

International Summer Externship Guide 2015

**Belgium • China • Czech Republic • Denmark • France • Germany
Italy • Mexico • United Kingdom • Vietnam**

“In today’s job market, international experience is no longer optional. We are committed to increasing the marketability of our graduates by providing competitive international externships that keep pace with current affairs and global demands.” - Dean John Trasviña

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International Summer Externship Guide 2015

Congratulations on being accepted into the international summer externship program. This guide intends to provide a comprehensive overview of the policies of the program and it includes other information that may prove useful for your travels abroad. In your journey if you come across information that would benefit USF students in the future, please let us know at lawsummerabroad@usfca.edu. Best wishes for a meaningful and enjoyable summer!

Section 1: Program Requirements

International summer externships allow students to learn about the law and legal institutions of other countries and apply the skills they have learned in law school. The externship program is five weeks and it begins with a week of instruction in-country from English-speaking law professors and lawyers on the legal system of the country, including trips to legal and cultural institutions. Students may stay longer than four weeks at their placement if requested. International externships are managed by a USF Faculty Director in coordination with an On-Site Director.

To earn academic units, you are required to participate in and complete the following:

Spring Training

During spring semester, you are required to attend a 1 hour training session that will cover time entry, research skills overseas, and professionalism in an international workplace environment. See Exhibit A for handouts that were provided during Spring Training.

Orientation Week

You are required to attend lectures by foreign professors on the local legal system, which will occupy a minimum of 14-15 hours of classroom time, in addition to participation in cultural events and visits to legal related institutions (e.g. visits to prominent legal officials, courts, important landmarks, history and museums.) The required orientation welcome dinner will take place the Sunday evening before the week of orientation.

Externship Agreement and Evaluation

A minimum of four weeks at your placement is required. You will meet with your USF Director and your supervising attorney to review and complete the *International Externship Program Placement Agreement* and to review the *Final Evaluation of Law Student Extern* form, which is required for satisfactory completion of externships. The supervising attorney will complete the evaluation at the end of the externship and email it to the USF Director.

Externship Paper

At your meeting with the USF Director and your supervising attorney, you will develop paper topics. The final 10-15 page paper will be on legal issues that you work on during the course of the externship. Papers are due no later than August 21, 2015.

Student Reflection

- **Timesheets:** You are expected to enter your time on a daily basis and to email your timesheet each week to your USF Director and your supervising attorney. For credit, timesheets must be *signed by your supervisor* and submitted to your USF Director during the program or at the latest by August 21, 2015. Because we want to encourage opportunities for direct engagement with your supervising attorney, electronic signatures will not be accepted.
- **Weekly Report:** In addition, you are required to email a weekly 1 or 2 page report to your USF Director that addresses the following:
 - Lessons learned regarding the law, legal institutions and legal profession of the country.
 - Engagement with your supervisor and/or other attorneys with regard to opportunities, assignments, instruction and feedback.
 - Successes or challenges with regard to integration into the culture of the country and the placement.

You are encouraged to stay in touch with your USF Director throughout the duration of the program for assistance with legal and professional matters relating to the externship.

Wrap Up Session

On return to San Francisco during the second or third week of the fall semester, please plan to participate in a wrap up session to discuss your legal experience and suggestions for improvement in the program.

Section 2: Program Policies and Information

Academic Requirements

Students must have completed 28 law credits at the USF School of Law and must be in good academic standing.

Behavioral Contract

Students are required to sign a Behavioral Contract, which states that at all times during the Program, students must conform with the Mission of the University, the standards set forth in the *Fogcutter Student Handbook*, all rules then in effect as contained in Program literature and as stated by Program personnel,

and all rules established by the Program site. The University considers some offenses to be serious including, but not limited to the following:

- Illegal drug use
- Use of abusive language
- Failure to inform appropriate personnel regarding travel plans
- Alcohol use that impairs judgment and/or leads to improper social behavior
- Disruptive behavior and/or noise in residences, hotels, transportation or campus
- Disregard for local laws and mores
- Disruption or obstruction of teaching
- Failure to attend classes or other Program activities regularly (without an excused absence or permission)

Failure to comply with any part of this behavior contract may result in disciplinary action, including immediate expulsion from the Program; total forfeiture of all fees and monies paid to the University of San Francisco; loss of all course/academic credit in progress; and permanent disqualification from all future University of San Francisco Study Abroad or international programs. If conduct is determined detrimental and participation in the program is terminated, costs associated with leaving the program early is the responsibility of the student.

Classroom Materials

Classroom materials for certain courses are duplicated and distributed in advance or on-site if applicable.

Compensation

ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable out-of-pocket expenses related to the externship.

Directors and Emergency Contact Information

(USF Director phone numbers to be provided in country.)

China

- USF: Interim Assistant Dean for Student Affairs Grace Hum, ghum@usfca.edu
- On-Site: Russell Leu, Office Tel: (86 10) 5706 7513, Cell: 86 + 136 1132 1000
rklleu@yahoo.com

Czech Republic

- USF: Professor Connie de la Vega, delavega@usfca.edu
- On-Site: David Kahout, Cell: +420-775 854 820, KOHOUT@prf.cuni.cz

Europe

- USF: Adjunct Professor Peter Harvey, [pharvey@harveysiskind.com](mailto:p Harvey@harveysiskind.com)
- On-Site: Julia Holden, Tel: +3902 86463313, jholden@trevisancuonzo.com

Mexico

- USF: Professor Delores Donovan, donovand@usfca.edu
- On-Site: Mtro. Carlos Preciado Pardinás, Cell: (55) 3224 2471, Tel: (55) 5482 1600 Ext. 5119, cpreciado@up.edu.mx

Vietnam

- USF: Professor Jeff Brand, brandj@usfca.edu
- On-Site: Ths. Đàm Quang Ngọc, Tel: +84914.862.529, damquangngochlu@gmail.com

Holidays

Check with your supervising attorney about local holidays or special occasions that may involve closure of the office.

Housing

- Students are responsible for making their own housing arrangements.
- Check in advance to determine payment requirements for your housing. Some hotels may not take credit cards.
- Helpful websites: www.expatsblog.com, www.couchsurfing.org, www.traveladvisor.com, www.agoda.com, www.airbnb.com, Rick Steve's travel books

LLM Program

Help bring international students to USF. During orientation and at your placement, please look for opportunities to promote the USF LLM programs in taxation, international transactions and comparative law, and intellectual property and technology law. Information is available at <http://www.usfca.edu/law/llm/>.

Orientation Locations

- **China:** Beijing Foreign Studies University, 2 West 3rd Ring Rd N, Haidian, Beijing, China, Tel +86 10 8881 6200
- **Czech Republic:** Charles University Law School (Právnická fakulta UK), Address: nám. Curieových 7, 116 40 Praha 1, Tel +420 221 005 111
- **Europe:** Charles University Law School (Právnická fakulta UK), Address: nám. Curieových 7, 116 40 Praha 1, Tel +420 221 005 111
- **Mexico:** La Universidad Panamericana, Augusto Rodin No. 498 Col. Insurgentes Mixcoac CP 03920 Del. Benito Juárez, México, D.F. Tel (55) 5482 1600 Law School Ext 5144, 5138 and 5119,
- **Vietnam:** Hanoi Law University, 2 cầu Khánh Hội, phường 12, District 4, Ho Chi Minh City, Vietnam, Tel +84 39400723

Passport, Visa and Travel Details

Up-to-date passports are required for all students. Students traveling to China and Vietnam need to obtain a tourist/visitor visa. Ensure that you allow adequate time to process your visa. Following are online contacts.

- **Note:** To avoid delays and extremely burdensome registration requirements, indicate that you are traveling as a tourist. Typically short term academic programs qualify for a tourist visa.
- **China:** <http://www.china-embassy.org/eng/hzqz/zgqz/t84246.htm>
- **Vietnam:** <http://vietnamembassy-usa.org/consular>

Research

Please see Exhibit A for the handout provided by Research Librarian Lee Ryan during Spring Training.

Risk and Liability

To participate in the program, students must sign a Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement.

Security

- Send your housing and placement name, address, phone number and email address to lawsummerabroad@usfca.edu. Send the housing information only if it has changed since you filled out the Student Information Sheet.
- Enroll in **SMART** (Smart Traveler Enrollment Program), a program of the U.S. State Department that allows the U.S. to provide better assistance in the case of an emergency and it sends routine information and updates about the country. <https://step.state.gov/step/>
- Country information (provided by the U.S. State Department)
 - **Belgium:** <http://travel.state.gov/content/passports/english/country/belgium.html>
 - **China:** <http://travel.state.gov/content/passports/english/country/china.html>
 - **Czech Republic:** <http://travel.state.gov/content/passports/english/country/czech-republic.html>
 - **Denmark:** <http://travel.state.gov/content/passports/english/country/denmark.html>
 - **France:** <http://travel.state.gov/content/passports/english/country/france.html>
 - **Germany:** <http://travel.state.gov/content/passports/english/country/germany.html>
 - **Italy:** <http://travel.state.gov/content/passports/english/country/italy.html>
 - **Mexico:** <http://travel.state.gov/content/passports/english/country/mexico.html>
 - **United Kingdom:** <http://travel.state.gov/content/passports/english/country/united-kingdom.html>
 - **Vietnam:** <http://travel.state.gov/content/passports/english/country/vietnam.html>

Tuition

Tuition is \$4,000 for 3 non-classroom units and 1 classroom unit. A \$350 non-refundable deposit is due no later than March 5, 2015 and is applied to tuition. Payment in full for tuition is due on May 1, 2015.

Payments may be made online at the University's Academic & Enrollment Services One Stop website: <http://www.usfca.edu/onestop/>. A three-month payment plan option is available.

Social Media

- Please let us know if you publish a blog or post photos or messages online about your externship.
- Hashtags: #USFLawChina, #USFLawCzechRepublic, #USFLawEurope, #USFLawMexico, #USFLawVietnam

Tips from Students

- Buy your tickets early to secure a lower price. Tickets are higher on the weekend and cheapest on Tuesday and Wednesday. Roundtrip tickets are less expensive than one-way.
- Arrive during the day if possible to make introduction into the country easier.
- To avoid problems accessing your funds, notify your bank ahead of time of your travel plans.
- Check with you bank, but in some cases lower exchange rates are available at an ATM. Currency requirements outside of major cities may be different.
- Contact your cell phone carrier regarding international plans or purchase an inexpensive cell phone in country. Be careful of expensive roaming charges.
- Consider subleasing your apartment while you travel.
- Secure housing abroad before your leave the U.S.
- Renting a bike may be a good form of transportation.
- Not all websites are available overseas. Download your music before your travel.
- Avoid leaving items on the window sill of an open window.
- Be aware of visa requirements if you travel to other countries.
- Take a mini first aid kit, sunblock and bug spray.
- Invite your supervisor out to lunch.
- Be proactive about finding work. Don't be afraid to ask for work.
- Leave your externship with a written recommendation from your supervisor. It may be difficult to get one when you return.

Units

All externships earn 1 classroom and 3 non-classroom units. For students who entered law school in Fall 2011 or later, 19 non-classroom units may apply towards a JD degree (for enrollment prior to Fall 2011, 21 non-classroom units may be applied.) Students may enroll in more than 19 non-classroom units, but only 19 will apply to the JD degree.

Drop or Withdrawal

Students who wish to drop from the international externship program must do so by May 1, 2015 in order to receive a 100% tuition and fee refund. The \$350 tuition deposit is non-refundable.

Students who withdraw from the program and/or the individual course after May 1st are not eligible for a tuition or fee refund. Additionally, a neutral grade of "W" will be entered on the transcript. Requests to withdraw from the program must be sent from the student's USF email address to lawsummerabroad@usfca.edu and must be sent on or before the last day of the program (i.e., China, Mexico and Vietnam - July 10, 2015; Czech Republic and Europe IP - July 31, 2015.)

Section 3: Health Care and Emergency Related Information

Emergency Contacts:

Location	Ambulance	Police	Fire	US Embassy	US Embassy/Consulate Address
Beijing	120	110	119	010-8531 4000	U.S. Embassy 55 Anjialou Rd, Chaoyang
Berlin	112	110	112	(030) 8305-0	U.S. Embassy Pariser Platz 2, 10117
Brno	112	158	150	(+420) 257 022 000	U.S. Embassy Tržiště 15 118 01 Praha 1 — Malá Strana
Brussels	112	101	100	(32-2) 811-4000	U.S. Embassy Regentlaan 27 Boulevard du Régent, B-1000 Brussels
Copenhagen	112	112	112	(+45) 33 41 71 00	U.S. Embassy Dag Hammarskjölds Allé 24 2100 København Ø
Hanoi	115	113	114	(04) 3850-5000 090-340-1991	U.S. Embassy #7 Lang Ha Street, Ba Dinh District
Ho Chi Minh City	115	113	114	(04) 3850-5000 (04) 3850-5105	U.S. Consulate General 4 Le Duan Blvd., District 1
London	999	999	999	[44] (0)20 7499- 9000	U.S. Embassy 24 Grosvenor Square London, W1A 2LQ
Milan	118	113	115	02-290351	U.S. Consulate General Via Principe Amedeo 2/10
Mexico City	065	066	068	(01-55) 5080- 2000	U.S. Embassy Paseo de la Reforma 305 Colonia Cuauhtemoc 06500 Mexico, D.F.
Paris	15	17	18	01.43.12.22.22	U.S. Embassy 2 Avenue Gabriel, 75008
Prague	112	158	150	(+420) 257 022 000	U.S. Embassy Tržiště 15 118 01 Praha 1 — Malá Strana
Rome	118	113	115	06-46741	U.S. Embassy Via Vittorio Veneto, 119a, 00187

Emergency Travel Assistance 24-hr

USF Insurance – AETNA (Policy #474887) / On Call International

- **Call On Call International collect 1-603-328-1956 from outside the U.S.**
- If possible, also contact AETNA at 1-877-850-6036 or through www.aetnastudenthealth.com.
- Services provided:
 - Coordination and payment of emergency medical transportation home
 - Referral to area hospitals, dentists and pharmacies
 - 24-hour access to U.S. Licensed Nurse counselors
 - Prescription drug replacement assistance
 - Unlimited emergency medical evacuation and repatriation
 - \$2,500 joining of ill family member accommodations
 - Unlimited return of mortal remains
 - 24/7 emergency travel arrangements
 - Translation assistance
 - Emergency travel funds assistance
 - Lost travel documents assistance
 - Assistance with replacement of credit cards and travelers checks
 - For more information, visit www.oncallinternational.com

Other Insurance

- **Call ACE collect 1-202-659-7803 from outside of the U.S.**
- ACE American Insurance Company - Plan Number 01AH585
- Employer: University of San Francisco
- Policy Number: ADD N0 56 60 86 5
- Assistance Provider: Europ Assistance USA
- For any travel related medical/psychological emergency, call ACE as soon as possible (i.e. before seeking care if possible.)
- USF students are automatically covered through ACE/EUROPASSIST while abroad participating in the five week program. Any arrangements made by the student and firm outside the program dates are not covered. Students are strongly recommended to obtain their own coverage for that time period. A number of companies offer temporary travel assistance. Inside the U.S., ACE can be reached at 1-800-243-6124.
- Email: OPS@europassistance-usa.com
- Access to Risk Information: visit www.acetravelassistance.com
 - Username: aceah

- Password: security
- Call when:
 - You require a referral to a hospital or doctor or you are hospitalized
 - You need to be evacuated or repatriated
 - You need to guarantee payment for medical expenses
 - You experience local communication problems
 - Your safety is threatened by the sudden occurrence of a political or military event
- Coverage does not include routine medical appointments or expenses associated with non-medical emergencies.
- Report any incident or medical emergency to the Center for Global Education 24-hr emergency mobile at 1-415-994-4330.
- This coverage does not replace primary health insurance and is supplemental coverage only.
- Services provided by ACE are not insured benefits. Reimbursement for any service expenses is limited to the terms and conditions of the policy under which you are insured. You may be required to pay for services not covered.

Doctors, Hospitals, Health and Medical Information

Information provided by the US Government. See Exhibit B for detailed lists.

- **Beijing** http://beijing.usembassy-china.org.cn/acs_health.html
- **Berlin** <http://germany.usembassy.gov/acs/lists/>
- **Brno** http://prague.usembassy.gov/medical_services.html
- **Brussels** <http://belgium.usembassy.gov/media/pdf/doctor-list-2011.pdf>
- **Copenhagen** <http://denmark.usembassy.gov/health-medical.html>
- **Hanoi** http://vietnam.usembassy.gov/acs_specialservices.html
- **Ho Chi Minh City** <http://hochiminh.usconsulate.gov/medical/treatmeant/donors.html>
- **Italy (Milan & Rome)** <http://italy.usembassy.gov/acs/professionals/doctors/doctors-main.html>
- **London** http://london.usembassy.gov/cons_new/acs/medical.html
- **Mexico City** http://mexico.usembassy.gov/eng/eacs_medical_info.html
- **Paris** http://france.usembassy.gov/living_in_france.html
- **Prague** http://prague.usembassy.gov/medical_services.html

Health Insurance - General Information

- It is mandatory for students to have health insurance coverage for the duration of the program.

- Be sure to travel with a copy of your insurance card. If you have USF insurance, a copy of the card is available through this website: <http://www.usfca.edu/hps/insurance/aetna-student-health-plan/>.
- For routine medical appointments or expenses, all students should make payment to the overseas clinic/hospital, retain the receipt and any documentation provided to bring back and request a claim from their health insurance provider.
- Students should always consult with their health insurance provider for specific information related to traveling abroad and about any limitations related to such claims.
- Questions or concerns about coverage and reimbursements for a USF or other type of health insurance plan, please contact USF HPS at hps@usfca.edu or by calling Femi Bemidele at 415-422-6809 or Kamal Harb at 415-422-6702.

Health Insurance – USF Sponsored

- Aetna Policy #474887
- If you need medical care of any kind, contact AETNA first if possible at 1-877-850-6036 or through www.aetnastudenthealth.com.
- Dates of Coverage
 - Spring/Summer 2014: January 1 – July 31, 2015
 - Fall: August 1 – December 31, 2015
- 24/7 Worldwide Medical Information & Assistance
 - **Call On Call International collect 1-603-328-1956 from outside the U.S.**
- Paying for medical care:
 - Medical care outside of the United States is considered “outside the network.”
 - “Outside the network” means that if you need medical care, there is a \$1,000 deductible and you will be reimbursed 50% of the charges that are determined by the claims processor to be customary and usual charges. This is not necessarily what you were billed, therefore it is very important to receive a detailed invoice from the provider or what is called a “walk out statement” to ensure that the charges are coded correctly.
 - There is no deductible for regular doctor office visits, but only 50% of customary and usual charges may be reimbursed.
 - If you are a citizen of the country where you will extern and the country has socialized medicine, AETNA will not cover your medical expenses. You should take advantage of the healthcare provided by the country.
- USF Website: <http://www.usfca.edu/hps/insurance/aetna-student-health-plan/>

Immunizations

- Visit the Center for Disease Control Prevention website to learn about vaccines, medication, travel health notices, and staying healthy in the country where you will extern.
http://wwwnc.cdc.gov/travel/destinations/list/?s_cid=cdc_homepage_topmenu_003
- For services in San Francisco, visit <http://www.sfc-dcp.org/>.

Medical Consent

Students indicate on the Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement whether or not they authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical safety and protection.

Medications

It is advised to take enough of your prescription medications to last throughout your trip.

Special Needs

Students agree on the Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement to inform USF personnel of any special medical needs that may adversely affect full participation in the program.

Exhibit A: Resources for International Externships

Research Resources for International Externs

Prepared by Research Librarian Lee Ryan — 415.422.6773 (research desk)

Research Help from Afar

Ask the Zief Librarians — <http://asklawlib.usfca.edu>

Drop your question off at our “Ask the Zief Librarians” site. No need to worry about time zones or librarians’ vacation schedules; all the librarians on duty will see the question, and one of us will get back to you with ideas and advice in about a business day.

You could also try our live chat service, available at: <http://legalresearch.usfca.edu/ZiefResearchHelp> — but our availability will depend a lot on your time zone.

At any time, check our [Zief Library research guides](http://legalresearch.usfca.edu/) (<http://legalresearch.usfca.edu/>) to see if there is one that might help.

U.S. Law Life-Savers

Practice guides & treatises

Find out if there is a general or federal law practice guides on your topic at:

<http://legalresearch.usfca.edu/GeneralAndFederalPracticeGuides>.

(For California law practice guides, visit: <http://legalresearch.usfca.edu/CalPracticeGuides>.)

Online research services & databases

Check the list for the area of law you’re researching:

<http://legalresearch.usfca.edu/ZiefDigitalCollectionByTopic>.

The Zief Library may have an online research database for your topic.

Off-campus access is allowed for most of these. All you need is your USFConnect / USF email login information.

(An alphabetical list is at: <http://legalresearch.usfca.edu/ZiefDigitalCollection>.)

Foreign and EU Law Life-Savers

Foreign Legal Systems guide — from the Zief Library

<http://legalresearch.usfca.edu/ForeignLegalSystems>

Globalex research guides — country-by-country research advice

<http://www.nyulawglobal.org/globalex/>

European Legal Research: The Basics — from the Zief Library

<http://legalresearch.usfca.edu/EuropeanLaw>

Non-Legal Questions Life Savers

Gleeson Library “Start Your Research” Options

http://www.usfca.edu/Library/research/Start_Your_Research/

Research options for: statistics, business and management, economics, sociology, and much more.

Off-campus access is allowed for most of these. All you need is your USFConnect / USF email login information.

Making the Most of Google

You can get a lot out of Google (if the country where you’re based allows access!) by using special tricks and techniques.

Google Tips & Tricks

<http://www.google.com/insidesearch/tipstricks/all.html>

Advanced Google searching

<https://support.google.com/websearch/answer/35890>

Lifehacker’s Google tips

<http://www.lifehack.org/articles/technology/20-tips-use-google-search-efficiently.html>

My personal favorite Google tip —

Use **site:** to limit your Google search to one site. For example:

philippines economic growth site:worldbank.org

Using Lexis, Bloomberg Law, and Westlaw

Lexis allows unlimited summer access. You should have already registered for Lexis as part of your first-year LRW&A class. If you have Lexis access problems, contact Teal Taylor, USF's Lexis rep, at teal.taylor@lexisnexis.com.

Bloomberg Law also allows unlimited summer access.

To register for Bloomberg Law —

1. Go to the registration form:
<https://profile.bna.com/bloomberglaw-activate/>.
2. Skip the "Activation Code" box.
3. When prompted for an email, use your official "usfca.edu" email address.

Once you register, you'll get an email with your username and password.

If you have problems, contact Shaina Zamaitis, USF's Bloomberg Law rep, at szamaitis@bloomberg.net. Let Shaina know: your name (as it appears on the Registrar's records); your likely graduation date (month and year); your usfca.edu email address.

Westlaw allows unlimited access for unpaid internships and externships.

To sign up, visit the Westlaw summer registration web page at:

<https://lawschool.westlaw.com/marketing/display/MI/473>.

Timekeeping and Billing Practices

Introduction

One important skill often overlooked in a law school education is how to prepare an acceptable timesheet. Even after law school, many new attorneys acquire this skill only after being approached by a supervisor to discuss an insufficient or inadequate draft billing statement. Being able to skillfully present your performance on paper to a client, attorney supervisor, or to a judge, has a direct impact on your relationship to that person. Can you describe your work in a way that the client will not mind paying that high bill, month after month, on the same matter? If you are working on a contingency or statutory fee case, will your billing statements convince a judge that you deserve your attorney fees? Corporations, government offices, and nonprofits, which do not have billable-hours requirements, rely on accurate time reports to prepare their management reports, build budgets, and justify additional funds and personnel. Consider the following before you submit your timesheet—is it defensible?

Students enrolled in externships must submit timesheets to demonstrate that they are completing the required fieldwork hours. Beyond this purpose, we will use these timesheets as opportunities for you to practice your skills in preparing high-quality billing statements. In addition, your timesheets will show your attorney supervisor or judge what you have been working on, how long that took, and if you understood the “big picture” of the assignment in relation to the entire case or matter.

I have enclosed some guidelines below to help you prepare your timesheets.¹ For the sake of simplicity, they are described with a law firm client in mind; however, these guidelines should apply well to work performed for a nonprofit, district attorney or public defender office, other government agency, or a court. Time entry descriptions are discussed herein; model timesheets and examples of “do’s and do not’s” are attached at the end.

General Guidelines re Accounting for Time

- 1) On your timesheet, please account for the entire time you are in the office (except for non-working lunch periods), not just when you are working on specific matters.** Include the “dead” time when you are waiting for the next assignment, or attending programs/networking luncheons, or completing administrative tasks for your office. Time spent on administrative tasks should not be significant.
- 2) Time spent attending the Orientation or a meeting with me, or completing weekly timesheets, does not count toward fieldwork hours.
- 3) Time spent meeting with your attorney supervisor in preparing your response to Practice Reflections may count toward fieldwork hours.

¹ These guidelines are a modification of those provided by Hanson Bridgett LLP.

Submission and Format of Timesheets

All entries on timesheets must be typed, as handwritten timesheets will not be accepted. Timesheets must be submitted on a weekly basis, by the Wednesday following each work week. (See Syllabus and TWEN calendar for deadlines.) *Students who regularly submit timesheets late risk receiving a CR-Unsatisfactory grade.*

Timesheets containing insufficient descriptions may be returned to the student and the hours will not be counted until revised timesheets are submitted and approved. This is not to make your life unnecessarily difficult, but to instill a skill that you are unlikely to receive training for before practicing law. You probably will change jobs several times after school, and even though instruction is not always provided, this is one skill that many employers will assume you know how to do instinctively. Below are some pointers to help you prepare acceptable timesheets now and after school.

What is the Purpose of a Timesheet?

A timesheet is not necessarily a simple chronology of what you did during the day. It is a draft bill to a client for services rendered. When you record your timesheet entry for the work you are performing, think about your client and what the client views as important. Consider how the work you are doing relates to the client's case or project as a whole. Try to characterize what you are doing in a manner that suggests its importance to the client's case or transaction in a manner that the client will recognize and appreciate. Your goal is to characterize your time to motivate the client to be grateful for the work you are doing and want to pay the bill.

Think Like Your Client

What work on the case will your client want to pay for? What things will the client not want to pay for? In litigation, clients expect to pay for court appearances, the taking and defending of depositions, preparing motions, meeting with witnesses, conducting investigation and analyzing the claims on either side. Clients usually like to pay for settlement negotiations because they expect most cases to settle. Clients do not mind paying for meetings and conferences with themselves, particularly when you are obtaining information to represent them. In transactional matters, clients expect to pay for consultation on deal points, advice on the law and negotiations; they sometimes do not want to pay for travel time.

Clients rarely want to pay for "staff conferences," "office meetings," "attorney meetings," telephone conferences, travel time and situations where more than one attorney or paralegal is attending and is doing the same thing. All clients fear that attorneys take too long, perform unnecessary tasks, and engage in redundancies and duplication of effort. Most clients believe that most attorneys have a tendency to wander from the main point to trivial technicalities, which are costly but make no difference on the outcome of the case or transaction. Most clients don't appreciate attorneys or paralegals drafting, redrafting, reviewing and revising, analyzing, further revising and finalizing. If a client wants to write a business letter, the client simply writes a business letter and signs it. That client will not want to pay his/her attorney to "draft correspondence, review and revise letter, make further revisions, approve and execute letter," particularly when the subject seems to the client to be simple and direct. Clients expect "drafting" and revisions only when an important agreement is needed that is expected to go through more than one draft because of the input of others.

Understand Your Client's Specific Billing Requirements

Many clients have developed specific requirements as to format and content of billing entries. For example, some institutional clients require separate attribution of time for each task within a day. Before you commence time entries, confirm with the billing attorney whether the client has any particular “do’s” or “don’ts” and follow them. This memo will address suggestions for a client with no specific requirements but who is attentive and concerned about the tasks to be accomplished and the cost of legal services.

Tips on Preparing a Timesheet

1. Understand the Big Picture. Describe what you do without trivializing the task. Try to relate the task on today’s timesheet with the flow of work performed yesterday and last week as well as what can be expected tomorrow and next week. Relate what you do to the big picture of why the client hired you, i.e., tie what you do to a part of the assignment which the client will want to pay you for.

New attorneys in particular should remember that they are working for a client, not just for the attorney who gave the immediate assignment. Thus, “Obtain documents for attorney” is not a good entry; better to say, “Obtain client documents for use in discovery” or “Review and summarize documents produced by opposing counsel for evaluation of claim [x].”

2. Choose words that suggest active participation and not observation. Try to use active and powerful words rather than passive ones. For example, “court appearance for hearing on motion for summary judgment” sounds more important and positive than “attend summary judgment hearing.”² The latter makes you sound like a spectator rather than an advocate for your client’s case.

If the court or deposition is some distance from the office, it is better to say “Court appearance for hearing on motion to compel in San Jose” as opposed to “Travel to San Jose. Attend court hearing. Return to office.” If you travel to opposing counsel’s office to negotiate an agreement, say: “Meet with seller’s counsel in Palo Alto to negotiate asset purchase agreement.” The point is not to emphasize the travel; rather, emphasize the important task for which the travel was necessary.

In business, it is more powerful to “Meet with seller and counsel to negotiate terms of option” than to “Discuss option with L. Brown and S. Jones.”

3. Clients are not big fans of paying for staff/lawyer meetings or conference calls. Try to keep to a minimum including entries such as “staff conference,” “office conference,” “attorney meeting” or “conference with Partner X” to describe office conferences. Rather, you should focus on the subject of the conference and characterize what you did as it relates to the task at hand. For example, “Analyze bankruptcy implications of settlement agreement” is better than “staff conference regarding bankruptcy questions.”

² Note: As law students, you are encouraged to observe as many courtroom or transaction experiences as possible, so some of your timesheet entries necessarily will include descriptions of passive activities.

Further examples of how to better characterize conference calls or meetings:

Don't say "Telephone conference with [Client/Witness]." Rather say "Conference with [Client/Witness] regarding preparation for his deposition." The point is to emphasize what the communication is about, which is presumably helpful and important to the client, not your ability to use the telephone.

If the meeting is in person, always say "Meeting with [Client/Witness] to prepare for his deposition." If the meeting is outside our office, state where it is. If a deposition is in the office of opposing counsel, say that as opposed to giving other attorneys free publicity by naming the office. A "meeting" (in person) is usually more significant than a "conference" (verbal exchange, usually on the phone) because clients expect things to happen at meetings. Give them appropriate significance in your time entries.

4. Do not use the names of opposing counsel. Characterize outside counsel as counsel for co-defendant bank, opposing counsel, plaintiff's counsel, defendant's/defense counsel or some other generic description. Rarely does your client know the other attorneys outside the firm, and there is no need for the client to become familiar with them. As to other attorneys in our firm, it is usually better to say "Consult with tax counsel" or "Analyze issues with employment counsel" rather than naming names. Some clients, however, know the other firm attorneys well and expect them to be involved on the assignment. You should be guided by how familiar the client is with its other attorneys or paralegals in the firm and whether the client expects others to work on the matter.

5. It is appropriate to name witnesses and your client by name. Your client likes to be called by name, and be sure the name is spelled correctly. Use "Mr. Anderson" as opposed to "Anderson" or "Steve."

(NOTE: Keep this guideline in mind for when you practice law. Right now, I do not and should not need to know your client names, so please refer them as "the Client", "Defense Witness", "Economics Consultant", etc.)

6. Avoid abbreviations, use of initials for names and the "want ad" style of recording entries. For example, use "Meet with [Client] to review deal points and develop negotiating strategy" not "Client conf. T. Smith re: agreement." If more than one client or participant has the same last name, use the full first names, e.g., "Meet with Raymond and Sarah Smith to analyze lease proposal."

Your Bill Will Be Read Carefully

Many attorneys make the mistake of thinking of timesheet entries and bills as an unpleasant but necessary chore in the practice of law. True, but think differently. Think of the bill as your single most important act of client relations and business promotion. Many clients who do not find the time to read the opinion letters, contracts or motions you prepare for them, do carefully read every bill you send. The bill is, therefore, one of your most important and regular communications with the client. As such, it can greatly influence the client's impression of you and your office.

A sloppy, erroneous or cryptic bill can go a long way to undermine the confidence a client develops from excellent work and prompt service. The promptly returned phone call and great result in negotiation is soon forgotten; the bill arrives in the cold gray of dawn, long after the work it represents is performed. Inevitably, it will be more than the client expects, even though the amount is well justified. Your mission is to depict what was done in a confident and convincing manner so as to persuade the client that the work was well justified, contributed to the client's welfare and should be promptly rewarded with payment.

The wording should be clear, concise and concrete, suggesting the importance of what was done and relating each entry to the overall goal of the representation. The client wants to believe that what we are doing is somehow related to why the client hired us and is consistent with the client's business or litigation objectives. The billing attorney must often edit the wording of entries so that they flow together as a strong message in support of payment. The objective of good time entries is to minimize or eliminate the need for such editing.

Present a Dignified Bill

Abraham Lincoln once said that "a lawyer's time is his stock in trade." He understood that a good lawyer doing good work should not be ashamed to bill for it. You try to give your clients excellent service and a fine work product, and you should not be shy or defensive about charging the clients appropriately for the services provided. Do so, however, in a manner that presents the bill in a dignified and professional form. This does not happen naturally; it takes work.

Think Before You Enter Time. Do It Daily.

Part of being a good lawyer is taking the time and thought to express daily time entries in a professional and persuasive manner. Associates will win high marks from partners with time entries which do not require editing before sending the bill. Billing attorneys will gain respect from their clients for demonstrating the value of the work they perform in the statement seeking payment. If the client reads nothing else you send him, he will read your bill. Make sure it starts with good entries, entered daily. All attorneys should avoid postponing completion of timesheets in order to avoid losing time or minimizing time actually spent. **The longer the lag in completing the timesheet, the greater the risk of forgetting what was done and how it benefited the client. Try to submit your entries within one or two days of the work being performed,** and be sure the client is billed promptly so that he or she remembers the work for which the bill is sent. Remember to send the client the work product, if the work should be sent, before the bill is sent for that work.

SAMPLE TIME ENTRIES

Business Law Activities

<u>DON'T</u>	<u>DO</u>
September 27: Memorandum to Client.	September 27: Prepare memorandum to Client regarding issues in purchase documents.
October 2: Telephone call from Client.	October 2: Conference with Client regarding evaluation of seller issues raised by purchase documents.
October 5: Telephone call to S. Brown.	October 5: Conference with seller's counsel to negotiate issues in purchase agreement.
October 11: Meet with staff.	October 11: Consult with employment counsel on labor implications of proposed purchase and concerns regarding Union correspondence.

Provided by:
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Advice Memo: What You Need to Know Before Your Externship Begins

To: Student Extern
From: Your Attorney Supervisor-to-Be
Date: Today and Every Day
Re: **What You Need to Know Before Your Externship Begins¹**

As the person you will work most closely with, I want to share a few things you should know, and a few things you should do, to prepare for your externship experience. They are as follows:

Workplace Etiquette

- Dress for success. Think professional, not Juicy Couture. If I think you should dress more casually, I'll let you know. And if I suggest "business casual" on certain days, that does not mean flip flops, tank tops, t-shirts or shorts.
- Introduce yourself to the support staff and show each of them the same respect you would show to any lawyer in the office, including the boss. Talk to each of our co-workers the same way you talk to me. The person at the front desk fielding calls and the person in the copy room are very important. If you show a lack of respect to a staff member, believe me, I will hear about it, and you will feel the repercussions.
- Even if I start behaving more casually, that doesn't mean you should. Don't call me "dude" or tell me the details of your wild weekend. I may like you, but this is still a professional relationship. When you email anyone concerning the work we do, use their title unless you've specifically been invited to use a first name. Consider the experience a semester/summer long job interview.

Workplace Attitude

- Demonstrate your maturity. The intern with poise and confidence inspires confidence in me (even if you have to fake it until the self-assurance actually kicks in). When I talk with you about something you are working on, be prepared to articulate your reasoning. If you believe you understand the law correctly, be firm in your convictions.
- Take initiative and demonstrate self-reliance. Ask clarifying questions when I give you an assignment. Make sure you understand exactly what I want before you begin. Ask me to recommend secondary sources you should consult to get an overview of the topic, and/or ask if I could provide you with a sample or a template for the document I'm asking you to produce.
- Try to figure out something by yourself before asking me for help. That said, don't spin your wheels for too long before letting me know you are stuck. Your time (and mine) is valuable, so don't waste it.
- Show up on time and turn in your work by the deadline. Make sure I know your schedule and how to reach you when you're not at the office. If I forget to ask you for your work when it's due, you should come to me. Never leave tasks unfinished, especially if you know you will not return the next day.
- If you plan to change your weekly hours in the office (*i.e.*, taking Spring Break week or a long July 4th weekend), let me know well in advance so I don't give you an assignment that I expect to be completed during that time.

¹ This advice memo is adapted from one generously provided by Professor Susan Rutberg of Golden Gate University.

- When you are finished with a project, seek me out and ask for another. Make sure you ask me for feedback on the one you just completed. While I'll try to remember to do this on my own, sometimes there'll be too much on my plate and I'll be tempted to brush this aside. Again, take the initiative—drop by my office or email me to set up a specific time to discuss your work product.

Brush Up Before You Show Up

- Review the applicable area of the law and/or procedural rules before you begin your externship. For example, if you're working at an appellate office, review the standards of appellate review and get a copy of the California Style Manual to make sure you know proper citation form. (Ask me if the office has a training manual for students or new lawyers that you could get a head start on. I'll probably be impressed with your initiative.)
- Read about my agency/law firm so you have a basic idea of what we do and how we work. "Google" me on the web or read about a few cases I/we have handled.
- Review your notes from your LRW class. Research and writing are the most important skills an extern can have, so I expect you to know how to plan a research strategy and draft a memo.

Keys to Effective Research and Writing

- **Plan your research strategy:**
 - **What are the relevant facts?** (A law school assignment presents you with fixed facts. Now you must figure out the facts and learn as much about them before beginning your research so your application of law to fact will be correct.)
 - **What is the applicable law?**
 - Use books (check indexes and tables of contents) and consider free internet sources as well as Lexis and Westlaw.
 - Begin with secondary authorities (encyclopedias, treatises, practice books).
 - Look for primary authority after you have a general understanding.
 - If statutes apply, get an overview. Reading only one section is too narrow.
 - Note the weight of authority: are cases from the highest court? Why not?
 - Read, take notes, and think before you print.
 - Update continually-use both Shepards and Keycite as a cross-check.
 - Keep a research log and copies of key statutes and cases.
- **Plan your writing strategy:**
 - Who will read your memo? When is it due? Is there a page limit?
 - Can you look at samples?
 - What legal standard applies?
 - Assume your busy reader will be interrupted. Be clear and concise and include signposts to make it easy for the reader to get back into the memo.
 - Proofread! Proofread! Proofread!

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Assignment Clarification “Cheat Sheet”

Understanding what is expected of you when you receive an assignment at your externship is essential to producing quality work product. Use this checklist as appropriate to make sure you have answers to all the relevant questions for the particular task you are being assigned. This will help minimize the number of times you approach your supervisor to ask questions to clarify the assignment.

___ When do you need this? *or* How long do I have to work on this? *or* How long should I spend on this project?

___ Are you available if I have questions or need to check in? Can I email you with questions?

___ Do you have any suggestions about the best place to start my research? *or* I was thinking of starting with the treatises [or Westlaw] [or the Rutter Guide]; would you recommend anything else?

___ Are you interested in federal [or state or 9th Circuit] law only, or should I broaden my search?

___ Are there any samples of this type of [motion/brief/pleading/memo] I can look at? Where can I find them?

___ Along with my memo, do you want me to turn in copies of the cases or other research materials I used? Or perhaps only the cases I thought were relevant? [Even if the answer is “no,” save them in case your supervisor asks for them later. Thus, I recommend that you email the cases/material to your email account rather than printing hard copies directly from Lexis/Westlaw, which will allow you to easily retrieve them at a later time.]

___ Are there any documents from the case file that I can look at to familiarize myself with the case more generally? *or* Is there anyone else in the office that you think I should talk to about this assignment?

___ Who is my audience? *or* Is there anyone other than you who will read what I give you?

___ In what ways are you planning to use this information? A letter to the client? A contract? A pleading?

And the most important one:

___ OK, just to make sure I understand, you want me to... (sum up assignment).

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Leaving Your Externship

As your externship draws to a close, you can take a number of measures to ensure that you will be remembered favorably and that your supervisor will provide good references to future employers. Employers are always impressed with students who leave their position in a professional manner. Keep these steps in mind:

1. **Remind your employer of your end date a few weeks in advance.** Find out how you should focus your efforts before you leave.
2. **Finish your assignments to the extent possible.** Write closing memoranda on each project that you are leaving open, including a summary of the work you have completed. This will ensure that your supervisor will not be frustrated wondering where to find something you worked on, and that your successor will not have to replicate your work. Provide your contact information on the closing memoranda and offer to be available to answer any questions.
3. **Get names and numbers.** Do not assume you will remember all of the attorneys and staff with whom you worked. Make sure you have names and contact information for them. If you have reason to think that someone with whom you worked might leave the organization, ask if there is another way to contact them. Do not ask directly for home or other personal contact information. It may be offered to you, but you should not ask for it.
4. **Make sure that your supervisor gives you an honest appraisal of your work.** A few weeks before your end date, schedule a date for an exit interview. It may be wise to set this date when you still expect to be at the externship for at least another week in case something comes up that can be corrected in your final days. (Alternatively, discussing with your supervisor his/her final-term evaluation of your work performance may constitute an exit interview, but make sure to schedule this meeting.) Be prepared to ask specific questions. Many employers are reluctant to provide negative comments directly to a student, but if you make clear that you would like to hear constructive criticism, you are more likely to receive it. Ask about specific projects you worked on and how you might have improved. If you are interested in pursuing a career in the field, ask what additional skills would be helpful for you to obtain. Do not be defensive about anything that you are told. Thank them for the feedback they give, even if it is negative. Make sure you tell your employer how much you enjoyed the work, and show enthusiasm for the experience.
5. **Ask your supervisor to write a letter of recommendation for you** before you leave your externship, even if you do not need it yet. The letter might be addressed “to whom it may concern,” which would allow you to distribute copies to any prospective employer. By the time you need a recommendation, your supervisor will have had many more student externs and may no longer remember the details of the projects to which you were assigned and the quality of your work. Worse yet, your supervisor may leave the organization and may be impossible to track down. To reduce the burden on your supervisor in writing this letter, you might provide her with a detailed list of the projects you worked on and what work you did on each assignment.

6. **After you leave your placement, stay in touch with your supervisor and with your colleagues.** If you developed friendly relationships, occasionally call or write to the people with whom you worked to say hello, ask them how they are doing, and let them know what is going on with you. If you see a decision you believe would help on a case or one that further develops the law in an area they work in, send it to them. Send a thank you note. Call for advice. If you are struggling with some career issues, use this as an excuse to contact them. This keeps your network strong and ensures they will remember you after you have gone. Develop and maintain a list of people for whom you have worked and send an update to each person on that list each time you start a new job.

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Exhibit B: Student Forms

INTERNATIONAL SUMMER EXTERNSHIP PROGRAM

Weekly Timesheet

Student: _____ **Semester/Year:** _____

Placement: _____ **Week of [Month/Date]:** _____

* Record your time in quarter hour increments (e.g. 2.0, 2.25, 2.5, 2.75 hours).

DATE	Hours*	Activities/Tasks
	Hours	Activities/Tasks
	Hours	Activities/Tasks
	Hours	Activities/Tasks
	Hours	Activities/Tasks
	Hours	Activities/Tasks
	Hours	Activities/Tasks
Total Hours*		

I certify that this timesheet is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory manner.

Judge or Supervising Attorney

Date

Student

Date

Please email completed forms to lawsummerabroad@usfca.edu.

Final Evaluation of Law Student Extern

Extern: _____ Summer: _____

Supervisor(s): _____

Placement: _____

Thank you for your support, supervision, and mentoring of a law student. Your candid evaluation of this student is much appreciated. Please provide specific examples and enough detail to inform the student and instructor of the student's progress in the specific areas noted below. ***Please discuss the content of this evaluation with the student.***

Scope of Responsibilities: Has the extern's range of tasks and responsibilities changed significantly since the mid-term evaluation? Comments:

Please score the extern using the following scale:

- | | |
|-----------------------|---|
| 1 = Unacceptable | Performance consistently fails to meet minimum expectations. |
| 2 = Needs Improvement | Performance occasionally falls short of minimum expectations. |
| 3 = Satisfactory | Performance meets minimum requirements; no evidence of particular strength or serious deficiency. |
| 4 = Good | Performance meets expectations, competent. |
| 5 = Excellent | Performance effective and strong, frequently beyond expectations. |
| 6 = Outstanding | Performance consistently and significantly above expectations, on par with an entry level attorney. |

Research and Analytical Skills SCORE = _____

Is the student able to bring his or her knowledge of legal principles to bear in analyzing cases? Is s/he able to recognize and properly identify legal issues in case fact patterns? Has s/he shown creativity in turning facts to legal advantage? Is s/he able to distinguish relevant from tangential issues? Is the student skilled with utilizing both computer and print resources?

Writing Skills SCORE = _____

Does the student use proper grammar, spelling, (syntax?), and citation format? Does the student appreciate the differences in style among the different forms of legal writing (e.g. analytical for memoranda, argumentative/advocative for motions/pleadings)? Is the student's work well organized, concise, and clear?

Legal Knowledge SCORE = _____

Has the student demonstrated adequate familiarity with basic concepts of applicable law and procedure? Is the student adept at grasping legal problems and at fashioning solutions to them independently? Have you seen progress in these areas? Please discuss specific examples.

Oral/Advocacy/Presentation Skills SCORE = _____

Is the student able to communicate clearly concerning legal matters? Is the student able to "think on his or her feet" and respond to extemporaneous questions? Is the student able to communicate in a manner appropriate to the particular audience (e.g., clients, supervising attorneys, staff, judges, etc.) If the student has appeared in court, how would you describe his or her demeanor and efficacy in communicating in the courtroom?

Ethical Concerns SCORE = _____

Does the student recognize ethical problems as they arise, and deal with them appropriately? Does s/he seem properly reflective concerning the ethics of judicial decision making or practice? Has s/he properly conformed with confidentiality protocols? If applicable: Is s/he able to advocate zealously on a client's behalf while operating within ethical norms?

Professionalism SCORE = _____

Has the student demonstrated maturity, good judgment, and sensitivity in interactions with other staff, attorneys, judges, clients, etc.?

Attitudes and Work Habits SCORE = _____

Does this student seem eager to learn? Does s/he accept constructive criticism? Is s/he diligent? Have the student's attendance, punctuality, industriousness, and attention to detail been satisfactory?

Is there any reason that this student should not receive credit for the externship with your office? If yes, please explain.

What advice do you have for this student regarding his/her future professional development?

Supervising Attorney/Law Clerk or Judge's Signature

Date

Student's Signature

Date

International Externship Program Placement Agreement

STUDENT: _____

USF DIRECTOR: _____

AGENCY / OFFICE INFORMATION:

Agency/Office: _____

Supervising Attorney: _____

Street Address: _____

City & Country: _____ Zip/Postal Code: _____

Direct Phone: _____ Fax: _____

Email: _____

Website: _____

Describe the work the student will be doing:

Describe the educational objectives of the externship:

International Externship Program Standards:

Orientation: Externs receive an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.

Supervision: Externs are assigned a supervising attorney, who has been practicing law for at least two (2) years, is in good standing with a Bar, and will participate in directing, monitoring, and mentoring the extern throughout the summer.

Assignments: Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

Feedback: Externs are provided specific, individualized, and timely feedback. Supervisors will review and sign weekly timesheets. At the end of four weeks, supervisors will complete and review with the extern an evaluation of the student's work performance and forward the written evaluation to lawsummerabroad@usfca.edu or fax to 415.422.6433.

Diversity of Tasks: Externs are assigned the same kind of work as a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills.

Observation: Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities.

Opportunities for Reflection: Externs will meet with their supervisor, other attorneys and staff to discuss their observations, experiences, and other issues relevant to the profession.

Logistics: The extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

No Compensation: ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable out-of-pocket expenses related to the externship. After 4 weeks and at the end of the academic program, students may receive compensation if the externship is extended.

Fee-Generating Matters: Where the extern is assigned work on fee-generating matters, the extern's time will not be billed, and the work assigned is in furtherance of the extern's legal education.

Hours: For 3 extern academic units, the student must record a total of 144 hours of supervised legal work during the 4 week externship.

Site Visits: In compliance with ABA Accreditation Standards, the USF Program Director conducts site visits to ensure that the placement is providing an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, please note that the law school has full discretion to disapprove or inactivate a placement from participating for any period of time.

Signature of Supervising Attorney

Date