



EMS Externship Handbook

Graduate Law Programs

EMS Externship Program Overview

Students may earn hours from the first day of the semester through the last day of the semester, provided their externship has been approved by their Academic Advisor. All documents for the externship are due prior to the last day of class. Student must enroll in the Externship course, LAW 600.06, prior to the add/drop deadline for their externship hours to qualify for academic credit.

- All externships must be approved in advance by the EMS Academic Advisor, Maureen Weston.
- Students must register their externship with the Graduate Law Programs Office by submitting the Externship Registration Packet by the add/drop deadline. Students may not make any adjustments to their registration, work commitment, or credit hours after this date without their Academic Advisor's approval. Students who secure field placements after the drop/add deadline may be permitted to enroll with the Academic Advisor's approval, who will inform the Graduate Law Programs Office and the Assistant Dean of Admissions.
- Students must complete all requisite paperwork, including registration materials, timesheets, and evaluations, and should submit all of these materials to the Graduate Program Coordinator (Room 202 or Graduatelaw@pepperdine.edu) by the deadlines set out in this handbook.
- All externships are graded on a High Pass/Pass/Credit/Fail basis.
- The externship must be secured and officially registered before the hours can begin accumulating toward credit, unless otherwise approved by the Academic Advisor.
- It is the extern's responsibility to submit all required documents on time.
- Please keep a copy of all completed timesheets and other required documents.

Contact Information:
Graduate Law Programs, Room 202
Graduatelaw@pepperdine.edu
(310) 506-4024

Maureen Weston
Professor of Law
Co-Director Entertainment, Media,
and Sports Law LLM Program
Maureen.Weston@pepperdine.edu
[310-506-6313](tel:310-506-6313)

Externship Course

LAW 600.06 - EMS Externship Field Placements (maximum 10 units per placement). Students may earn academic credit for legal work they perform with or without pay, under the supervision of licensed attorneys in a variety of field placements relevant to the entertainment, media, and sports industries. To earn credit for an unpaid externship at private, for-profit law firms, the student's work must be exclusively on pro bono matters for the duration of the externship. Students may earn credit for paid placements at private, for-profit law firms, if approved by the Academic Advisor.

In corporate placements, students work under the supervision of lawyers in in-house counsel offices on diverse matters including governance, compliance, transactions, financing, licensing, negotiating and contracts. These placements may include entertainment companies, guilds, agencies, sports, finance, and real-estate companies.

Student Information

1. **Eligibility.** EMS students in good academic standing (cumulative GPA of 2.3 or higher) are eligible to participate in the externship program. Students with an overall GPA below a 2.3 may be eligible for participation with a waiver from the Academic Dean. An EMS Academic Advisor must confer with each student and approve all externships.
2. **Externships.** Students are responsible for securing their own externships. The externship inquiry should begin by meeting with the EMS Academic Advisor to clarify the student's goals. Students are advised to view Symplicity and reference directories in the Career Development Office for externship opportunities, and EMS Academic Advisor may also provide leads and opportunities as they arise. However, the onus is on the student to proactively seek and secure placement.
3. **Credit.** *Every 52.5 hours of completed fieldwork earns one unit of course credit.* Hours are not accrued during travel time, lunch, breaks, or holidays, and hours may not be accrued for work done remotely. Credit can be granted only in 52.5-hour increments. In other words, 104 hours of fieldwork earns only one unit of credit. Exceptions can be made only with the approval of the Academic Dean. Other restrictions may be imposed on externships as deemed necessary.
4. **Student reporting requirements.** The reporting requirements consist of weekly timesheets, journals, and a student evaluation. *Timesheets and student evaluations must be submitted to the Graduate Law Programs office, care of the Graduate Programs Coordinator. Journals should be emailed to both the Faculty Advisor and the Graduate Programs Coordinator.* The timesheet and Student Evaluation Form may be found in this handbook or in the Graduate Programs Office.
5. **Supervisor evaluations.** Field supervisors are required to complete mid-term and final evaluations of their externs. The mid-term evaluation is intended to encourage discussion

between the extern and supervisor about the extern's direction and progress. The final evaluation is completed by the supervisor alone. The mid-term evaluation and final evaluation forms may be found in this handbook and the School of Law website.

- 6. Further information.** For more information, please contact Professor Maureen Weston, the Academic Advisor of the Entertainment, Media, and Sports Law Program at Maureen.Weston@pepperdine.edu

Externship Course Requirements

Course Components

- Perform all hours.
- Submit signed timesheets weekly.
- Submit Student Evaluation.
- Submit timely journals.

Hours

- Each unit requires 52.5 hours of supervised legal work.
- Orientation, training, and workshop time at the placement count toward your hours.
- All fieldwork hours must be completed at the placement site. Credit will not be awarded for time spent traveling to and from the externship, time spent on break, or time spent working at home.
- It is the student's responsibility to provide their supervisor with a memo indicating their work schedule, any days they plan to take off, and when they will complete their hours.
- Students must register for the credit hours they wish to receive and commit to the attendant work load at registration, by the drop/add deadline at the latest. Students may not increase or decrease their hourly or credit load after this date for the semester without their Academic Advisor's permission.
- Students may earn hours from the first day of the semester through the last day of the semester once their externship has been approved by an Academic Advisor.

Timesheets

- Timesheets are due weekly to the Graduate Programs Assistant (located in Room 202).
- Timesheets must be signed by the supervising attorney, not a paralegal or a secretary.
- Unsigned timesheets will not be accepted.
- The "Description of Activity" section must be completed. One or two sentences will suffice.
- Hours are to be reported in tenth-hour increments, i.e. .10, .50, .70.
- Working lunches can be counted.
- Keep copies of all timesheets for your records.

Journals

- Journals will be 1-2 typed pages, double spaced, and should be emailed to the Faculty Advisor and copied to: Graduatelaw@pepperdine.edu.
- Journals are confidential (between the student and Faculty Advisor) and are due prior to the end of the semester.
- Journal topics and suggested due dates below:

2nd Week of Class: What are your personal, professional, and educational goals for your field work? Why are you in this externship? What do you want to accomplish? What do you want to learn?

4th Week of Class: Of the lawyers you have observed this semester, what are examples of the best and worst practices you have encountered? How do these observations inform your vision of law practice and your own formation as a lawyer?

6th Week of Class: What lawyering weaknesses do you hope to improve in your field work? How? What lawyering attributes do you believe are essential in your field work? Alternatively, what mistakes have you made in your field work, and what have you accomplished with excellence and success?

Faculty Advisors

- It is the student's responsibility to identify a faculty advisor whose role will be to ensure the student receives a substantive externship experience.
- The student's Faculty Advisor must be approved by the Academic Advisor at the time the externship is approved. Documentation will be maintained in the Graduate Law Programs Office.
- It is the student's responsibility to meet with their supervising Academic or Faculty Advisor in person or by phone at least twice per month.
- The Office of Graduate Law Programs and your Academic Advisor reserves the right to periodically follow up with the student's Faculty Advisor to ensure all requirements are being met.
- All timesheets and evaluations will be turned in to the Graduate Law Coordinator in the Graduate Law Programs Office. **All journals shall be emailed directly to the Faculty Advisor and graduatelaw@pepperdine.edu.**

Evaluations

- Students are responsible to meet with their supervising attorney to discuss the Mid-semester Performance Evaluation.
- The Student Externship Evaluation contained in this handbook and on the School of Law website is due at the end of your externship.
- Your supervising attorney will be emailed a Final Performance Evaluation at the end of

the term. You need not be present for this evaluation.

Grading

- The externship is graded as High Pass/Pass/Credit/Fail basis.
- Grades will be based on attendance, participation, meeting all requirements set forth in this handbook, and supervisor evaluations.
- A grade of Credit or higher will only be given when all the following criteria are met:
 - ✓ All fieldwork hours are completed and documented.
 - ✓ All journals are received.
 - ✓ Favorable Performance Evaluations from the supervising attorney have been received.
 - ✓ The Student Externship Evaluation has been received.
- Students will receive a Pass if they receive satisfactory evaluations from their field supervisors and turn in all documentation timely.
- Students who distinguish themselves by receiving exceptional placement evaluations will be considered for a High Pass.
- Students must determine at the time of registration the number of units they choose to earn. Students who do not work enough hours to earn the units they signed up for will receive credit only for the number of units they earned and will receive a "W" for any units not earned, unless there are extenuating circumstances and they receive approval by the Academic Advisor to reduce their units.

*****SAMPLE*****

Pepperdine University School of Law Externship Program

Weekly Timesheet

Due Weekly

Hand deliver to Graduate Law Programs Office or email to:

GraduateLaw@Pepperdine.edu

Student's Name (please print): _____

Externship Agency: _____

(Example: Nickelodeon, NFL, Warner Bros.)

Externship Supervisor (please print): _____

(Immediate supervisor signs.)

Date (month/day)	Hours	Description of Activity
Jan 11, 2016	8	Research, draft memo
Jan 12, 2016	6.3	Interview clients
Jan 13, 2016	7.1	Edit, revise and draft memo

Total Hours: = 21.4 (to the last tenth-hour completed)

Lunch hours excluded. Each day must have description of activity. Hours must be entered daily.

Student's Signature: _____

Supervisor's Signature: _____

Supervisor's Printed Name: _____ Date: _____

PEPPERDINE UNIVERSITY SCHOOL OF LAW
Student Externship Evaluation

At the completion of your externship, please complete this form as candidly and thoroughly as possible. It will not be shown to your supervisor. The information will be used by the faculty and administration to evaluate your externship experience and to assist future students.

CREDIT WILL NOT BE GRANTED FOR YOUR EXTERNSHIP WORK UNTIL THIS FORM IS COMPLETED AND RETURNED TO THE GRADUATE LAW PROGRAMS OFFICE:

c/o Kirk Leslie, Room 202 or emailed to GraduateLaw@pepperdie.edu.

NAME: _____

TERM & YEAR:

EXTERNSHIP NAME (include dept/division):

SUPERVISOR(S): _____

1. PLEASE DESCRIBE YOUR WORK IN THE EXTERNSHIP PLACEMENT:
2. WHAT COURSES DID YOU FIND HELPFUL IN PREPARING YOU FOR THIS EXTERNSHIP?
3. WHAT COURSES, IF ANY, DO YOU THINK MIGHT HAVE BETTER EQUIPPED YOU TO LEARN FROM THIS EXTERNSHIP?
4. WAS YOUR WORK ASSIGNED BY ONE SUPERVISOR OR BY VARIOUS SUPERVISORS INDEPENDENTLY FROM ONE ANOTHER?

8. PLEASE DESCRIBE YOUR WORKLOAD (TOO LIGHT? TOO HEAVY? WELL MANAGED?)

9. WHAT DO YOU FEEL ARE THE MOST SIGNIFICANT THINGS YOU LEARNED IN THIS EXTERNSHIP?

- ABOUT THE PROFESSION?

- ABOUT YOURSELF?

- OTHER?

10. WOULD YOU RECOMMEND CONTINUING THIS PLACEMENT IN THE EXTERNSHIP PROGRAM? PLEASE EXPLAIN YOUR ANSWER.

11. HOW WOULD YOU RATE THIS EXTERNSHIP EXPERIENCE COMPARED TO OTHER COURSES?

_____ One of the best in school

_____ Good

_____ Average

_____ Below average

_____ Unacceptable

12. WHAT ADVICE WOULD YOU OFFER A STUDENT CONSIDERING THIS PLACEMENT?

13. WHAT CHANGES, IF ANY, WOULD YOU SUGGEST BE MADE IN THE EXTERNSHIP PROGRAM?



Mid-Semester Student Performance Evaluation

Student:

Agency:

Supervising Attorney:

Please comment with respect to the factors listed below where appropriate.

Quantity - Amount of work performed; completion of work on schedule.

Quality - Accuracy; neatness; thoroughness; amount of revision necessary.

Work Habits - Punctuality; attendance; observance of rules and regulations.

Personal Relations - Getting along with fellow employees; meeting and handling the public; professional presentation.

Adaptability - Performance in new situations or with minimum instructions; initiative (e.g., suggestions, constructive criticism.)

Progress - Speed and thoroughness of learning; efforts at self-improvement.

Ability to Write Effectively -

Interviewing Ability - (if applicable)

Comments and Goals -

Field Supervisor's Signature

Position

Date

Student's Signature

Date



Final Student Performance Evaluation by Field Supervisor

Externship Placement: _____

Supervisor(s): _____

Student Extern: _____

Unless otherwise requested, this evaluation may be shared with your student.

LAWYERING SKILLS	Not Applicable	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counseling					
Investigation					
Negotiation					
Other Skills _____					
PROFESSIONALISM/ WORK HABITS	Not Applicable	Poor	Fair	Good	Excellent
Client Relations					
Office and Staff Relations					
Professional Ethics					
Initiative					

Judgment					
Thoroughness and Attention to Detail					
Dependability					
Attitude toward Supervision, Criticism					
Productivity and Time Management					

STRENGTHS: Please describe the extern's contributions to your chambers or office, such as the type of projects completed or areas in which the extern showed particular strength or skill:

NEEDS IMPROVEMENT: For each category in which you rated the extern "Poor" or "Fair," please provide examples or otherwise describe the reason for the rating:

EXTERNSHIP PROGRAM: Do you have any suggestions for improving our externship program in general, or ways we might assist you better in the future?

Date: _____

SIGNATURE OF FIELD SUPERVISOR

PRINT OR TYPE NAME

TITLE

Thank you for participating in Pepperdine Law's Externship Program.

Please return the completed form to:

GraduateLaw@Pepperdine.edu

Pepperdine University School of Law
Graduate Law Programs, Room 202
Director of Strategic Initiatives
24255 Pacific Coast Hwy.
Malibu, CA 90263