

STRAUS INSTITUTE FOR DISPUTE RESOLUTION

Welcome to the Externship Program

Dear Students:

Welcome to the Straus Institute Externship Program. Externships are a fantastic opportunity for students to combine practical experience with their theoretical course foundation. The externship experience allows students to gain actual experience and network with professionals in the field. Over the years, many of our students have received job offers or post-externship referrals as a result of their externship. I encourage you all to look at this opportunity as a solid stepping stone into your career path.

This packet includes all the information you need to participate in an externship. As you review this information, please be mindful that the forms in the packet must be completed and returned to the Straus Institute.

1) Set-up Mentor Meeting with your Academic Advisor for suggestions and guidance

Approximately 2-3 months prior to starting your externship, students should set up a time to meet with their Academic Advisor and Externship Administrator, 310.506.4655, to discuss externship possibilities. This is a good opportunity to discuss your career goals and work towards finding an externship placement that best suits your needs and interests. Any work completed without receiving approval cannot be applied toward an externship.

2) Review and prioritize possible placements

Students are encouraged to view the placement list on TWEN for placement ideas (class: Externship; password: summer2014, fall2014, spring2015, etc. depending on the semester). The Externship Placement Book is also available in the Straus Office.

3) Coordinate with the Externship Administrator best ways to approach various placements

Please coordinate with the Externship Administrator best ways to approach various placements. Depending on the placement, we may introduce you to a potential placement or ask you to contact them with a resume and cover letter presenting the externship program, as if you were formally applying for employment. However you contact the placement, the goal is to have an interview to discuss the nature and volume of work available at that placement.

4) Submit the Externship Placement Form

When you have confirmed an externship placement, submit the Externship Placement Form (Form 1) to the Externship Administrator together with the registration form: <http://law.pepperdine.edu/academics/content/registration-adddrop.pdf>. The class numbers are available from the Externship Program Administrator. You can also register on TWEN so that you can access the Master Placement Book and the Externship Packet. The class is named *Externship* and the password is the name of the semester (summer2014, fall2014, spring2015, etc.).

5) Begin Externship

Please refer to the externship requirements below. It is very important to remember that you are representing not only yourself but Pepperdine University as well. Unprofessional behavior will not be tolerated as it reflects poorly on our program and other students.

6) Submit Timesheets and Journals every 2 weeks

Timesheets (Form 2) have to be submitted every two weeks. Students may email, mail, fax, scan, or return timesheets to the Straus Office. Each timesheet must be signed by a supervisor. Even if no hours were completed during this time, students must still send in a one paragraph update indicating that no hours were worked and an expected time frame for the work to resume.

Journal (Form 3): Students must submit a one-page (hand-written or typed, double-spaced, font 12) progress journal for every 21 hours completed. These journals should reflect on what you have learned during this time. Please make copies of your timesheets and journals for your records. **Journals and timesheets are now encouraged to be emailed to joanna.reese@pepperdine.edu.**

7) Upon completing the externship, submit Student's Evaluation Form and Supervisor's Evaluation Form

Please submit Student's Evaluation Form (Form 4) and Supervisor's Evaluation Form (Form 5) within one week of completing your hours.

8) Check on credit within four weeks of completion

After your timesheets, journals and evaluations are received, your file will be reviewed and credit requested. All externships are graded on a pass/fail basis.

Externships are a combination of hard work, initiative, creativity, integrity, and great reward. If you allow it, your externship will be more than volunteering; it will be the door into your professional field. Our hope is that the Externship Program is another resource for you in addition to our staff and faculty.

Sincerely,
Joanna Reese
Externship Program Administrator
Straus Institute for Dispute Resolution
Pepperdine University School of Law