

# **Pepperdine University School of Law**



## **Externship Handbook Summer 2011**

**Course Requirements, Policies and Forms**

# Summer 2011

## DOCUMENT DEADLINE FOR SUMMER CREDIT: August 12, 2011

### IMPORTANT DATES FOR STUDENTS ENROLLED IN THE SEMINAR

April 25 and 26	Mandatory Orientation, 12.30pm-1pm (attendance required at one of the two)
June 1	Signed timesheet for May 23-31
June 15	Signed timesheet for June 1-15
July 1	Signed timesheet for June 16-30
July 15	Signed timesheet for July 1-15
August 1	Signed timesheet for July 16-31
August 12	Exit journal, externship evaluations, remaining timesheet

**\* The absolute last day externs may earn hours is August 12, 2011. Any documented hours for August must be received by Friday, August 12th. No exceptions. Please keep copies of all timesheets and other documents submitted.**

### IMPORTANT DATES FOR STUDENTS NOT ENROLLED IN THE SEMINAR

April 25 and 26	Mandatory Orientation, 12.30pm-1pm (attendance required at one of the two)
June 1	Email update to Clinical Program Administrator Signed timesheet for May 23-31
June 15	Email update to Clinical Program Administrator Signed timesheet for June 1-15
July 1	Email update to Clinical Program Administrator Signed timesheet for June 16-30
July 15	Email update to Clinical Program Administrator Signed timesheet for July 1-15
August 1	Email update to Clinical Program Administrator Signed timesheet for July 16-31
August 12	Exit journal, externship evaluations, remaining timesheet

**\* The absolute last day externs may earn hours is August 12, 2011. Any documented hours for August must be received by Friday, August 12th. No exceptions. Please keep copies of all timesheets and other documents submitted.**

## The Basics:

- Externs can only earn academic credit for work performed. Monetary compensation, other than parking reimbursement, is prohibited.
- The externship must be secured and officially registered before beginning work and submitting hours. Any hours submitted prior to completed registration will not be counted.
- 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.
- It is *the extern's responsibility* to submit all required documents on time and to keep copies of everything submitted.
- **TIMESHEETS ARE TO BE SUBMITTED TO THE CLINICAL PROGRAM ADMINISTRATOR.**

## Contact Information:

Prof. Laurie Serafino  
Director of Clinical Programs  
Phone: (310) 506-6350  
Fax: (310) 506-6596  
[Laurie.Serafino@pepperdine.edu](mailto:Laurie.Serafino@pepperdine.edu)

Rian Curley  
Program Administrator  
Phone: (310) 506-7449  
Fax: (310) 506-6596  
[Rian.Curley@pepperdine.edu](mailto:Rian.Curley@pepperdine.edu)  
\*on maternity leave thru July.

Sandra Harrison  
Acting Program Administrator  
Phone: (310) 506-7449  
Fax: (310) 506-6596  
[ClinicalLaw@pepperdine.edu](mailto:ClinicalLaw@pepperdine.edu)  
\*acting program admin thru July.

## Externship Course Requirements Summary

- 1. Mandatory Performance Agreement** (enclosed)
  - The Performance Agreement must be signed by you and your supervising attorney and returned to the Program Administrator with the registration documents before you begin working.
- 2. Course Components**
  - Perform all hours.
  - Submit signed timesheets.
  - Submit timely email updates or attend corresponding externship seminar and/or meet with your respective Clinician or Faculty Advisor if instructed.
  - Submit evaluations.
  - Submit exit journal.
- 3. Hours**
  - Each unit requires 52.5 hours of supervised legal services.
  - Orientation and training hours count towards total 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 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 and when you plan to complete your hours.

#### 4. Timesheets

- The earliest date to record hours for summer is May 23, 2011.
- Timesheets are due on the 1<sup>st</sup> and 15<sup>th</sup> of each month. If you foresee a problem, please notify the Clinical Program Administrator.
- Timesheets must be signed and returned by your supervising attorney.
- 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 clinical staff reserves the right to award additional time to your timesheet as a bonus for email updates and journals that show great effort and thought.
- The last date to earn hours is August 12, 2011.

#### 5. Students not participating in a Seminar Course

- Emails are due the 1<sup>st</sup> and 15<sup>th</sup> of each month.
- Your email update should be sent to the Program Administrator at [ClinicalLaw@pepperdine.edu](mailto:ClinicalLaw@pepperdine.edu).
- The update should include information about your experiences, challenges and successes at your externship site.

#### 6. Seminars

- All externs are required to attend a seminar unless another arrangement has been made by the Director.
- All seminars are worth 1 unit and graded as pass/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.

#### 7. Faculty Advisors

- The option of a Faculty Advisor is given to students when applicable.
- Reasons for an advisor may be any of the following subject to the discretion of the Director: 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 bi-monthly email update 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.

#### 8. Evaluations

- The Student Externship Evaluation contained in this packet is due at the end of your externship.

- Your supervising attorney will be mailed a Final Performance Evaluation on July 5, 2011. You need not be present for this evaluation.

### **9. Exit Journal**

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? What was good about the externship, and what did you see that you want to emulate in your practice?

### **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 email updates are received.
  3. A favorable 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 pass/fail

**This is your opportunity to learn, take advantage of it!**

### **Questions All Field Externs Should Ask:**

How long should I spend on this project?

When do you need this? Is there a deadline?

When can we meet to discuss my work or progress?

Where should I start my research?

Are there any examples of this type of motion, brief, declaration?

Where can I find it?

What are the rules regarding extern requests of clerical or support staff?

# Pepperdine University School of Law

## Extern Timesheet

*Due on the 1<sup>st</sup> of each month • Fax (310) 506-6596*

Student's Name (please print): \_\_\_\_\_

Externship/Agency: \_\_\_\_\_  
(Example: U.S District Court, Warner Bros. or Public Counsel)

Externship Supervisor (please print): \_\_\_\_\_  
(If judicial, print the name of the judge. Immediate supervisor signs below.)

DATE(mm/dd)	HOURS	DESCRIPTION OF ACTIVITY

Total Hours: \_\_\_\_\_ (to last quarter-hour completed, e.g., 9.75, 13.25)

Please Note: Lunch hours are excluded from fieldwork hours. Hours must be entered daily. Each day must have a description of that day's activity.

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?