

EXTERNSHIP OVERVIEW

Externship Basics:

Externship Overview

Candidates who select an externship component for their Master's degree requirements must complete a Dispute Resolution Clinic (Mediation or Investor Advocacy) and two separate projects, while LL.M. candidates must complete a Dispute Resolution Clinic and one project. Externships are evaluated and based on the student's ability to meet program objectives. Every student will be supervised by an appropriate and experienced practitioner. When completed, each externship placement carries two units. At a minimum, each two-unit externship must contain 120 verified hours of fieldwork. Lunch, breaks, and travel time to/from home or campus are excluded from accumulated fieldwork hours. Pursuant to SIDR (Straus Institute for Dispute Resolution) and ABA rules, students may only work for credit and may not be compensated.

Eligibility

Students who are in good standing with the School of Law and accepted into the Certificate, Master's, or LL.M. programs are eligible to do an externship. Typically, students should have completed about half of their courses, including the Mediation Seminar or an arbitration class before beginning work on their externship.

Code of Ethics

During the externship, students are required to abide by the Pepperdine University Code of Ethics. The Code is available at pepperdine.edu/provost/content/ethics.pdf.

Supervisor

A specific, experienced practitioner must supervise each student. The supervisor will be responsible for monitoring assignments, answering questions, providing regular feedback, verifying time sheets, and completing a performance evaluation. If more than one supervisor is necessary, they must all be designated at the beginning of the externship.

New and Existing Externships

Students wishing to initiate an externship must apply to the Straus Institute for approval. New and existing externship projects must minimally meet the following four requirements:

1. Provide a significant opportunity to experience and learn;
2. Meet educational objectives of the program;
3. Afford adequate field and faculty supervision; and
4. Not include extensive research, writing, or clerical assignments

Special Consideration for JD/MDR Students

JD/MDR students can enroll in an externship placement that will either count toward their MDR only (be allocated to MDR only as part of the 18 additional units and charged the per unit tuition rate) or that can double count as part of the 14 units that counts for both the JD and MDR degrees. Externship placements that will count toward the MDR only need to be enrolled in and monitored through the Straus Institute. Externships that will count toward the JD and MDR credits need to be enrolled in and monitored through the School of Law Clinical Law Office. Please note that any externship experience needs to be approved by your academic advisor. If the externship will count toward both degrees, both Professor Serafino in the Clinical Law Office as well as your Straus Academic Advisor need to approve that the experience fulfills each departments requirements.

Payment

Externships are typically 2 units, composed of 120 hours. Each unit is \$1440, so the typical externship is \$2880. After registering online for the externship, students will automatically be billed and can arrange payment through the Student Accounts Office (310.506.4981).

Deadlines

Students have the responsibility to contact the Straus Institute for Dispute Resolution office, 310.506.4655, and arrange a meeting approximately three months before they intend to begin their externship. Students should come to this meeting prepared to discuss their areas of interest and schedule for completing the externship. Please register for TWEN and register for the course academically before beginning your externship.

Forms

All of the forms necessary for your externship are available in the Straus Office or online at <http://law.pepperdine.edu/straus/academics/externships/current-students.htm>