



UCDC LAW PROGRAM
EXTERNSHIP AGREEMENT
FALL 2010

I. Overview and parties.

This document is an agreement with regard to a full-time, unpaid, credit-bearing law student externship during the fall 2010 academic semester, among the three parties to the externship relationship who are named here and who have signed their names below: the student extern, who is an enrolled J.D. student at one of the four University of California law schools—Berkeley, UCLA, Davis and Irvine—which participate in the UCDC Law Program; the student’s lawyer supervisor at the placement; and the director of the Program, a member of the law faculties at all four participating schools, who helps the students secure their placements, ensures that the externship’s academic requirements are met, teaches the companion course, and supports the other two parties in making the UCDC Law experience the most rewarding it can be. Further information on the program is available at www.ucdclaw.blogspot.com, and on the linked pages on the participating schools’ Web sites.

II. Placement data.

Student name

Lawyer supervisor name

Lawyer supervisor phone and e-mail

Name, phone and e-mail of
agency representative responsible
for coordinating placement
(if different from supervisor)

Placement physical address

Agreed start date

Agreed end date

III. Program description.

The UCDC Law Program has two main components: a semester-long externship placement, ordinarily in a government or nonprofit law office in Washington, D.C., and a companion course. Students enter the Program during their second or third years at one of the four participating law schools: Berkeley, UCLA, Davis and Irvine. They receive 10 units of law school credit for the placement, where

they spend a minimum of 14 weeks full-time, and 3 additional units for the required companion course, which meets for three hours one night a week for 14 weeks. The program is administered under Rule 305, "Study Outside the Classroom," in Standards and Rules of Procedure for Approval of Law Schools, Section of Legal Education and Admissions to the Bar, American Bar Association, available at <http://www.abanet.org/legaled/standards/standards.html>; <http://www.abanet.org/legaled/standards/20072008StandardsWebContent/Chapter%203.pdf>. It is the policy of the UCDC Law Program, and of each of the four participating law schools to comply with Rule 305, and to send its students to only those field placements where compliance with Rule 305 is assured.

IV. Role and responsibilities of the student extern.

1. The student is here to learn. He or she should ask questions, become as involved as possible in the work of the office, and devote himself or herself to learning everything he or she can throughout the externship experience.
2. The student should give conscious attention to his or her goals for the externship, and is encouraged to share and develop them in consultation with his or her lawyer supervisor. The student is to prepare for the site visit by meeting with the Program director or adjunct faculty member and by preparing for and participating in the site visit and discussion with the Program and the lawyer supervisor.
3. The student extern must give the placement his or her dedicated attention and effort 40 hours a week for a minimum of 14 weeks.
4. The student must keep time records, and must submit them to the Program, as well as to his or her placement host organization or supervisor if office policy requires it.
5. The student must keep a contemporaneous journal of the externship experience, as set forth in the UCDC Law syllabus, submitting an expected 750 to 1000 words of reflection on the experience every two weeks.
6. The student must meet the lawyer supervisor's and host organization's reasonable expectations regarding assignment completion, workplace conduct, integrity and professionalism.
7. The student must respect the host organization's confidentiality and privilege rules and policies in journal entries, presentations, the final paper, and any other writing or discussion about the externship outside the placement host organization.
8. For the required final 15-to-20-page paper in the companion course, the student should ordinarily choose a topic growing out of the externship experience, in consultation with the student's supervisor, on criteria including salience to the office's work and to the externship learning process. The student's paper must be in its entirety the student's original academic work, and must not duplicate work done for the office.

V. Role and responsibilities of the lawyer supervisor and host organization.

1. The host organization must give the student substantive legal work, under a lawyer's supervision, throughout the externship, insofar as possible on at least the same level of rigor and complexity as it would give a first-year lawyer with a full-time position in the office.

2. The host organization must abide by ABA Rule 305, which forbids monetary compensation to a student extern except for reimbursement of reasonable externship-related out-of-pocket expenses.
3. The host organization must provide for the student's personal safety while at the placement through workers' compensation insurance or its equivalent.
4. The host organization must give the student access to the resources necessary to work and learn effectively, including adequate work space at the office in reasonable proximity to the work space of the lawyer supervisor or other professional staff engaged in work relevant to the student's externship.
5. The lawyer supervisor must give the student assignments chosen for their teaching value, excluding to the extent possible purely clerical, secretarial or paralegal work that is of little or no educational value or is otherwise incommensurate with law school credit.
6. The lawyer supervisor must give clear communication about assignments, and feedback on the student's written work, and should provide mentorship and arrange for the student's meaningful inclusion in the larger life and mission of the office, e.g., meetings, conference calls, hearings and other available opportunities for student learning.
7. The lawyer supervisor will receive the UCDC Law Program director or his representative for a short site visit at a mutually convenient time a few weeks into the term. The visit is intended to allow the supervisor to describe the student's work and assess performance without the student present, and then to allow a three-way conversation among student, supervisor, and Program, to explore what all three parties would like from the rest of the experience.
8. The lawyer supervisor must complete and submit to the Program a brief, confidential end-of-term evaluation of the student (currently arranged for on SurveyMonkey, www.surveymonkey.com). The supervisor is encouraged to share with the Program whatever other evaluations the host organization may produce about the student.
9. The host organization should make a reasonable effort to accommodate the student's need for one or more publicly disclosable samples of his or her writing at the externship, e.g. by helping with or reviewing redactions designed to protect office confidentiality or privilege rules.

VI. UCDC Law Program and program director role and responsibilities.

1. The Program exists to support both the student and the host in making the experience everything it can be. If any aspect of the externship raises problems or concerns for either the host or the student, the Program will work together with the two other parties to achieve a resolution.
2.]The Program will oversee the academic component of the internship, including assigning pass-fail and letter grades, under the participating law schools' respective policies, for both the non-graded placement component and the graded companion course.
3. The Program will communicate the UCDC Law Program's requirements, including those of the ABA Rules and the participating school, to the student extern and to the lawyer supervisor and host organization, and will ensure that the externship placement meets those requirements.

4. The Program will enforce rules and expectations of all its students regarding professionalism and workplace conduct, with measures up to and including removal of a student from a placement if the Program and the participating school believe the circumstances require it.
5. The Program director or his representative will visit the student extern's normal worksite at least once while the student is placed there, on the terms and for the purposes set forth in the previous section.
6. The Program director and/or any adjunct Program faculty will hold at least one face-to-face meeting with each student during the externship, typically before the site visit, and will be available throughout the semester to meet as needed with the student and the supervisor.
7. The Program director will be the first point of contact between the lawyer supervisor or host organization and the participating school, and where necessary will resolve disagreements between or among the student, the supervisor or host organization, and the participating school, with due regard to the host organization's and participating school's policies, traditions and expectations.

The Program will determine and certify the student's completion of all academic requirements of the externship, including hours and assignments at the placement, journals, and the final paper and other requirements of the companion course, and will award grades accordingly under the grading policies of the student's participating school.

VII. Signatures.

By signing below, the parties certify they are in accord with the terms of this agreement.

STUDENT EXTERN

Signature

Date

LAWYER SUPERVISOR

Signature

Date

UCDC LAW PROGRAM DIRECTOR

Signature

Date