University of San Francisco School of Law

Fall 2014 & Spring 2015 Graduates Only

APPLICATION FOR *NEW* LABOR & EMPLOYMENT LAW CERTIFICATE

Application Deadlines:
December 2014 Graduates: Applications DUE: Friday, August 29, 2014
Spring/Summer 2015 Graduates: Applications DUE: Monday, September 15, 2014 **(Last day to drop courses).**

I expect to graduate and am applying to receive the Labor & Employment Law Certificate. I have read and understand the Program requirements (found on the law school's website at: http://www.law.usfca.edu/academics/certificates/ip.html) and further understand and acknowledge that award of the Certificate is conditional upon meeting those requirements.

Legal Name: _____ **USF ID Number:** _____

Signature: _____ **Date:** _____

Courses & Procedure

COURSES: To earn a Labor & Employment Law Certificate, a student must

1) Complete at least 9 units of approved course work in the subject area. The course work must include at least **two** courses in the core subject area. Any remaining units (to reach a minimum of 9 units) must be completed from the list of approved core or elective courses.

2) Complete a practicum requirement related to labor and employment law.

3) Complete an Upper Level Writing Requirement analyzing an issue related to labor and employment law.

All course work for the certificate must be taken for a letter grade except for any approved elective course in which credit/no credit grading is mandatory. For any course in which a letter grade is not provided, a "credit" must be achieved in order for the course to be applied to meet the certificate requirements. Students must achieve a grade of C+ or higher in each letter-graded course applied to the certificate and achieve a cumulative GPA of 2.70 or higher for all courses applied to the certificate. A student achieving a cumulative GPA of 3.50 or higher for all courses applied to meet the requirements of the certificate is awarded the certificate with honors.

Procedure: Indicate the letter grade and units received in the courses (below) that you wish to apply to the Certificate. Indicate "in progress" by marking "IP" for courses being taken during the current semester. **(If you indicate more than the required units of coursework, the Registrar's Office will choose courses with the highest grades to count toward the certificate.)**

Note: the curriculum is subject to change and not all courses are offered every year.

Core Courses: *(Must complete at least **two** core courses)*

Sem/Yr	Grade	Units	Law Reg			Sem/Yr	Grade	Units	Law Reg		
				Employment Discrimination						Labor Law	
				Employment Law							

Elective Courses:

Sem/Yr	Grade	Units	Law Reg			Sem/Yr	Grade	Units	Law Reg		
				Administrative Law						Labor & Employment Law in China	
				Employee Benefits (ERISA)						Work, Gender & the Law	
				Employment Law Seminar							

Legal Name: _____ **USF ID Number**: _____

PRACTICUM REQUIREMENT

To earn the certificate, a student must participate in an experiential learning activity that is focused on labor and employment law. Students may fulfill this practicum requirement in one of the following ways: (1) completion of the Employment Law Clinic; (2) completion of the International Human Rights Clinic if work is relevant to labor and employment law (3) participation in an advocacy team relevant to labor and employment law (4) completion of a three unit (minimum) externship relevant to labor and employment law; (5) completion of 141 hours of paid work relevant to labor and employment law; or (6) completion of a simulation or professional skills class designated as "LE Prac" on the course schedule.

Practicum Requirement: *Please fill out the grade, year, semester and units for the component you completed*									
Sem/Yr	**Grade**	**Units**			**Sem/Yr**	**Grade**	**Units**		
			ABA Labor & Employment Law Trials Competition					Int'l Human Rights Clinic *(special approval required)*	
			Alt. Dispute Resolution					Mediation	
			Employment Law Clinic					Negotiation	
			Externship					Wagner Employment Law Comp	
n/a		n/a	Paid Position *(see below)*						

If completing the practicum requirement with a minimum of 141 hours of supervised legal work through a **paid position**, please complete the information below.

Organization:		Dates:
Address:		Total # Hours:
City:	State:	ZIP:
Supervisor:	Title:	Phone:
Type of Assignments Received:		

UPPER LEVEL WRITING REQUIREMENT FOR *THE LABOR & EMPLOYMENT LAW* CERTIFICATE

To earn the certificate, a student must complete a substantial research paper analyzing an issue relevant to labor and employment law. The paper must demonstrate the ability to identify, describe and analyze the subject matter and should, where possible, propose a resolution.

The paper must meet the standards for an Upper Level Research and Writing Requirement project and also satisfies this graduation requirement. It may also satisfy the requirements of a course taken (see the "Certificate" and "Writing Requirement Opt" columns on the course schedule for acceptable courses) or a Directed Research (*see Registrars' Office*).

Title of the Paper: _____

Supervising Professor:_____

Semester Completed (If in progress, indicate current semester and year): ☐ Semester ☐ Year

To apply for the Certificate, you must:

- Submit this completed application to the Law Registrar's Office by your second to last semester.
- Submit a writing requirement enrollment form by the last day to add classes for the semester the writing requirement is being completed. *The "Labor & Employment Law Certificate" box on the form must be checked.*

Law Registrar Staff Only

First Audit: _____ Date & Initials	Meets L & E Writ. Req: Yes ☐ No ☐	Final Audit: _____ Total Units: _____ Date & Initials
Grades Verified: ☐ Total Units: _____	IP as of (date): _____	GPA: _____ Honors ☐
On Track: Yes ☐ No ☐ Date Notified: _____	Practicum Verified ☐ _____ Date & Initials	Receiving Certificate: Yes ☐ No ☐