Externship Program Overview
Fall 2014

Dates to Remember:
Mandatory orientation: August 26 & 27, 2014 (attendance is required for new externs)
Registration and withdrawal deadline: September 5, 2014 (unless otherwise approved by the Director of Externships).
Timesheets due: Weekly
Supervisor evaluations due: October 17, 2014 and December 5, 2014
Student evaluation due: December 5, 2014
Final hours due: December 5, 2014

Students may earn hours from August 25, 2014 through December 5, 2014. All documents for the externship are due as set forth in the syllabus for each workshop, but in no event later than December 5, 2014.

The Basics:
- All externships must be approved in advance by Professor Terry Adamson, Director of Externships. Students must register with the Clinical Programs Office by September 5, 2014, at the latest. September 5 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. Students who secure field placements after the drop/add deadline may be permitted to enroll at the director’s approval, but will be limited to 2 units and must secure a Faculty Advisor in lieu of the workshop.
- 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 Manager at donna.brabec@pepperdine.edu.
- If you have a pending or secured externship, you must attend the mandatory orientation as well as a bi-weekly workshop.
- Students who have already taken and completed an externship and the required workshop or faculty advisor are not required to take a workshop or have faculty advisors for subsequent externships. Returning externs are required to meet with Professor Adamson mid-semester to discuss their placement.
- Students in subsequent externships must complete all requisite paperwork, including registration materials, timesheets, journals and evaluations, and should submit all of these materials to Ms. Brabec, the Clinical Program Manager, by the deadlines set out in the syllabus and handbook.
- 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 of Externships.
- 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 Terry Adamson
Assistant Clinical Professor of Law
Director of Externships
Phone: (310) 506-4865
Fax: (310) 506-6596
terry.adamson@pepperdine.edu

Donna Brabec
Clinical Programs Manager
Phone: (310) 506-7449
Fax: (310) 506-6596
donna.brabec@pepperdine.edu
or clinicallaw@pepperdine.edu
**Externship Courses**

**LAW 600. Externship Field Placements** (maximum 10 units, 4 for in-house corporate counsel placements)

Students may earn academic credit for legal work they perform without pay, under the supervision of licensed attorneys in a variety of field placements. Qualifying field placements may be in judicial, governmental, military, public interest and in-house corporate or entertainment law offices. Private, for-profit law firms qualify only if the students’ work is exclusively on pro bono matters for the duration of the externship.

In Judicial placements, 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.

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 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).

Through externships 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.

Students may work 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. In-house corporate counsel externships are limited to 4 units.

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

**Workshops**

Workshops are a required element of each externship. Workshops meet bi-weekly and begin the second week of the semester. Students who have already taken and completed an externship and the required workshop or faculty advisor are not required to take a workshop or have faculty advisors for subsequent externships.

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Professor</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>LAW 600.11 EXTERNSHIP-WORKSHOP 1</td>
<td>Professor Brittany Stringfellow-Otey</td>
<td>Mon</td>
<td>4-5pm</td>
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<tr>
<td>LAW 600.14 EXTERNSHIP-WORKSHOP 2</td>
<td>Professor Terry Adamson</td>
<td>Tues</td>
<td>6-7pm</td>
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<tr>
<td>LAW 600.15 EXTERNSHIP-WORKSHOP 3</td>
<td>Professor Richard Peterson</td>
<td>Wed</td>
<td>6-7pm</td>
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**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 eligible for participation, with a waiver from the Academic Dean. The Director of Externships must confer with each student and approve all externships.
2. **Externships.** The externship inquiry should begin by meeting with the Director of Externships to clarify the student’s goals. Students are advised to view Symplicity and reference directories in the Career Development Office for externship opportunities. 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. In-house corporate counsel externships are limited to four units. 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 one of the workshops for first time externs. All workshops begin the second week of the term. Workshop hours count towards work hours. Students who have already taken and completed an externship and the required workshop or faculty advisor are not required to take a workshop or have faculty advisors for subsequent externships. Students in subsequent externships must complete all requisite paperwork, including registration materials, timesheets, journals and evaluations, but should submit all of these materials to Ms. Brabec, the Clinical Program Manager, by the deadlines set out in the syllabus and handbook. Returning externs are required to meet with Professor Adamson mid-semester to discuss their placement.

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 Program Manager, and journals must be submitted to the workshop professor or faculty advisor. 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 or by emailing Donna Brabec at donna.brabec@pepperdine.edu

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 Prof. Terry Adamson, Director of Externships, by phone at (310) 506-4865 or e-mail at terry.adamson@pepperdine.edu, or Donna Brabec, Clinical Program Manager, by phone at (310) 506-7449 or by email at donna.brabec@pepperdine.edu.

**Externship Course Requirements**

1. **Attend Mandatory Orientation-** The orientation will be offered on August 26 & 27 from 12:30 – 1:30 pm. All new externs are required to attend. One hour may be used towards work hours.

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 Adamson 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 25, 2014.
- 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 tenth-hour increments, i.e. .10, .50, .70.
- Working lunches can be counted.
- The last date to earn hours is December 5, 2014.
- 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.
- Students in subsequent externships must complete all requisite paperwork, journals, but should submit all of these materials to Ms. Brabec, the Clinical Program Manager, by the deadlines set out in the syllabus and handbook.
- 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 are 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 Externships.
- If you are not in a workshop, Donna Brabec will email you the journal topics and due dates.

7. Faculty Advisors
- As an alternative to mandatory workshops, student may have a Faculty Advisor when approved by the Director of Externships.
- An extern may have a Faculty Advisor, subject to the discretion of the Director, 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 Externships. 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.
• Three journals will be turned in to your faculty advisor.

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 December 5, 2014.
• 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.
• 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.
  ✓ Attend workshops (with no more than one absence).
• Students will receive a Pass if they receive satisfactory evaluations from their field supervisors, attend workshops and turn in all documentation timely.
• Students who distinguish themselves by receiving exceptional placement evaluations and workshop evaluations will be considered for a High Pass.
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.)

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<th>Date (month/day)</th>
<th>Hours</th>
<th>Description of Activity</th>
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**Total Hours:** ____________________________ (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

NAME: __________________________________________________________

TERM & YEAR: ____________

EXTERNSHIP NAME (include judge, dept/division): ________________________
_____________________________________________________________________

SUPERVISOR(S): _____________________________________________________

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 CLINICAL PROGRAMS OFFICE. OUR FAX IS (310) 506-6596.

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?

5. DID YOU EXPERIENCE DIFFICULTIES IN GETTING WORK ASSIGNED TO YOU? IF SO, PLEASE EXPLAIN:
6. PLEASE IDENTIFY YOUR SUPERVISORS AND COMMENT ON THE CLARITY OF THEIR GUIDANCE OR INSTRUCTION; THE TIMING AND HELPFULNESS OF THEIR FEEDBACK AND THEIR ACCESSIBILITY TO YOU; AND THEIR ABILITY OR DESIRE TO DELEGATE SUFFICIENT RESPONSIBILITY AND INDEPENDENCE TO ENABLE YOU TO HAVE A MEANINGFUL LEARNING EXPERIENCE:

7. PLEASE DESCRIBE THE ATMOSPHERE (E.G. FORMAL? BUSY? RELAXED? INTENSE?) OF THE PLACEMENT:

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?

   • CLINICAL STAFF AND ADMINISTRATION?

   • REQUIRED CONCURRENT COURSE, IF ANY?

   • FACULTY ADVISORS, IF ANY?
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.
_____________________________________________________________________________________
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**Work Habits** - Punctuality; attendance; observance of rules and regulations.
_____________________________________________________________________________________
_____________________________________________________________________________________

**Personal Relations** - Getting along with fellow employees; meeting and handling the public; professional presentation.
_____________________________________________________________________________________
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**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.
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**Ability to Write Effectively** –
_____________________________________________________________________________________
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**Interviewing Ability** (if applicable) –
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_____________________________________________________________________________________

**Comments and Goals** –
_____________________________________________________________________________________
_____________________________________________________________________________________

Field Supervisor's Signature Position Date
_____________________________________________________________________________________
_____________________________________________________________________________________

Student's Signature Date
_____________________________________________________________________________________

12
**EXTERNSHIP SUPERVISOR’S EVALUATION FORM**

Field Supervisor(s): 

Student Extern: ___________________________ 2L  3L (circle one)

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

<table>
<thead>
<tr>
<th>LAWYERING SKILLS</th>
<th>Not Applicable</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
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<tr>
<td>Legal Knowledge</td>
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<td>Client Counseling</td>
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<td>Investigation</td>
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<td>Negotiation</td>
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<td>Other Skills</td>
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**PROFESSIONALISM/ WORK HABITS**

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<th>Not Applicable</th>
<th>Poor</th>
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<tr>
<td>Client Relations</td>
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<td>Office and Staff Relations</td>
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<td>Professional Ethics</td>
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<td>Judgment</td>
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<td>Thoroughness and Attention to Detail</td>
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1 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:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
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?
_____________________________________________________________________________________________
_____________________________________________________________________________________________
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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 Program Manager  
Pepperdine University School of Law  
24255 Pacific Coast Highway  
Malibu, CA 90263  
(310) 506-7449 (tel)  
(310) 506-6596 (fax)  
donna.brabec@pepperdine.edu