

Pepperdine School of Law

Externship Handbook

Fall 2012

Clinical Education Programs

Externship Program Overview

Fall 2012

Dates to Remember:

Registration deadline: August 31
Timesheets due: Weekly
Supervisor evaluations due: October 31 and December 15
Student evaluation due: December 15

Most externs stop working by the last day of classes, November 28. However, students may earn hours up to the official last day of the semester which is December 14. All documents for the externship are due no later than December 15.

The Basics:

- All externships must be approved in advance by Professor Elayne Berg-Wilion, Interim Director of Clinical Education. Students must register with the Clinical Programs Office by August 31, 2012.
- If you think you are interested in participating in an externship during the fall semester but have not yet secured a position, please notify the clinical program administrator by August 31, 2012.
- If you have a pending or secured externship, you must also attend one of the mandatory orientation meetings as well as a bi-weekly workshop.
- All externships are graded on a Pass/Fail basis. The workshop component is part of the externship grade.
- Externs can only earn academic credit for work performed. Monetary compensation is prohibited.
- The externship must be secured and officially registered before the hours can begin accumulating toward credit.
- The enclosed Student Performance Agreement is due within the first two weeks of work.
- It is the extern's responsibility to submit all required documents on time.
- Please keep a copy of all of your timesheets.

Contact Information:

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Externship Courses

LAW 315.02. Clinical Law - Judicial Externship (maximum 10 units)

Students develop skills in legal analysis, research, and writing under the supervision of a judge. Externships in trial courts offer an overview of litigation practice and observation of oral advocacy; externships in appellate courts focus on analysis, research and writing. Students must enroll in a corresponding, judicial workshop which considers the roles and responsibilities of the different courts and the issues presented by the role of the judge. Workshop required.

LAW 335.02. Clinical Law - Criminal Externship (maximum 10 units)

Externships in public agencies conducting both criminal defense and prosecution allow students to assist in almost all aspects of representation. Under the Practical Training of Law Students (PTLS) program of the State Bar of California or a federal Student Practice Rule, students may be certified to appear in court under the direct supervision of a licensed attorney. In order to be certified students must be enrolled in evidence. However, it is strongly recommended that students complete evidence and criminal trial prep and settlement before seeking certification (visit Calbar.org under “Practical Training for Law Students” for more information about certification). Workshop required.

LAW 345.02. Clinical Law-Public Interest Externship (maximum 10 units)

Through externship placements with the various public interest entities in both the public and private sectors, students will explore the role of the lawyer in society, as well as ethics and morality as it applies to law. Students develop their skills in analysis, negotiation, writing and counseling. Workshop required.

LAW 355.02. Clinical Law-Entertainment Externship (maximum 4 units)

Students are placed in a variety of preapproved entertainment companies in the television, film and music business, as well as the guilds and agencies. Workshop required.

LAW 365.02 Clinical Law- Government Externship (maximum 10 units)

Through field placements in the government sector, students develop their skills in legal analysis and reasoning, negotiation, interviewing, research and writing. Workshop required.

Workshops

Workshops are a required element of each externship. Workshops meet bi-weekly and begin the second week of the semester.

LAW 315.02	Judicial Seminar	Judge Bernard Kamins (ret.)	Wed. 5-6 pm
LAW 335.02	Criminal Seminar	Commissioner Terry Adamson (ret.)	Tues. 4-5 pm
LAW 345.02	Public Interest Seminar	Professor Elayne Berg-Wilion	Thurs. 4-5 pm
LAW 355.02	Entertainment Seminar	Professor Nicholas LaTerza	Thurs. 5-6 pm
LAW 365.02	Government Seminar	Professor Elayne Berg-Wilion	Wed. 7-8 pm

If there is a time conflict between a student’s corresponding workshop and another class, the Clinical Programs Office will seek to place the student in a workshop that works best.

Student Information

1. Eligibility. Second and third-year law students with a cumulative GPA of 2.33 or higher are eligible to participate in the Clinical Programs. Students with an overall GPA below a 2.33 may be ineligible for participation and must obtain a waiver from the Academic Dean. The clinical director must meet each student and approve all externships.

2. Externships. The externship inquiry should begin by meeting with the clinical director to clarify what is to be accomplished. Students are advised to view Symplicity and reference directories in the Career Development Office a list of externships. Private law firms are not approved unless they are nonprofit public interest entities (cf. section 501(c)(3) of the Internal Revenue Code) and the student is unpaid. New externships however, can be approved if they provide a significant opportunity not otherwise available, meet clinical educational objectives, and afford adequate field and faculty supervision.

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. Credit can be granted only in 52.5-hour increments; in other words, 104 hours of fieldwork earns only one unit of credit. Each type of externship has a limit on the number of units that can be earned. Exceptions can be made by the clinical director. Other restrictions may be imposed on new externships as deemed necessary. In addition, no more than 18 non-classroom units may be counted towards the J.D. degree.

4. Workshop. Concurrent enrollment is required in a corresponding Judicial, Public Interest, Entertainment, Criminal, or Government workshop. All workshops begin the second week of the semester. If there is a time conflict between a student's corresponding workshops and another class, the Clinical Programs Office will seek to place the student in a workshop that works best.

5. Student reporting requirements. The reporting requirements consist of time sheets, a student evaluation, and journals. Timesheets & evaluation are due to the Program Administrator, and journals are due to the workshop instructor. Actual time sheets, the student evaluation, and journal information may be found in this handbook.

6. 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 externship's direction and progress. The final evaluation is completed by the supervisor alone.

7. Further information. For more information please contact Elayne Berg-Wilion by phone (310) 506-6350 or e-mail at Elayne.Berg-Wilion@pepperdine.edu, or the Clinical Program Administrator by phone at (310) 506-7449, or and clinicallaw@pepperdine.edu.

Externship Course Requirements

1. Attend Mandatory Orientation- The orientation will be offered on August 22 and 23 from 12:30 – 1:30 pm. All externs are required to attend one of the two meetings.

2. Course Components

- Perform all hours.
- Submit signed timesheets.
- Submit evaluations.
- Attend corresponding externship workshop & submit timely journals.

3. Hours

- Each unit requires 52.5 hours of supervised legal services.
- Orientation and training hours at your placement count, as well as workshop hours.
- All hours must be completed at your placement site. Credit will not be awarded for time spent traveling to and from the externship, time spent on break, or time spent on work at home.
- Students are not allowed to work in environments where they are not directly supervised by an attorney. If in doubt, consult Professor Berg-Wilion for guidance.
- It is your responsibility to provide your supervisor with a memo indicating your schedule: the days and times you will work, any time you plan to take off (e.g., OCI or Spring Break) and when you plan to complete your hours.

4. Timesheets

- The earliest date to record hours for fall semester is August 20, 2012.
- Timesheets are due weekly.
- Timesheets must be signed and returned by your supervising attorney, not a paralegal or a secretary.
- Law clerks in judicial chambers may sign timesheets.
- Unsigned timesheets will not be accepted.
- The “Description of Activity” section must be completed. One to two sentences will suffice.
- Hours are to be reported in quarter increments, i.e. .25, .50, .75.
- Working lunches can be counted.
- The last date to earn hours is December 14, 2012.
- Keep copies of all timesheets for your records.

5. Workshops

- Workshops meet bi-weekly.
- Three journals will be assigned to be submitted to your workshop instructor.
- Attendance will be taken.
- Semester-long attendance is required even if your externship is completed early.

6. Journals

- Journals will be 1-2 typed pages, double spaced, and due to your workshop professor.
- Your professor will give you the topics on the first day of the workshop.
- Journals are confidential between you, your workshop professor, and the Clinical Director.

7. Faculty Advisors

- The option of a Faculty Advisor is given to students when approved by the Director of Clinical Programs and the Academic Dean.
- Reasons for an advisor may be any of the following subject to the discretion of the Director and Academic Dean: schedule conflicts or an out-of-state externship.
- Faculty Advisors must be full-time professors and must be confirmed at registration.
- It is your responsibility to correspond with your Advisor at least on a biweekly basis.

- The option of a Faculty Advisor is conducted on an honor system with no formal documentation due to the Clinical Office; however, the office reserves the right to periodically follow up with your advisor to make sure all requirements are being met.

8. Evaluations

- It is your responsibility to meet with your supervising attorney to discuss your Mid-Semester Performance Evaluation. The evaluation will be emailed in October.
- The Student Externship Evaluation contained in this packet is due at the end of your externship.
- Your supervising attorney will be emailed a Final Performance Evaluation in November. You need not be present for this evaluation.

9. Grading

- The externship is graded as pass/fail.
- A passing grade will only be given when all the following criteria are met:
 1. All fieldwork hours are completed and documented.
 2. Attend and participate in all workshops.
 3. All journals are received.
 4. A favorable Mid-Semester and Final Performance Evaluation from the supervising attorney has been received.
 5. The Student Externship Evaluation has been received.

Pepperdine University School of Law Externship Program

Weekly Timesheet

Due on **Friday** of each week. Fax to 310.506.6596 or Email to Clinicallaw@Pepperdine.edu

Student's Name (please print): _____

Externship Agency: _____
(Example: US Court of Appeals, Nickelodean, or Ventura Public Counsel)

Externship Supervisor (please print): _____
(For Judicial Externships, please print the name of the Judge. Immediate supervisor signs.)

Date (month/day)	Hours	Description of Activity

Total Hours: _____ (to the last quarter-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: _____

