

Pepperdine University School of Law



Externship Handbook Spring 2012

Course Requirements, Policies and Forms

EXTERNSHIP PROGRAM OVERVIEW

Spring 2012

DUE DATES	DOCUMENTS
February 1	Introductory Journal Signed timesheet for January hours
March 1	Signed timesheet for February hours
April 1	Signed timesheet for March hours
May 1	Exit Journal Signed timesheet for April hours

*Most externs stop working by the last day of classes, April 25. However, students may earn hours up to the official last day of the semester which is May 11. Any documented hours for May must be received by 5:00 pm May 11. No exceptions.

JOURNALS AND TIMESHEETS MUST BE RECEIVED BY May 11 IN ORDER TO EARN SPRING CREDIT.

The Basics:

- All externships must be approved in advance by Professor Serafino, Director of Clinical Programs. Students must register with the Clinical Programs Office by January 27, 2012.
- All seminar courses are graded High Pass/Pass/Credit/Fail, and externships are Pass/Fail.
- If you think you are interested in participating in an externship during the fall semester but have not yet secured a position, you must notify the clinical program administrator or Professor Serafino of that intention in writing by January 27, 2012.
- If you have a pending or secured externship, you must also attend one of the mandatory orientation meetings as well as a weekly clinical seminar, unless you have previously attended the orientation and seminar.
- Externs can only earn academic credit for work performed. Monetary compensation is prohibited.
- The externship must be secured and officially registered before beginning work.
- The enclosed Student Performance Agreement is due within the first two weeks of work.
- Timesheets must be signed by a supervisor who is an active member of the bar or credit will not be given for those hours. Do not submit unsigned timesheets. Signed timesheets may be faxed, mailed, emailed and scanned by your supervisor.
- Journals can be submitted via email, fax, or by hard copy (mailed or delivered).
- It is *the externs responsibility* to submit all required documents on time.
- **TIMESHEETS AND JOURNALS ARE TO BE SUBMITTED TO THE CLINICAL PROGRAM ADMINISTRATOR.**
- **PLEASE KEEP A COPY OF ALL YOUR TIMESHEETS AND JOURNALS.**

Contact Information:

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EXTERNSHIP COURSES

LAW 031501. 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, one unit judicial seminar which considers the roles and responsibilities of the different courts and the issues presented by the role of the judge. Students are required to prepare and deliver a 15-minute presentation to the class. Seminar required.

LAW 033501. 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). Seminar required.

LAW 034501. 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. Seminar required.

LAW 035501. 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. Seminar required.

LAW 036501. 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. Seminar required.

SEMINARS

A corresponding seminar must be taken in conjunction with all externships. Seminars meet once a week and count for 1 unit of credit, graded on a pass-fail basis. All seminars begin meeting the week of January 16.

LAW 031601	Judicial Seminar	Judge Bernard Kamins (ret.)	Wed. 5-7 pm*
LAW 033601	Criminal Seminar	Commissioner Terry Adamson (ret.)	Tues. 4-5 pm
LAW 034601	Public Interest Seminar	Professor Laurie Serafino	Thurs.2:50-3:50 pm
LAW 035601	Entertainment Seminar	Professor Roger Cossack	Wed. 9-10 am
LAW 036601	Government Seminar	Professor Laurie Serafino	Wed. 4-5 pm

*Meets alternate weeks on Wednesdays 5:00 -7:00 pm beginning the second week of school.

If there is a time conflict between a student’s corresponding seminar and another class, the Clinical Programs Office will seek to place the student in a seminar that works best. As the seminar is an ABA externship requirement, only under special circumstances may the seminar be waived. Decisions are made on a case by case basis by the Clinical Programs Office.

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 should notify the director at the first appointment to determine eligibility. Externships exist in the civil law, criminal law, and judicial sectors. **The 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 reference directories in the Clinical Programs Office for descriptions of pre-approved 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. Seminar requirements. Concurrent enrollment is required in a corresponding Judicial, Public Interest, Entertainment, or Government Seminar. Each seminar is worth 1 unit. All seminars are graded as high pass/pass/fail. Students will select a seminar when they submit their registration paperwork to the clinical program administrator. All seminars begin the second week of the semester. If a student is waived for a seminar, the student will not earn a unit of credit.

If there is a time conflict between a student's corresponding seminar and another class, the Clinical Programs Office will seek to place the student in a seminar that works best. As the seminar is an ABA externship requirement, only under special circumstances may the seminar be waived. Decisions are made on a case by case basis by the Clinical Programs Office.

5. Reporting requirements. The reporting requirements consist of time sheets and journals. Both are due to the Clinical Programs Office on a monthly basis as determined at the beginning of the semester. Both journal & timesheets may be hand-delivered, emailed to clinicallaw@pepperdine.edu, or faxed (310-506-6596). **Keep copies for your records.** Actual time sheets and specifications regarding the journals may be found in this handbook.

6. 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. Externs must also complete a Student Externship Evaluation at the end of the externship.

7. Further information. For more information please contact Prof. Laurie Serafino or the Clinical Program Administrator by phone at (310) 506-7449, or by e-mail at laurie.serafino@pepperdine.edu and clinicallaw@pepperdine.edu.

EXTERNSHIP COURSE REQUIREMENTS

1. **Attend Mandatory Orientation-** The orientation will be offered on January 11 and 12 from 12:30 – 1:30 pm. All first-time externs are required to attend one of the two meetings. Check the dicta for the location.
2. **Mandatory Performance Agreement** (enclosed)
 - The Performance Agreement must be signed by you and your supervising attorney and returned to the Program Administrator within the first 2 weeks of school.
3. **Course Components**
 - Perform all hours.
 - Submit signed timesheets.
 - Submit timely journals.
 - Submit evaluations.
 - Attend corresponding externship seminar and/or meet with your respective Clinician or Faculty Advisor if instructed.
4. **Hours**
 - Each unit requires 52.5 hours of supervised legal services.
 - Orientation and training hours at your placement count.
 - 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 Prof. Serafino 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.
5. **Timesheets**
 - The earliest date to record hours for spring is January 2, 2012.
 - Timesheets are due on the 1st of each month. If you foresee a problem, you must notify the Clinical Program Administrator. If the first of the month falls on a weekend the due date then becomes the following Monday by 5:00pm.
 - 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 hours will not count.
 - 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 May 11, 2012.
 - Keep copies of all timesheets for your records.
6. **Activity Journals**
 - Journals are due on February 1 and May 1.
 - Journals are to be 2-4 pages, typed and double spaced. At the top, please include your name, externship location, and your email address.
 - The topics are included in this handbook.
 - All journals are kept confidential, and will only be read by the Clinical Director, a supervising clinician, the Program Administrator, and/or a Faculty Advisor.
 - Journals may be faxed to (310) 506-6596, submitted via email to clinicallaw@pepperdine.edu, mailed or delivered to the Clinical Programs office.
 - Journals must be prepared according to the confidentiality policies of your placement.

- Externs who have been assigned a Faculty Advisor must submit their journals directly to the Advisor for review.

7. Seminars

- All first-time externs are required to attend a seminar.
- All seminars are worth 1 unit and graded as high pass/pass/credit/fail.
- It is your responsibility to know when and where your seminar meets.
- Attendance will be taken. It is your responsibility to find out the allowable number of absences from the instructor.
- Semester-long attendance is required even if your externship is completed early.

8. 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; repeat extern; 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.
- It is your responsibility to make sure your advisor receives a copy of your monthly journal for review.
- 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.
- Externs **do not** get a unit if they have a Faculty Advisor.

9. Evaluations

- It is your responsibility to meet with your supervising attorney to discuss your Mid-Semester Performance Evaluation. The evaluation will be emailed in February.
- 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 April. You need not be present for this evaluation.

10. 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. All journals are received.
 3. A favorable Mid-Semester and Final Performance Evaluation from the supervising attorney has been received.
 4. The Student Externship Evaluation has been received.
- The seminar course is graded separately as high pass/pass/fail.

JOURNAL TOPICS

Journals are a mandatory component for **all** externs. There are assigned topics for both journals. Journals will not be reviewed by your supervising attorney or judge; they are entirely your candid and confidential observations and thoughts. Your journals must be typewritten. They need be no longer than several well-thought out pages, approximately 2-4 in length. The purpose of this component is to encourage you to thoughtfully and critically explore various issues within the context of your field placement agency. Each journal will be read; if it appears to that little reflection was actually involved in preparation of the assignment, it will be returned to you for elaboration.

Introductory Journal

Tell me about yourself. Also, write down no fewer than five specific goals and objectives you hope to accomplish during your semester; more if you wish. Discuss your goals with your supervising attorney so s/he knows what you want from the externship and what kinds of experiences might lead you to those goals. Are they realistic? Report on your conversation with your supervisor: did s/he suggest any changes, additions, or deletions to your list? In addition, let me know what you think about your externship placement thus far including the people, the environment, and the work, etc...

Discuss the steps taken in your workplace or judicial chambers to familiarize you with your professional obligations regarding chambers' or attorney-client confidentiality rules. Did you receive formal training? Were you provided anything in writing regarding the rules or your workplace policy? Do you feel the training was adequate to meet your comfort level in terms of fully understanding the implications of confidentiality? If not, why not? What do you understand the policy of your workplace to be? Please also bring me up to date on your externship.

Exit Journal

Return to your original agenda/goals list from the first journal. Look at your goals and assess your experience thus far. Report on your progress or lack of progress in meeting each goal. Amend the original document if you've changed course. If goals have not been addressed, make notes about your concerns. Consider the best way to raise the concerns with your supervising attorney and report on your plans to do so. Please bring me up to date on how your externship is going.

Discuss the quality of lawyering you observed in your workplace, both oral advocacy and the written work you have seen produced by lawyers. Was the advocacy better or worse than you expected? Was the written work better or worse than you expected? In general, if work was of a poorer quality than you expected, what do you think might be the reasons for the poor quality that you observed? Sloppiness? Overwork/high case loads? Inadequate supervision or training? How do you propose to avoid those pitfalls as a new lawyer? Please bring me up to date on your externship and include any final thoughts on your overall experience.

Pepperdine University School of Law Student Performance Agreement

As a Pepperdine University School of Law extern, I agree to:

1. Be familiar with, and comply with, all Pepperdine University School of Law Clinical Programs policies and procedures as set forth in the document provided to me entitled *Pepperdine University School of Law Externship Handbook* as well as with any other requirements or policies contained in the law school Student Handbook.
2. Be fully aware of my professional obligations at all times in my workplace. I agree to adhere to the Confidentiality Policy of the Clinical Programs, as well as to familiarize myself with, and adhere to, the confidentiality policy of my workplace. The Confidentiality Policy of the Clinical Programs is as follows:

“Externs shall not reveal information designated as confidential by their supervisor. Externs shall not reveal information relating to the representation of a client, disclose the identity of a client or reveal information leading to the disclosure or identity of a case or client without the express advance authorization of their supervisor. Externs shall redact all written work submitted to the Clinical Programs office to preserve confidentiality.”

3. I agree that my externship with _____ will begin _____ and end _____. I will not alter these dates without obtaining the express consent of my supervisor and Professor Serafino, Director of Pepperdine’s Clinical Programs. I agree to work _____ hours per week. I agree not to discontinue my externship for any reason without first obtaining the permission of the Clinical Programs office.
4. I understand that it is solely my responsibility to submit all documents on time that are required to complete this externship course. It is solely my responsibility to verify with the Clinical Coordinator that I have completed all course requirements on or before the last due date for the semester or summer session.
5. I understand that I will not receive credit for my externship unless and until this document is signed by me and my supervisor, and I comply with the other requirements of the Clinical Programs office.

I have read this *Student Performance Agreement* and understand and agree to comply with it. I understand that my signature reflects my agreement with the terms herein. I also acknowledge receipt of and understand and agree to comply with the document entitled *Pepperdine University School of Law Externship Handbook*.

Signature of Supervisor (Primary)

Signature of Student

Printed Name

Printed Name

Date: _____

Date: _____

Additional Supervisors:

Printed Name

Signature

