

**INTERNATIONAL CLINICAL  
Externship Program  
Fall 2016**

**1. Objectives**

Externships at the School of Law enable students to integrate theoretical knowledge of the law with the development of professional skills through practical experience under the supervision of the faculty, the bench, and the bar. The experience offers students a unique and invaluable perspective on the practice of law and the role of lawyers in society.

While the practice of law is broadly defined for clinical purposes, an externship must afford a significant opportunity for the participating student to accomplish one or more of the following objectives:

- to enhance research or legal writing skills;
- to reinforce substantive or procedural knowledge of the law;
- to broaden understanding of the legal profession;
- to develop lawyering skills, such as interviewing, analysis, client counseling, planning, negotiation, problem solving, or oral advocacy;
- to raise and resolve issues of professional responsibility.

**2. Credit**

Pursuant to ABA rules, **every 52.5 hours of completed fieldwork earns one unit of course credit.** Hours are not accrued during travel time, lunch, breaks, or holidays. Credit can be granted only in 52.5 hour increments; in other words, 90 hours of fieldwork earns only one unit of credit.

Students may choose to complete either 1 unit (52.5 hours of fieldwork) or 2 units (105 hours.) In some special cases, 3 to 4 units may be allowed with the approval of Professor Boliek, Academic Director. **A failure to meet the number of completed fieldwork hours for the registered number of externship units will result in zero credit (not reduced credit) being awarded.**

**3. Reporting requirements**

The reporting requirements consist of time sheets, reflective journals, and an evaluation.

**TIME SHEETS**

**Time Sheets:** Timesheets must be signed by your externship sponsor on the following dates:

1. **Monday September 12th**
2. **Monday October 3rd**
3. **Monday November 7th**
4. **Friday December 2nd** - your final timesheet is due on this day if not before. If you work after final exams, please submit a timesheet for the remaining hours once your externship is complete. Your clinical evaluations are also due on this day.

A copy of the timesheet is included in the packet (*see page 5*). An electronic copy is also available.

**On December 2<sup>nd</sup> please turn in all time-sheets STAPLED, to Karen Haygreen in the front office. (Timesheets may not be emailed as they must be signed by your supervisor).**

## A. JOURNALS and BI-WEEKLY WORKSHOPS

**Journal Submissions:** Journals must be submitted on the day that they are due. If a journal is more than one week late you will NOT RECEIVE CREDIT for your clinical. **Keep copies for your records.**

- **Journals**

- Journals are to be 2-3 pages, typed and double-spaced.
- The word document must be submitted via email to Professor Padoan, the faculty advisor, [amanda.padoan@pepperdine.edu](mailto:amanda.padoan@pepperdine.edu) with the subject line: Journal #1, Journal #2 or Journal #3.
- **At the top of your Journal, please include your name, the name of your sponsor, and the firm name**
- A topic has been assigned for each journal (*please see below*). All journals are kept confidential, and will only be read by the Faculty Advisor and Assistant Director. Journals will not be reviewed by your clinical sponsor; they are entirely your own candid and confidential observations and thoughts. The clinical staff reserves the right to award additional time to your timesheet as a bonus for journals that shows great effort and thought. After the term is over, the London faculty reserves the right to use anonymous excerpts from your journal to help inform future students and faculty about the nature of London externships.

### **Dates and Topics:**

#### ***1st Journal / Due: Monday, September 12th***

Tell me about yourself. Also, write down no fewer than five specific goals and objectives you hope to accomplish during your fall term; more if you wish. Discuss your goals with your supervising attorney so s/he knows what you want from the externship and what kinds of experiences might lead you to those goals. Are they realistic? Report on your conversation with your supervisor: did s/he suggest any changes, additions, or deletions to your list? Let me know what you think about your externship placement thus far including the people, the environment, and the work. This journal should also give reflections on the opening weeks of the program and your observations on the differences between the UK & US including the overview lectures on the political and legal systems, the court visits and the Parliament and Legal London Tour.

## *2<sup>nd</sup> Journal / Due: Monday October 10<sup>th</sup>*

Discuss the steps taken in your workplace to familiarize you with your professional obligations regarding chambers' or attorney-client confidentiality rules. Did you receive formal training? Were you provided anything in writing regarding the rules or your workplace policy? Do you feel the training was adequate to meet your comfort level in terms of fully understanding the implications of confidentiality? If not, why not? What do you understand the policy of your workplace to be? Please also bring me up to date on your externship.

## *3<sup>rd</sup> Journal / Due: Monday November 28<sup>th</sup>*

Return to your original goals list from the first journal. Look at your goals and assess your experience thus far. Report on your progress or lack of progress in meeting each goal. Amend the original document if you've changed course. If goals have not been addressed, make notes about your concerns. How did you raise your concerns with your supervising attorney? What was the outcome? Please bring me up to date on how your externship is going and include any final thoughts on your overall experience.

## **BI-WEEKLY WORKSHOPS**

**Workshops will be held from the second week of the semester, starting from Wednesday, 31 August at 8pm. Thereafter these sessions will take place on alternate Wednesdays at 8pm, but please look out for notices in case of change.**

## **B. EVALUATIONS**

Clinical sponsors are required to complete final evaluations of their externs. The final evaluation is completed by the supervisor alone but it is recommended that they do this with you so that you receive feedback on your performance. Externs must also complete a Student Externship Evaluation at the end of the externship. This will be emailed to you. These are due on **Friday, 2nd December** along with your final timesheet. A copy of this evaluation is included in the packet.

## **4. London Lectures**

Externship students are required to attend the overview and workshop sessions described below and may include these hours as work time on their timesheet. **Other events for which you can obtain additional hours may be held from time to time, about which you will be notified as appropriate.**

- **Attend the lecture: Overview of the English Legal System**
- **Attend the Introduction to the Externship session**
- **Attend the bi-weekly Externship Workshops**

**Further information:** For more information regarding the London lectures please contact Karen Haygreen by phone in the office at 0207 581 1506, or by e-mail at [karen.haygreen@pepperdine.edu](mailto:karen.haygreen@pepperdine.edu)

### Breakdown of Externship Requirements

In order to receive academic credit for the clinical program, students are required to:

1. Satisfactorily **complete 52.5 hours (minimum) of non-paid legal related work** for one unit of academic credit or 105 hours for two units.
2. Attend the **Introduction to the Externship** Class Session on **22 August, at 3pm– add 1 hour to your timesheet for attendance**
3. Attend the **Introduction to the English Legal System** overview lecture, date and time **TBC – add 1 hour to your timesheet for attendance**
4. Attend **Bi-Weekly Workshops commencing on the second week of the semester, Wednesdays at 8pm. *You should add 1 hour to your time sheet for each attended***
5. Complete **weekly time sheets**. Timesheets must be signed by your supervisor. Timesheets should be turned in to Karen Haygreen at the front office at the end of the semester or as soon as you have completed your externship hours. Timesheets are located in the Externship Packet and an electronic copy is available. *Please keep a copy for your records.*
6. Complete **journals**. Journal Topics are located on page 2 & 3 of the Externship Packet. Journals should be submitted via email to Professor Padoan, at [amanda.padoan@pepperdine.edu](mailto:amanda.padoan@pepperdine.edu), and they should also be copied to Karen Haygreen. *Please keep a copy for your records.*
7. Complete a **Student Externship Evaluation** form at the conclusion of your externship (*see pages 6-8*). This information will not be shared with your employer. Please be candid and honest.
8. Receive a **positive evaluation by your clinical sponsor**. The form is in this book; please ask your sponsor to complete it. It is recommended that they do it with you so that you get feedback on your performance. If they prefer, they can either tear it out and mail it to the office or email it to Karen Haygreen at [Karen.haygreen@pepperdine.edu](mailto:Karen.haygreen@pepperdine.edu)
9. Write a **short overview for next year's Pepperdine intern describing the sort of work that you are doing and any tips and advice that you think they should know**. We ask that all students meet with their successor in person or via phone or before their externship begins in order to develop links between students and help ensure a successful transition and externship.
10. **The responsibility for the above rests with the student. Failure to comply with all of the requirements for monthly journals, weekly time sheets, externship evaluation and attendance at bi-weekly workshops will result in – NO CREDIT**

## Extern Timesheet

**Due Mondays: September 12, October 3, November 7, & Friday, December 2**

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

Externship/Law Firm: \_\_\_\_\_

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

(Immediate supervisor signs below.)

Date	Hours	Description of activity
		<b>Total</b>

\_\_\_\_\_ Hours brought forward

\_\_\_\_\_ Total Hours for the week: (to last quarter-hour completed, e.g., 9.75, 13.25)  
Please Note: Lunch hours are excluded from fieldwork hours.

\_\_\_\_\_ Cumulative Total

Student's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

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

### Student Externship Evaluation

Name: \_\_\_\_\_

Term & Year: Fall 2016

Externship Name (Name of Firm/Organization): \_\_\_\_\_

\_\_\_\_\_

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.**

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?

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

Externship Placement: \_\_\_\_\_

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

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

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

LAWYERING SKILLS	Not Applicable	Poor	Fair	Good	Excellent
Legal Knowledge					
Research					
Writing					
Analysis					
Oral Communication					
Interviewing					
Client Counselling					
Investigation					
Negotiation					
Other Skills _____					
PROFESSIONALISM/ WORK HABITS	Not Applicable	Poor	Fair	Good	Excellent
Client Relations					
Office and Staff Relations					
Professional Ethics					
Initiative					
Judgment					
Thoroughness and Attention to Detail					
Dependability					
Attitude toward Supervision, Criticism					

<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 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:***

Karen Haygreen  
Assistant Director London Programme  
Pepperdine University School of Law  
56 Prince's Gate  
London SW7 2PG  
Or by email:  
[Karen.haygreen@pepperdine.edu](mailto:Karen.haygreen@pepperdine.edu)