

## EXTERNSHIP OVERVIEW

### Externship Overview

Candidates who select an externship component for their Master's degree requirements must complete a Dispute Resolution Clinic (Mediation, Investor Advocacy, Fair Employment and Housing, Criminal Justice Dispute Resolution Practicum) and two separate projects, while LLM 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 105 verified hours of fieldwork. Lunch, breaks, and travel time to/from home or campus are excluded from accumulated fieldwork hours.

### Eligibility

Students who are in good standing with the School of Law and accepted into the Master's, or LLM programs are eligible to do an externship. Typically, students should have completed about half of their courses, including the Dispute Resolution Clinic 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:

<http://community.pepperdine.edu/hr/policies/ethics.htm>.

### Maximum Units of Non-Classroom Credit

LLM and MDR programs can complete a maximum of ten (10) units of clinical credits towards graduation. Students in the CDR Program can complete a maximum of four (4) units of clinical credit towards the certificate.

### Note to JD Students

The School of Law maintains separate policy requirements for externship experiences that can count toward the JD degree. JD Students interested in participating in an externship (other than one required for the MDR) should contact Professor Baker, Director of Clinical Education, at [jeff.baker@pepperdine.edu](mailto:jeff.baker@pepperdine.edu), or Donna Brabec, Clinical Programs Administrator at [clinicallaw@pepperdine.edu](mailto:clinicallaw@pepperdine.edu).

### Payment

Externships are typically 2 units, composed of 105 hours. Each unit is \$1,800, so the typical externship is \$3,600. After registering 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.

## 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>.

## Note to LLM Students Interested in Taking the New York Bar Examination

The New York State Bar requires 50 hour pro bono requirement. In general, qualifying pro bono work should be performed in the service of low-income or disadvantaged individuals who cannot afford counsel or whose unmet legal needs prevent their access to justice; involves the use of legal skills for an organization that qualifies as tax-exempt under Internal Revenue Code 501(c)(3); or involves the use of legal skills for the court system or federal, state or local government agencies or legislative bodies.

The following are examples of the qualifying externship placements:

1. Not-for-profit provider of legal services for the poor and low-income individuals;
2. Law firm, only if the work is performed for a pro bono matter being handled by that firm and the pro bono client is not paying a fee;
3. Not-for-profit organization, only if the work is related to a legal matter for which no fee is being paid;
4. Judge or a court system;
5. Legal Aid, a civil or a criminal legal services organization that serves low-income clients, a Public Defenders, a U.S. Attorney, a District Attorney or a State Attorney General; or
6. Federal, state or local government agency or a legislative body.

Additional information on these and other specific requirements can be found on the New York State Board of Law Examiners website: <http://www.nybarexam.org/Default.html>.

# STRAUS INSTITUTE FOR DISPUTE RESOLUTION

## Criteria for Approval of Dispute Resolution Externship Placements

The Straus Institute for Dispute Resolution administers a clinical program to serve students in the LLM, MDR (including JD/MDR) and Certificate (non-JD only) that provides dispute resolution/lawyering skills externship placements. The purpose of these externships is to combine practical experiences to reinforce theoretical foundations taught in the Straus courses. Straus' clinical program offers a variety of opportunities in which students gain professional experience and explore potential future career opportunities in a structured learning environment.

Externship placements that apply to Straus' LLM, MDR, or Certificate program have criteria that are different from those for the JD Program. Your program advisor will use the following guidelines in determining whether or not a proposed placement/experience can be approved:

- A. The dispute resolution externship should serve the student in exploring and advancing career options. The placement should provide a mentoring relationship between the student and supervisor and provide training, information and reflection that will help the student begin or advance their career.
- B. The placement will include a supervisor who has experiences or expertise that should be of benefit to the student. The externship supervisor will be fully apprised of Straus' expectation that they will mentor the student. The clinical supervisor need not be an attorney.
- C. Students may be placed in any organization or firm that their advisor deems as an appropriate learning experience. Students who are gainfully employed may not do an externship with their current employer if the proposed experience is part of their current job description. The externship program allows credit for educational experiences that provide new learning opportunities and growth for the student. The externship program does not recognize life experiences.
- D. Straus students who are Juris Doctor candidates may complete any externship administered through the School of Law's JD Clinical program and use those units to satisfy the clinical requirement for the MDR. Students desiring to count a JD externship placement toward the Certificate program must seek permission from their Straus program advisor.
- E. Hours worked to earn toward externship units may be paid or unpaid.

Each unit of externship credit requires 52.5 hours of work at the student's field placement. Students must obtain permission and register in advance for the number of units for which they will work. Hours are not accrued while working from an unsupervised location including the student's home. Lunch, breaks, and travel time to/from home or campus are excluded from accumulated fieldwork hours. All externships are graded as pass/fail experiences.

The externship placement inquiry should begin with your Straus academic advisor to discuss different options and opportunities that will provide an experience that will contribute to your overall career goals. After the initial discussion with your advisor, please work with

Straus' externship administrator, Joanna Reese, for descriptions and contact information of approved placements. New placements can be approved if they provide a significant opportunity not otherwise available, meet Straus' externship program's educational objectives, and afford adequate field supervision. Placements may not include extensive research, writing, or clerical assignments.