

# Pepperdine School of Law

## Externship Handbook

Spring 2016

Clinical Education Programs

# Externship Program Overview

## Spring 2016

### Dates to Remember:

Mandatory orientation:	January 13&14, 2016, 12:40pm (attendance is required for new externs)
Registration and withdrawal deadline:	January 22, 2016 (unless otherwise approved by the Director of Externships).
Timesheets due:	Weekly
Supervisor evaluations due:	March 4, 2016 and April 26, 2016
Student evaluation due:	April 26, 2016
Final hours due:	April 26, 2016

Students may earn hours from January 11, 2016 through April 26, 2016. All documents for the externship are due as set forth in the syllabus for each workshop, but in no event later than April 26, 2016.

### The Basics:

- All externships must be approved in advance by Professor Richard Peterson, Director of Externships. Students must register with the Clinical Programs Office by January 22, 2016 at the latest. January 22 is the deadline for registration and add/drop, and students may not make any adjustments to their registration, work commitment or credit hours after this date. Students who secure field placements after the drop/add deadline may be permitted to enroll at the director's approval, but will be limited to 2 units and must secure a Faculty Advisor in lieu of the workshop.
- If you think you are interested in participating in an externship during the Spring semester but have not yet secured a position, please notify the Clinical Program Manager at [donna.brabec@pepperdine.edu](mailto:donna.brabec@pepperdine.edu).
- If you have a pending or secured externship, you must attend the mandatory orientation as well as a bi-weekly workshop.
- Students who have already taken and completed an externship and the required workshop or faculty advisor are not required to take a workshop, have faculty advisors or submit journals for subsequent externships. Returning externs are required to meet with Professor Peterson mid-semester to discuss their placement.
- Students in subsequent externships must complete all requisite paperwork, including registration materials, timesheets and evaluations, and should submit all of these materials to Ms. Brabec, the Clinical Program Manager, by the deadlines set out in the syllabus and handbook.
- All externships are graded on a High Pass/Pass/Credit/Fail basis. The workshop component is part of the externship course grade.
- Externs can only earn academic credit for work performed. Monetary compensation is prohibited.
- The externship must be secured and officially registered before the hours can begin accumulating toward credit, unless otherwise approved by the Director of Externships.
- It is the extern's responsibility to submit all required documents on time.
- Please keep a copy of all of your timesheets and other required documents.

### Contact Information:

Professor Richard Peterson  
Assistant Clinical Professor of Law  
Director of Externships  
Phone: (310) 506-4407  
Fax: (310) 506-6596  
[richard.peterson@pepperdine.edu](mailto:richard.peterson@pepperdine.edu)

Donna Brabec  
Clinical Program Manager  
Phone: (310) 506-7449  
Fax: (310) 506-6596  
[donna.brabec@pepperdine.edu](mailto:donna.brabec@pepperdine.edu)  
or [clinicallaw@pepperdine.edu](mailto:clinicallaw@pepperdine.edu)

## Externship Courses

**LAW 300.01 Externship Field Placements** (maximum 10 units per placement. Students may earn academic credit for legal work they perform without pay, under the supervision of licensed attorneys in a variety of field placements. Qualifying field placements may be in judicial, governmental, military, public interest and in-house corporate law offices. Private, for-profit law firms qualify only if the students' work is exclusively on pro bono matters for the duration of the externship.

In Judicial placements, 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.

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 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 or have completed 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).

Through externships 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.

In corporate placements, students work under the supervision of lawyers in in-house counsel offices on diverse matters including governance, compliance, transactions, financing, licensing, negotiating and contracts. These placements may include entertainment companies, guilds, agencies, sports, finance, and real-estate companies.

Through field placements in the government sector, students develop their skills in legal analysis and reasoning, negotiation, interviewing, research and writing.

### Workshops

Workshops are a required element of each externship. Workshops meet bi-weekly and begin the second week of the semester. Students who have already taken and completed an externship and the required workshop or faculty advisor are not required to take a workshop, have faculty advisors or submit journals for subsequent externships.

LAW 300.11 EXTERNSHIP-WORKSHOP 1	Professor Richard Peterson	Mon 7-8pm
LAW 300.12 EXTERNSHIP-WORKSHOP 2	Professor Richard Peterson	Tues 5-6pm
LAW 300.13 EXTERNSHIP-WORKSHOP 3	Professor Richard Peterson	Wed 6-7pm

## Student Information

**1. Eligibility.** Second and third-year law students in good academic standing (cumulative GPA of 2.3 or higher) are eligible to participate in the externship program. Students with an overall GPA below a 2.3 may be eligible for participation, with a waiver from the Academic Dean. The Director of Externships must confer with each student and approve all externships.

**2. Externships.** The externship inquiry should begin by meeting with the Director of Externships to clarify the student's goals. Students are advised to view Symplicity and reference directories in the Career Development Office for externship opportunities. Private law firms are not approved unless they are nonprofit public interest entities (cf. section 501(c)(3) of the Internal Revenue Code) or the student will be performing only pro bono, public interest work, the student is unpaid, and the placement is approved by the director. New externships may be approved if they 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, and hours may not be accrued for work done remotely. Credit can be granted only in 52.5-hour increments; in other words, 104 hours of fieldwork earns only one unit of credit. Exceptions can be made only with the approval of the Academic Dean. Other restrictions may be imposed on new externships as deemed necessary. In addition, no more than 18 non-classroom units may be counted toward the J.D. degree, including journals and competitions.

**4. Workshop.** Concurrent enrollment is required in one of the workshops for first time externs. All workshops begin the second week of the term and meet on alternating weeks. Workshop hours count toward work hours. Students who have already taken and completed an externship and the required workshop or faculty advisor are not required to take a workshop, have faculty advisors or submit journals for subsequent externships. Students in subsequent externships must complete all requisite paperwork, including registration materials, timesheets, and evaluations, but should submit all of these materials to Ms. Brabec, the Clinical Program Manager, by the deadlines set out in the syllabus and handbook. Returning externs are required to meet with Professor Peterson mid-semester to discuss their placement.

**5. Student reporting requirements.** The reporting requirements consist of weekly timesheets, a student evaluation, and journals. Timesheets, journals and the student evaluation must be submitted to the Clinical Program Manager, Donna Brabec. The actual timesheet form and the student evaluation form may be found in this handbook, and the School of Law website. Journal information may be found in the workshop syllabus or by emailing Donna Brabec at [donna.brabec@pepperdine.edu](mailto:donna.brabec@pepperdine.edu). Journals are not required for returning externs.

**6. Supervisor 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. The mid-term evaluation and final evaluation forms may be found in this handbook, and the School of Law website.

**7. Further information.** For more information, please contact Prof. Richard Peterson, Director of Externships, by phone at (310) 506-4407 or e-mail at [richard.peterson@pepperdine.edu](mailto:richard.peterson@pepperdine.edu), or Donna Brabec, Clinical Program Manager, by phone at (310) 506-7449 or by email at [donna.brabec@pepperdine.edu](mailto:donna.brabec@pepperdine.edu).

### **Externship Course Requirements**

**1. Attend Mandatory Orientation-** The orientation will be offered on January 13 & 14 from 12:40 – 1:30 pm. All new externs are required to attend. One hour may be used toward work hours.

**2. Course Components**

- Perform all hours.
- Submit signed timesheets weekly.
- Submit student evaluation.
- Attend corresponding externship workshop and submit timely journals.

**3. Hours**

- Each unit requires 52.5 hours of supervised legal work.
- Orientation and training hours at your placement count, as well as workshop hours.

- All fieldwork 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 Professor Peterson 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) and when you plan to complete your hours.
- You must register for the credit hours you wish to receive and commit to the attendant work load at registration, by the drop/add deadline at the latest. You may not increase or decrease your hourly or credit load after this date for the semester.

#### **4. Timesheets**

- The earliest date to record hours for the Spring semester is January 11, 2016.
- Timesheets are due weekly.
- Timesheets must be signed 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 “Description of Activity” section must be completed. One or two sentences will suffice.
- Hours are to be reported in tenth-hour increments, i.e. .10, .50, .70.
- Working lunches can be counted.
- The last date to earn hours is April 26, 2016.
- Keep copies of all timesheets for your records.

#### **5. Workshops**

- Workshops meet bi-weekly.
- Three journals are to be submitted to Donna Brabec by email.
- Students in subsequent externships must complete all requisite paperwork, and should submit all of these materials to Ms. Brabec, the Clinical Program Manager, by the deadlines set out in the syllabus and handbook.
- Attendance will be taken.
- Term-long attendance is required even if your externship is completed early.

#### **6. Journals**

- Journals will be 1-2 typed pages, double spaced, and should be emailed to Donna Brabec and to your workshop professor or faculty advisor.
- Your professor will give you the topics, which are set forth in the syllabus, on the first day of the workshop.
- Journals are confidential between you, your workshop professor, and the Director of Externships.
- If you are not in a workshop, Donna Brabec will email you the journal topics and due dates.

#### **7. Faculty Advisors**

- As an alternative to mandatory workshops, student may have a Faculty Advisor when approved by the Director of Externships.
- An extern may have a Faculty Advisor, subject to the discretion of the Director, for these reasons: schedule conflicts or an externship that is 25 miles or more from campus.
- Faculty Advisors must be full-time SOL professors and must be confirmed prior to registration.
- It is your responsibility to meet with your Faculty Advisor in person or by phone at least on a bi-weekly basis.
- The option of a Faculty Advisor must be approved by the Director of Externships. Documentation will be maintained in the Clinical Programs Office. The Clinical Programs Office reserves the right to periodically follow up with your Faculty Advisor to make sure all requirements are being met.
- All journals, timesheets and evaluations will be turned in to Donna Brabec.

## **8. Evaluations**

- It is your responsibility to meet with your supervising attorney to discuss your Mid-Semester Performance Evaluation. The evaluation will be emailed to your placement supervisor in February.
- The Student Externship Evaluation contained in this handbook and on the School of Law website is due at the end of your externship but no later than April 26, 2016.
- Your supervising attorney will be emailed a Final Performance Evaluation in April. You need not be present for this evaluation.

## **9. Grading**

- The externship is graded as High Pass/Pass/Credit/Fail basis.
- Grades will be based on attendance, participation, meeting all of the requirements set forth in the workshop syllabus, and supervisor evaluations.
- A grade of Credit or higher will only be given when all the following criteria are met:
  - ✓ All fieldwork hours are completed and documented.
  - ✓ All journals are received.
  - ✓ Favorable Performance Evaluations from the supervising attorney have been received.
  - ✓ The Student Externship Evaluation has been received.
  - ✓ Attend workshops (with no more than one absence).
- Students will receive a Pass if they receive satisfactory evaluations from their field supervisors, attend workshops and turn in all documentation timely.
- Students who distinguish themselves by receiving exceptional placement evaluations and workshop evaluations will be considered for a High Pass.
- Students must determine at the time of registration the number of units they choose to earn. Students who do not work enough hours to earn the units they signed up for will receive credit only for the number of units they earned and will receive a "W" for any units not earned, unless there are extenuating circumstances and they receive approval by the Director of Externships to reduce their units.

# Pepperdine University School of Law Externship Program

## Weekly Timesheet

**Due Weekly**

Fax to 310.506.6596 or Email to [Clinicallaw@Pepperdine.edu](mailto:Clinicallaw@Pepperdine.edu)

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

Externship Agency: \_\_\_\_\_

(Example: US Court of Appeals, Nickelodeon, or Ventura Public Counsel)

Externship Supervisor (please print): \_\_\_\_\_

(For Judicial Externships, please print the name of the Judge. Immediate supervisor signs.)

Date (month/day)	Hours	Description of Activity
Jan 11, 2016	8	Research, draft memo
Jan 12, 2016	6.3	Interview clients
Jan 13, 2016	7.1	Edit, revise and draft memo

**Total Hours:** \_\_\_\_\_ 21.4 \_\_\_\_\_ (to the last tenth-hour completed.)

Lunch hours excluded. Each day must have description of activity. Hours must be entered daily.

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, email is [clinicallaw@pepperdine.edu](mailto:clinicallaw@pepperdine.edu)**

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?

**PEPPERDINE UNIVERSITY SCHOOL OF LAW**  
**Mid-Semester**  
**Student Performance Evaluation**

Student:  
Agency:  
Supervising Attorney:

Please comment with respect to the factors listed below where appropriate.

**Quantity** - Amount of work performed; completion of work on schedule.

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**Quality** - Accuracy; neatness; thoroughness; amount of revision necessary.

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**Work Habits** - Punctuality; attendance; observance of rules and regulations.

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**Personal Relations** - Getting along with fellow employees; meeting and handling the public; professional presentation.

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**Adaptability** - Performance in new situations or with minimum instructions; initiative (e.g., suggestions, constructive criticism.)

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**Progress** - Speed and thoroughness of learning; efforts at self-improvement.

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**Ability to Write Effectively** –

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**Interviewing Ability** - (if applicable)

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**Comments and Goals** -

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Field Supervisor's Signature

Position

Date

Student's Signature

Date

# PEPPERDINE UNIVERSITY

## School of Law

### EXTERNSHIP SUPERVISOR'S EVALUATION FORM<sup>1</sup>

Field Supervisor(s): \_\_\_\_\_

Student Extern: \_\_\_\_\_ 2L 3L (circle one)

*Unless otherwise requested, this evaluation may be shared with the student.*

<b>LAWYERING SKILLS</b>	Not Applicable	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counseling					
Investigation					
Negotiation					
Other Skills					
<b>PROFESSIONALISM/ WORK HABITS</b>	Not Applicable	Poor	Fair	Good	Excellent
Client Relations					
Office and Staff Relations					
Professional Ethics					
Initiative					
Judgment					
Thoroughness and Attention to Detail					

<sup>1</sup> This evaluation form was developed by the Greater Los Angeles Consortium on Externships ("GLACE"), made up of member schools Loyola, USC, Pepperdine, UCLA, Southwestern, Whittier and Chapman.

STRENGTHS: Please describe the extern's contributions to your chambers or office, such as the type of projects completed or areas in which the extern showed particular strength or skill:

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NEEDS IMPROVEMENT: For each category in which you rated the extern "Poor" or "Fair," please provide examples or otherwise describe the reason for the rating:

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EXTERNSHIP PROGRAM: Do you have any suggestions for improving our externship program in general, or ways we might assist you better in the future?

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STUDENT FEEDBACK: Although not required, we encourage supervisors to review evaluations with students as part of an exit interview. Please check below if you have done so:

\_\_\_\_\_ I have reviewed this evaluation with the student.

Date: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF JUDGE OR ATTORNEY SUPERVISOR

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
TITLE

***Thank you for participating in the Pepperdine University School of Law Externship Program.***

***Please return the completed form to:***

***Donna Brabec***  
Clinical Program Manager  
Pepperdine University School of Law  
24255 Pacific Coast Highway  
Malibu, CA 90263  
(310) 506-7449 (tel)  
(310) 506-6596 (fax)  
[donna.brabec@pepperdine.edu](mailto:donna.brabec@pepperdine.edu)