

# Pepperdine School of Law

## Externship Handbook

Fall 2013

Clinical Education Programs

# Externship Program Overview

## Fall 2013

### Dates to Remember:

Mandatory orientation:	August 21 or 22, 2013 (attendance is required)
Registration and withdrawal deadline:	August 30, 2013 (unless otherwise approved by the Director of Clinical Education).
Timesheets due:	Weekly
Supervisor evaluations due:	October 18, 2013 and December 17, 2013
Student evaluation due:	November 26, 2013

Students may earn hours from August 19, 2013 through November 26, 2013. All documents for the externship are due as set forth in the syllabus for each Workshop, but in no event later than November 26, 2013.

### The Basics:

- All externships must be approved in advance by Professor Jeffrey Baker, Director of Clinical Education. Students must register with the Clinical Programs Office by August 30, 2013, at the latest. August 30 is the deadline for registration and Drop/Add, and students may not make any adjustments to their registration, work commitment or credit hours after this date.
- 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 Programs Administrator at [clinicallylaw@pepperdine.edu](mailto:clinicallylaw@pepperdine.edu).
- If you have a pending or secured externship, you must also attend the mandatory orientation as well as a bi-weekly Workshop.
- All externships are graded on a High Pass/Pass/Credit/Fail basis. The Workshop component is part of the externship course 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, unless otherwise approved by the Director.
- It is the extern's responsibility to submit all required documents on time.
- Please keep a copy of all of your timesheets and other required documents.

### Contact Information:

Professor Jeffrey Baker  
Director of Clinical Education  
Phone: (310) 506-6350  
Fax: (310) 506-6596  
[Jeff.Baker@pepperdine.edu](mailto:Jeff.Baker@pepperdine.edu)

Donna Brabec  
Clinical Programs Administrator  
Phone: (310) 506-7449  
Fax: (310) 506-6596  
[clinicallylaw@pepperdine.edu](mailto:clinicallylaw@pepperdine.edu)

## Externship Courses

### **LAW 315.01. 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 also enroll in a Workshop, which among other things considers the roles and responsibilities of the different courts and the issues presented by the role of the judge. Workshop required. (600.15)

### **LAW 335.01. 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 or have completed 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. (600.12)

### **LAW 345.01. 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. (600.16)

### **LAW 355.01. 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 guilds, agencies, and other businesses with in-house legal departments. Workshop required. (600.13)

### **LAW 365.01. 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. (600.14)

## Workshops

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

LAW 600.12 Criminal Externship	Commissioner Terry Adamson (ret.)	Tues	4-5 pm
LAW 600.13 Entertainment Externship	Professor Nicholas LaTerza	Thurs	5-6 pm
LAW 600.14 Government Externship	Professor Jeffrey Baker	Wed	7-8 pm
LAW 600.15 Judicial Externship	Judge Patricia Schnegg	Wed	5-6 pm
LAW 600.16 Public Interest Externship	Professor Jeff Baker	Thurs	4-5 pm

## **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 externship program. Students with an overall GPA below a 2.33 may be ineligible for participation and must obtain a waiver from the Academic Dean. The Director of Clinical Education must confer with each student and approve all externships.

**2. Externships.** The externship inquiry should begin by meeting with the Director of Clinical Education to clarify the student's goals. Students are advised to view Symplicity and reference directories in the Career Development Office for 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) or the student will be performing only pro bono, public interest work, the student is unpaid, and the placement is approved by the Director. New externships may be approved if they 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 only with the approval of the Academic Dean. 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, including journals and competitions.

**4. Workshop.** Concurrent enrollment is required in a one of the Workshops. All Workshops begin the second week of the term.

**5. Student reporting requirements.** The reporting requirements consist of weekly timesheets, a student evaluation, and journals. Timesheets and the student evaluation must be submitted to the Clinical Programs Administrator, and journals must be submitted to the Workshop professor. The actual timesheet form and the student evaluation form may be found in this handbook, and the School of Law website. Journal information may be found in the Workshop syllabus.

**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. The mid-term evaluation and final evaluation forms may be found in this handbook, and the School of Law website.

**7. Further information.** For more information, please contact Jeffrey Baker, Director of Clinical Education, by phone at (310) 506-6350 or e-mail at [jeff.baker@pepperdine.edu](mailto:jeff.baker@pepperdine.edu), or Donna Brabec, Clinical Programs Administrator, by phone at (310) 506-7449, or by email at [clinicallaw@pepperdine.edu](mailto:clinicallaw@pepperdine.edu).

## **Externship Course Requirements**

**1. Attend Mandatory Orientation-** The orientation will be offered on August 21 & 22, 2013 from 12:30 – 1:30 pm. All externs are required to attend.

**2. Course Components**

- Perform all hours.
- Submit signed timesheets weekly.
- Submit student evaluation.
- Attend corresponding externship Workshop and submit timely journals.

### **3. Hours**

- Each unit requires 52.5 hours of supervised legal work.
- Orientation and training hours at your placement count, as well as Workshop hours.
- Credit will not be awarded for time spent traveling to and from the externship or time spent on break.
- Students are not allowed to work in environments where they are not directly supervised by an attorney. If in doubt, consult Professor Baker 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) and when you plan to complete your hours.
- You must register for the credit hours you wish to receive and commit to the attendant work load at registration, by the Drop/Add deadline at the latest. You may not increase or decrease your hourly or credit load after this date for the semester.

### **4. Timesheets**

- The earliest date to record hours for the Fall Semester is August 19, 2013.
- Timesheets are due weekly.
- Timesheets must be signed 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 or 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 November 26, 2013.
- Keep copies of all timesheets for your records.

### **5. Workshops**

- Workshops meet bi-weekly.
- Three journals are assigned to be submitted to your Workshop professor, at the professor's instruction.
- Attendance will be taken.
- Term-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 at the professor's instruction.
- Your professor will give you the topics, which are set forth in the syllabus, on the first day of the Workshop.
- Journals are confidential between you, your Workshop professor, and the Director of Clinical Education.

### **7. Faculty Advisors**

- As an alternative to mandatory workshops, student may have a Faculty Advisor when approved by the Director of Clinical Education and the Academic Dean.
- An extern may have a Faculty Advisor, subject to the discretion of the Director and the Academic Dean, for these reasons: schedule conflicts or an externship that is 25 miles or more from campus.
- Faculty Advisors must be full-time SOL professors and must be confirmed prior to registration.
- It is your responsibility to meet with your Faculty Advisor in person or by phone at least on a biweekly basis.
- The option of a Faculty Advisor must be approved by the Director of Clinical Education. Documentation will be maintained in the Clinical Programs Office. The Clinical Programs Office reserves the right to periodically follow up with your Faculty 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 handbook and on the School of Law website is due at the end of your externship but no later than November 26, 2013.
- 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 High Pass/Pass/Credit/Fail basis.
- Grades will be based on attendance, participation, meeting all of the requirements set forth in the Workshop syllabus, and supervisor evaluations.
- Students who turn in all of their timesheets, journals, and student evaluations on time (see the deadlines in the Workshop syllabus) will be eligible for a grade of High Pass or Pass. However, turning in the documentation described above in a timely manner is only a factor in students' grades. Timely documentation compliance is required for eligibility for grades above that of "Credit," but timely compliance does not in itself earn grades higher than "Credit."
- Students who do not turn in all timesheets, journals, and/or student evaluations by the deadlines stated in the Workshop syllabus will not be eligible to receive a grade of High Pass.
- If the timesheets, journals and/or student evaluations are not submitted by their respective deadlines, but are submitted by November 26, 2013, the student will be eligible to receive a grade of no higher than a Pass.
- Students who have not submitted all timesheets, journals, and/or student evaluations by November 26, 2013, but submit their missing documentation before the date the grades are due will be eligible to receive a grade of no higher than a Credit.
- Students who have not submitted all timesheets, journals, and/or student evaluations by the date the grades are due will be given an Incomplete until they have submitted their missing documentation, and at that time they will be eligible to receive a grade of no higher than a Credit.
- Students who miss a Workshop jeopardize receiving credit for their externships. If it is necessary to miss a Workshop due to illness or serious hardship, students must either attend a make-up meeting with the professor and/or complete a make-up assignment ("excused absence").
- Students who have more than one excused absence will not be eligible to earn a grade of higher than a Pass.
- Students who have more than one absence will not be eligible to earn a grade higher than a Credit.

# Pepperdine University School of Law Externship Program

## Weekly Timesheet

**Due on Wednesday 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, Nickelodeon, 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: \_\_\_\_\_





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?

- CLINICAL STAFF AND ADMINISTRATION?
  
  
  
  
  
  
  
  
  
  
- REQUIRED CONCURRENT COURSE, IF ANY?
  
  
  
  
  
  
  
  
  
  
- FACULTY ADVISORS, IF ANY?

**PEPPERDINE UNIVERSITY SCHOOL OF LAW**  
**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.

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

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

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**Personal Relations** - Getting along with fellow employees; meeting and handling the public; grooming.

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

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

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**Ability to Write Effectively** –

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**Interviewing Ability** (if applicable) –

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**Comments and Goals** –

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Field Supervisor's Signature

Position

Date

Student's Signature

Date

# PEPPERDINE UNIVERSITY

## School of Law

### EXTERNSHIP SUPERVISOR'S EVALUATION FORM<sup>1</sup>

Field Supervisor(s): \_\_\_\_\_

Student Extern: \_\_\_\_\_ 2L 3L (circle one)

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

<b>LAWYERING SKILLS</b>	Not Applicable	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counseling					
Investigation					
Negotiation					
Other Skills					
<b>PROFESSIONALISM/ WORK HABITS</b>	Not Applicable	Poor	Fair	Good	Excellent
Client Relations					
Office and Staff Relations					
Professional Ethics					
Initiative					
Judgment					
Thoroughness and Attention to Detail					

<sup>1</sup> This evaluation form was developed by the Greater Los Angeles Consortium on Externships ("GLACE"), made up of member schools Loyola, USC, Pepperdine, UCLA, Southwestern, Whittier and Chapman.

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:

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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:

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

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STUDENT FEEDBACK: Although not required, we encourage supervisors to review evaluations with students as part of an exit interview. Please check below if you have done so:

\_\_\_\_\_ I have reviewed this evaluation with the student.

Date: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF JUDGE OR ATTORNEY SUPERVISOR

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
TITLE

***Thank you for participating in the Pepperdine University School of Law Externship Program.***

***Please return the completed form to:***

***Donna Brabec***  
Clinical Programs Administrator  
Pepperdine University School of Law  
24255 Pacific Coast Highway  
Malibu, CA 90263  
(310) 506-7449 (tel)  
(310) 506-6596 (fax)  
[clinicalaw@pepperdine.edu](mailto:clinicalaw@pepperdine.edu)