mailto:eedolly@usfca.edu)
    - Adjunct Professor David Raynor, [david@acceleratelegal.com](mailto:david@acceleratelegal.com)
  - On-Site: Ms. Lan N. Nguyen (LL.M), Tel: +84947750811, [Nguyen.ngoc.laniir@gmail.com](mailto:Nguyen.ngoc.laniir@gmail.com)

### **Holidays**

Check with your supervising attorney about local holidays or special occasions that may involve closure of the office.

### **Housing**

- Students are responsible for making their own housing arrangements.
- Check in advance to determine payment requirements for your housing. Some hotels may not take credit cards.
- Helpful websites: [www.expatsblog.com](http://www.expatsblog.com), [www.couchsurfing.org](http://www.couchsurfing.org), [www.traveladvisor.com](http://www.traveladvisor.com), [www.agoda.com](http://www.agoda.com), [www.airbnb.com](http://www.airbnb.com), Rick Steve's travel books

## LLM Program

Help bring international students to USF. During orientation and at your placement, please look for opportunities to promote the USF LLM programs in taxation, international transactions and comparative law, and intellectual property and technology law. Information is available at <http://www.usfca.edu/law/llm/>.

## Orientation Locations

- **China:** *Beijing Foreign Studies University*, 2 West 3rd Ring Rd N, Haidian, Beijing, China, Tel +86 10 8881 6200
- **Europe:** *Business School del Sole 24 ORE*, Piazza dell'Indipendenza 23 b/C – 00185 ROMA, Tel +39 02 (06) 3022.6236/6372/6379
- **Philippines:** *Ateneo Law School*, #20 Rockwell Drive, Rockwell Center 1200 Philippines, Tel (632) 897 2142 / 899 7691 loc 2109
- **Vietnam:** *Hanoi Law University*, 2 cầu Khánh Hội, phường 12, District 4, Ho Chi Minh City, Vietnam, Tel +84 39400723

## Passport, Visa and Travel Details

Up-to-date passports are required for all students. Students traveling to China, the Philippines and Vietnam need to obtain a tourist/visitor visa. Ensure that you allow adequate time to process your visa. Following are online contacts.

- **Note:** To avoid delays and extremely burdensome registration requirements, indicate that you are traveling as a tourist. Typically short term academic programs qualify for a tourist visa.
- **China:** <http://www.china-embassy.org/eng/hzqz/zgqz/t84246.htm>
- **Philippines:** <http://www.philippineembassy-usa.org/philippines-dc/consular-services-dc/faq-dc/#visa>
- **Vietnam:** <http://vietnamembassy-usa.org/consular>

## Research

- *Westlaw* allows you to extend your password during the summer. Make sure to complete the request process.
- *LexisNexis* and *Bloomberg* will continue to be available throughout the summer.

## Risk and Liability

To participate in the program, students must sign a Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement.

## Security

- Send your housing and placement name, address, phone number and email address to [lawsummerabroad@usfca.edu](mailto:lawsummerabroad@usfca.edu). Send the housing information only if it has changed since you filled out the Student Information Sheet.

- Enroll in **SMART** (Smart Traveler Enrollment Program), a program of the U.S. State Department that allows the U.S. to provide better assistance in the case of an emergency and it sends routine information and updates about the country. <https://step.state.gov/step/>
- Country information (provided by the U.S. State Department)
  - **China:** <http://travel.state.gov/content/passports/english/country/china.html>
  - **France:** <http://travel.state.gov/content/passports/english/country/france.html>
  - **Germany:** <http://travel.state.gov/content/passports/english/country/germany.html>
  - **Italy:** <http://travel.state.gov/content/passports/english/country/italy.html>
  - **Netherlands:** <http://travel.state.gov/content/passports/english/country/netherlands.html>
  - **Philippines:** <http://travel.state.gov/content/passports/english/country/philippines.html>
  - **Vietnam:** <http://travel.state.gov/content/passports/english/country/vietnam.html>

## Tuition

Tuition is \$4,000 for 3 non-classroom units and 1 classroom unit. A \$350 non-refundable deposit is due no later than March 5, 2014 and is applied to tuition. Payment in full for tuition is due on May 1, 2014. Payments may be made online at the University's Academic & Enrollment Services One Stop website: <http://www.usfca.edu/onestop/>. A three-month payment plan option is available.

## Social Media

- Please let us know if you publish a blog or post photos or messages online about your externship.
- Hashtags: #USFLawChina, #USFLawEurope, #USFLawPhilippines, #USFLawVietnam

## Tips from Students

- Buy your tickets early to secure a lower price. Tickets are higher on the weekend and cheapest on Tuesday and Wednesday. Roundtrip tickets are less expensive than one-way.
- Arrive during the day if possible to make introduction into the country easier.
- To avoid problems accessing your funds, notify your bank ahead of time of your travel plans.
- Check with you bank, but in some cases lower exchange rates are available at an ATM. Currency requirements outside of major cities may be different.
- Contact your cell phone carrier regarding international plans or purchase an inexpensive cell phone in country. Be careful of expensive roaming charges.
- Consider subleasing your apartment while you travel.
- Renting a bike may be a good form of transportation.
- Not all websites are available overseas. Download your music before your travel.
- Avoid leaving items on the window sill of an open window.
- Be aware of visa requirements if you travel to other countries.
- Take a mini first aid kit, sunblock and bug spray.
- Invite your supervisor out to lunch.
- Be proactive about finding work. Don't be afraid to ask for work.

- Leave your externship with a written recommendation from your supervisor. It may be difficult to get one when you return.

### Units

All externships earn 1 classroom and 3 non-classroom units. For students who entered law school in Fall 2011 or later, 19 non-classroom units may apply towards a JD degree (for enrollment prior to Fall 2011, 21 non-classroom units may be applied.) Students may enroll in more than 19 non-classroom units, but only 19 will apply to the JD degree.

### Withdrawal or Drop

The deadline to drop the program is on or before May 1, 2014 by submitting written notice of request to [lawsummerabroad@usfca.edu](mailto:lawsummerabroad@usfca.edu) from a USF email account on or before May 1, 2014; and tuition, minus the non-refundable \$350 deposit, is refundable. Withdrawal from the program may occur from May 2, 2014 through the last day of the program by submitting a request to withdraw to [lawsummerabroad@usfca.edu](mailto:lawsummerabroad@usfca.edu) from the student's USF email account. Students are responsible for the externship tuition (\$4,000) and will earn a grade of "W" on their transcript.

## SECTION 3: HEALTH CARE AND EMERGENCY RELATED INFORMATION

### Emergency Contacts:

Location	Ambulance	Police	Fire	US Embassy	US Embassy/Consulate Address
<b>Amsterdam</b>	112	112	112	(020) 575-5309 (070) 310-2209	U.S. Consulate General Museumplein 19, 1071 DJ
<b>Beijing</b>	120	110	119	010-8531 4000	U.S. Embassy 55 Anjialou Rd, Chaoyang
<b>Berlin</b>	112	110	112	(030) 8305-0	U.S. Embassy Pariser Platz 2, 10117
<b>Hanoi</b>	115	113	114	(04) 3850-5000 090-340-1991	U.S. Embassy #7 Lang Ha Street, Ba Dinh District
<b>Ho Chi Minh City</b>	115	113	114	(04) 3850-5000 (04) 3850-5105	U.S. Consulate General 4 Le Duan Blvd., District 1
<b>Manila</b>	117	117	117	(632) 301-2000	U.S. Embassy 1201 Roxas Blvd, Maynila 1000
<b>Milan</b>	118	113	115	02-290351	U.S. Consulate General Via Principe Amedeo 2/10
<b>Paris</b>	15	17	18	01.43.12.22.22	U.S. Embassy 2 Avenue Gabriel, 75008
<b>Rome</b>	118	113	115	06-46741	U.S. Embassy Via Vittorio Veneto, 119a, 00187



## Emergency Travel Assistance 24-hr

- **USF Insurance – AETNA (Policy #474887) / On Call International**
  - **Call On Call International collect 1-603-328-1956 from outside the U.S.**
  - If possible, also contact AETNA at 1-877-850-6036 or through [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com).
  - Services provided:
    - Coordination and payment of emergency medical transportation home
    - Referral to area hospitals, dentists and pharmacies
    - 24-hour access to U.S. Licensed Nurse counselors
    - Prescription drug replacement assistance
    - Unlimited emergency medical evacuation and repatriation
    - \$2,500 joining of ill family member accommodations
    - Unlimited return of mortal remains
    - 24/7 emergency travel arrangements
    - Translation assistance
    - Emergency travel funds assistance
    - Lost travel documents assistance
    - Assistance with replacement of credit cards and travelers checks
    - For more information, visit [www.oncallinternational.com](http://www.oncallinternational.com)
  
- **Other Insurance**
  - **Call ACE collect 1-202-659-7803 from outside of the U.S.**
  - ACE American Insurance Company - Plan Number 01AH585
  - Employer: University of San Francisco
  - Policy Number: ADD N0 56 60 86 5
  - Assistance Provider: Europ Assistance USA
  - For any travel related medical/psychological emergency, call ACE as soon as possible (i.e. before seeking care if possible.)
  - USF students are automatically covered through ACE/EUROPASSIST while abroad participating in the five week program. Any arrangements made by the student and firm outside the program dates are not covered. Students are strongly recommended to obtain their own coverage for that time period. A number of companies offer temporary travel assistance. Inside the U.S., ACE can be reached at 1-800-243-6124.
  - Email: [OPS@europassistance-usa.com](mailto:OPS@europassistance-usa.com)
  - Access to Risk Information: visit [www.acetravelassistance.com](http://www.acetravelassistance.com)
    - Username: aceah
    - Password: security
  - Call when:
    - You require a referral to a hospital or doctor or you are hospitalized
    - You need to be evacuated or repatriated
    - You need to guarantee payment for medical expenses
    - You experience local communication problems

- Your safety is threatened by the sudden occurrence of a political or military event
- Coverage does not include routine medical appointments or expenses associated with non-medical emergencies.
- Report any incident or medical emergency to the Center for Global Education 24-hr emergency mobile at 1-415-994-4330.
- This coverage does not replace primary health insurance and is supplemental coverage only.
- Services provided by ACE are not insured benefits. Reimbursement for any service expenses is limited to the terms and conditions of the policy under which you are insured. You may be required to pay for services not covered.

### **Doctors, Hospitals, Health and Medical Information**

- *Information provided by the US Government*
- **Amsterdam** [http://amsterdam.usconsulate.gov/health\\_and\\_medical2.html](http://amsterdam.usconsulate.gov/health_and_medical2.html)
- **Beijing** [http://beijing.usembassy-china.org.cn/acs\\_health.html](http://beijing.usembassy-china.org.cn/acs_health.html)
- **Berlin** <http://germany.usembassy.gov/acs/lists/>
- **Hanoi** [http://vietnam.usembassy.gov/acs\\_specialservices.html](http://vietnam.usembassy.gov/acs_specialservices.html)
- **Ho Chi Minh City** <http://hochiminh.usconsulate.gov/medical/treatmeant/donors.html>
- **Italy (Milan & Rome)** <http://italy.usembassy.gov/acs/professionals/doctors/doctors-main.html>
- **Manila** <http://manila.usembassy.gov/wwwhemer.html>
- **Paris** [http://france.usembassy.gov/living\\_in\\_france.html](http://france.usembassy.gov/living_in_france.html)

### **Health Insurance - General Information**

- It is mandatory for students to have health insurance coverage for the duration of the program.
- Be sure to travel with a copy of your insurance card. If you have USF insurance, a copy of the card is available through this website: <http://www.usfca.edu/hps/insurance/aetna-student-health-plan/>.
- For routine medical appointments or expenses, all students should make payment to the overseas clinic/hospital, retain the receipt and any documentation provided to bring back and request a claim from their health insurance provider.
- Students should always consult with their health insurance provider for specific information related to traveling abroad and about any limitations related to such claims.
- Questions or concerns about coverage and reimbursements for a USF or other type of health insurance plan, please contact USF HPS at [hps@usfca.edu](mailto:hps@usfca.edu) or by calling Femi Bemidele at 415-422-6809 or Kamal Harb at 415-422-6702.

### **Health Insurance – USF Sponsored**

- Aetna Policy #474887
- If you need medical care of any kind, contact AETNA first if possible at 1-877-850-6036 or through [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com).
- Dates of Coverage
  - Spring/Summer 2014: January 1 – July 31, 2014
  - Fall: August 1 – December 31, 2014

- **Note for China externs:**
  - If you are in the China program, you will need coverage for both Summer and Fall Semesters since the program begins July 7<sup>th</sup> and ends August 8<sup>th</sup>.
  - If you register for a regular course load for the Fall, you will have USF health insurance *unless* you waive insurance.
  - If you register for less than the minimum number of units or take a leave of absence, you may make arrangements with Health Promotion Services to purchase USF health insurance
- 24/7 Worldwide Medical Information & Assistance
  - **Call On Call International collect 1-603-328-1956 from outside the U.S.**
- Paying for medical care:
  - Medical care outside of the United States is considered “outside the network.”
  - “Outside the network” means that if you need medical care, there is a \$1,000 deductible and you will be reimbursed 50% of the charges that are determined by the claims processor to be customary and usual charges. This is not necessarily what you were billed, therefore it is very important to receive a detailed invoice from the provider or what is called a “walk out statement” to ensure that the charges are coded correctly.
  - There is no deductible for regular doctor office visits, but only 50% of customary and usual charges may be reimbursed.
  - If you are a citizen of the country where you will extern and the country has socialized medicine, AETNA will not cover your medical expenses. You should take advantage of the healthcare provided by the country.
- USF Website: <http://www.usfca.edu/hps/insurance/aetna-student-health-plan/>

## Immunizations

- Visit the Center for Disease Control Prevention website to learn about vaccines, medication, travel health notices, and staying healthy in the country where you will extern.  
[http://wwwnc.cdc.gov/travel/destinations/list/?s\\_cid=cdc\\_homepage\\_topmenu\\_003](http://wwwnc.cdc.gov/travel/destinations/list/?s_cid=cdc_homepage_topmenu_003)
- For services in San Francisco, visit <http://www.sfcdec.org/>.

## Medical Consent

Students indicate on the Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement whether or not they authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical safety and protection.

## Medications

It is advised to take enough of your prescription medications to last throughout your trip.

## Special Needs

Students agree on the Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement to inform USF personnel of any special medical needs that may adversely affect full participation in the program.