Dear Employer:

Thank you for your interest in the Externship Programs at the University of San Francisco School of Law. This handout outlines the Civil/Criminal Law Externship Program’s general requirements and explains what is expected of attorney supervisors who work with our students.

**Introduction**

The Civil/Criminal Law Externship Program allows upper-division law students who meet certain requirements to receive academic credit for internships they secure with law firms or corporate legal departments; public interest or legal services offices; or the legal department of government agencies or offices, district attorney and public defender offices. Thus, the Program provides students with the opportunity to include practical, hands-on experience as part of their law school education, and is intended to ensure a high quality experience for students working under the supervision of experienced practitioners. These internships for credit are referred to as “externships”.

Student participants are required to attend a corresponding faculty-led Externship Course, submit evaluations and weekly timesheets, and complete other assignments. The course focuses on the development of lawyering skills and professional role conceptions, and provides an introduction to litigation skills as well.

**General Requirements of the Externship Position**

The following is required in order for the externship to be approved by the Law School:

- **Location**: Students may enroll in civil, criminal law and judicial externships within and outside of the Bay Area.
- **Supervision**: The student must be supervised by a licensed attorney who has been practicing law for at least two (2) years and is in good standing with a Bar.
- **Units and Hours**: Assuming that the law student meets the minimum GPA requirement and complies with other various law school policies, the student may apply for two (2) (summer session only) units, three (3) units, four (4) units, five (5) units, six (6) units, seven (7) units, eight (8) units, nine (9) units, ten (10) units, eleven (11) units, twelve (12) units, or thirteen (13) units for the externship, which translates into 90 (summer session only), 135, 180, 225, 270, 315, 360, 405, 450, 495, 540, and 585 hours of fieldwork, respectively, to be completed during the course of the semester. **Please note the following:**
  --The fall and spring semesters last 13-15 weeks, while the summer session is approximately seven (7) weeks long.
  --During the summer session, the thirteen (13) unit, twelve (12) unit, eleven (11) unit, ten (10) unit, nine (9) unit, eight (8) unit, seven (7) unit, and six (6) unit options are not available.
- **Externship Application Submission**: After the student secures an offer from the employer, the student works with the attorney supervisor to complete our Externship Application Packet. The student must submit a completed packet by early August for Fall externships; early December for Spring externships; and mid-April for Summer externships. This means that you would complete your hiring process well before these deadlines.

1
**Externship Supervisor Obligations**
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. Thus, if you work with a USF extern, please keep in mind the following obligations, most of which are listed in the *Extern Supervisor and Extern Agreement* (attached for your reference, which the supervising attorney and the student complete when the student is given an internship offer):

- Externs should be assigned projects with clear deadlines and receive on-going guidance for managing the workload.
- Externs should be provided specific, individualized, and timely feedback on each assignment.
- You will review weekly timesheets.
- You will complete written mid-semester and end-of-term evaluations of the student’s work performance.
- Externs should be assigned the same kind of work as a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Administrative work should be kept to a minimum.
- Externs should have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional events.
- Externs should not be expected to work a significantly higher number of hours than is required by the number of credits sought by the student.

**Extern’s Obligations**
In turn, the student should follow directions and complete assignments as instructed, seek clarification and advice in a timely fashion, and comport himself/herself with professionalism and integrity.

**Site Visit**
In compliance with ABA Accreditation Standards, I conduct site visits 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, please note that the law school has full discretion to disapprove or inactivate an employer from participating for any period of time.

**“Free-Market” Approach in Student Contact with Prospective Externship Employers**
Please note that students review our list of pre-approved externship employers and decide which ones they would like to apply to for a position. Because over 200 employers are on our list, we cannot guarantee student interest in your office in any given semester. If you notify us of your particular interest in hiring USF students, however, we will make efforts through targeted emails and coordinate with the Office of Career Planning to highlight your opportunity.

**New Employer Approval**
An employer interested in participating in our Externship Programs may start the process by completing the *Request for Approval of a New Agency form* (also attached for your reference). To make sure that your externship posting receives timely attention, we recommend that you submit this paperwork to us by February 1st for a Summer session externship, May 1st for a Fall semester externship, and September 1st for a Spring semester externship.

If you have further questions about our Programs, please feel free to contact Program Assistant Allison Green.
We look forward to working with you.

Sincerely,
Director and Assistant Professor
Externship Programs
SITE SUPERVISOR, FACULTY SUPERVISOR, AND STUDENT EXTERN AGREEMENT

Extern: ______________________________________________________  Semester/Year: ____________

Site Supervisor(s): ____________________________________________________________________

Faculty Supervisor(s): __________________________________________________________________

Placement: _________________________________________________________________________

The following are the minimum standards expected of site supervisors, faculty supervisors, and externs to receive academic credit. All externships will consist of two components: (a) a work experience under the supervision of the site supervisor; and (b) an academic component under the supervision of the faculty supervisor.

Site Supervisor’s Agreement:

Thank you for your support, supervision, and mentoring of a law student extern. Please fill in the necessary information, initial each standard, and add any comments on this form. As a site supervisor, I agree to the following:

_____ Orientation: I will ensure that the extern receives an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.

_____ Supervision: I have the authority, ability, and resources to ensure that the extern has a supervising attorney who will actively direct, monitor, and mentor him or her throughout the semester.

_____ Communication: I will inform the extern of the system for assigning work projects and ensure he or she is given clear deadlines and will receive ongoing guidance for managing the workload.

_____ Skills Development: The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.

_____ Assignments: The extern will be assigned work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Assignments may include drafting documents and pleadings, researching and writing memoranda, interviewing clients and witnesses, attending conferences, negotiations or mediations, and observing or participating in meetings, depositions, or court proceedings. Administrative work will be kept to a minimum.

_____ Feedback: The extern will be provided specific, individualized, and timely feedback on their work.

_____ Observation: The extern will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities.
Opportunities for Reflection: The extern will meet with his/her supervisor, other attorneys and staff to discuss his/her observations, experiences, and other issues relevant to the profession.

Supervisor Accessibility: The extern and supervising attorney will meet at least weekly. In addition to any standing meetings, the supervising attorney will be able to meet with the extern as needed to provide support and feedback on assignments.

Forms: I will comply with the school’s evaluation requirements, including reviewing any student self-assessments, completing evaluations, and providing feedback to the extern in a timely manner.

Logistics: I will verify that the extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

Legal Compliance: My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as 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.

Extern’s Agreement:

The extern should fill in the necessary information, initial each standard, and add any comments on this form. As an extern, I agree to the following:

Professionalism: I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

Development Goals: I will create goals for the semester of how I plan to develop professionally and will discuss these with my site supervisor and faculty supervisor.

Academic Component: I agree to the timely completion of all required readings, evaluations, and/or other assignments requested by the faculty supervisor.

Opportunities for Reflection: I will reflect on the observations, experiences, ethical considerations, and other issues that arise during my externship. As directed by my faculty supervisor, I will submit reflection papers or journals analyzing my experiences. In so doing, I will be mindful of my confidentiality obligations.

Self-Evaluation: I will strive to self-assess on each assignment I complete. In so doing, I will consider what I did effectively and areas for improvement. Where possible and appropriate, I will discuss my self-assessment with my faculty and site supervisors. I will be open to feedback from my supervisors and will consider how it can be applied specifically and globally to my future work.
The anticipated start and end dates of my externship are:

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 for a total of ____ (#) hours during the semester.

Faculty Supervisor’s Agreement:

The faculty supervisor has read and agreed to perform the following:

Academic Requirements: I will establish requirements (including readings, reflective papers or journals, and/or other assignments) designed to develop the extern’s experience in their placement, including encouraging self-evaluation and reflection.

Site Evaluation: I will remain in regular contact, including possible visits, with the externship site and the extern to ensure the quality of the educational experience.

Availability: I will be available as a resource should any concerns or issues arise.

Evaluation: I will evaluate the extern’s academic performance during the externship. The assessment will be based, inter alia, on the extern and supervisor evaluations, timely compliance with course requirements, the quality of the self-reflection, and professionalism. Based on this evaluation and criteria in the course syllabus, I will determine whether credit should be granted.

We have reviewed this document and agree to act in accordance with these expectations.

Signature of Student Extern: ____________________________________________________________
Date: ________________________________

Signature of Supervising Attorney: ______________________________________________________
Date: ________________________________

Signature of Faculty Supervisor/Director of Externship Programs: ____________________________
Date: ________________________________

Please return this form to: Director and Assistant Professor of Externship Programs, USF School of Law, 2130 Fulton Street, San Francisco, CA 94117; TWEN; fax to (415) 422-4470; or email to akgreen@usfca.edu.

This form was developed and adopted for use by the Bay Area Consortium on Externships (BACE). Participating schools: Golden Gate University School of Law, JFK University College of Law, Santa Clara University School of Law, Stanford Law School, UC Berkeley School of Law, UC Davis School of Law, UC Hastings College of the Law, University of the Pacific/McGeorge School of Law, University of San Francisco School of Law.
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 90 (summer session only), 135, 180, 225, 270, 315, 360, 405, 450, 495, 540 or 585 hours per semester. During the summer session of seven (7) weeks, students must complete 90 (summer session only), 135, 180, or 225 hours. What is your minimum hourly commitment per week? (Please check one) 10-16 hours/week (part-time) 19-29 hours/week (half-time) 32-42
hours/week (full-time)

4. Number of students you can accommodate each semester and preference as to 2L or 3L students? __________

5. Which semester(s) do you accept interns for academic credit? Fall, Spring, and/or Summer? ________________

6. Certification under the Practical Training of Law Students Program of the State Bar of California is:
   Required _____ Preferred _____ Not Necessary _____

7. Please specify how (electronic, mail, etc.) and to whom students should send applications.

8. 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 and please provide your main areas of practice (limit this to no more than three areas of law). 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. In addition, what application materials would you like to see from the student? Resume, cover letter, transcript, writing sample, and/or references?

   F. Attach the résumé(s) or summary of professional/educational experience of the supervising attorney(s).
9. 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.

10. 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,  Date Reviewed
Externship Programs

Approved ___  Disapproved ___