

EMS LLM Externship Checklist

Before your externship begins:

1. **Academic Advisor Approval.** Speak with your Academic Advisor, [Professor Weston](#), for approval of your externship choice and Faculty Advisor before you enroll.
2. **Complete the EMS Externship Registration Packet.** Once your externship and advisor has been approved by your Academic Advisor and secured, complete the Registration Packet. One of the pages requires your supervisor's signature. Return the completed forms to the [Graduate Program Coordinator](#), Room 202. They may be emailed or dropped off in person.
3. **Register for LAW 600.06.** Once the registration paperwork has been received, the Office of Graduate Law Programs will register you in the EMS Externship course (LAW 600.06).

Once your externship is underway:

1. **Timesheets.** Keep track of and submit your weekly hours on the timesheets provided to the Graduate Program Coordinator. Keep copies of all timesheets.
2. **Journals.** Submit journals to your Faculty Advisor (and cc: graduatelaw@pepperdine.edu) as instructed.
3. **Student Evaluation.** At the conclusion of your externship, complete and return the Student Evaluation Form to Graduate Law Programs, Room 202.
4. **Supervisor Evaluations.** Follow up with your supervisor to ensure they have completed and submitted the mid-semester and final evaluation for you.

When each of these steps has been completed, Graduate Law Programs will assign credit for the units you have earned. One unit of credit is awarded for every 52.5 hours of work in the field.

If you have any questions or problems during your externship, please contact your Academic Advisor or the Graduate Programs Office at (310) 506-4024 or graduatelaw@pepperdine.edu.