**University of San Francisco School of Law**

International Summer Externship Guide 2018

**May 22, 2018**

**China ● Czech Republic ● France ● Germany ● Ireland ● Italy Liechtenstein ● Mexico ● Spain ● United Kingdom ● Vietnam**

“Oh the places you’ll go.” -Dr. Seuss

International Summer Externship Guide 2018

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International Summer Externship Guide 2018

*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*](mailto: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 plus orientation 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 five 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

You are required to attend lectures by foreign professors on the local legal system 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.) Taking attendance is required at the School of Law. A sign-in sheet will be circulated during each orientation session. In most cases, the required orientation welcome dinner will take place the evening before the start of orientation.

## Externship Agreement and Evaluation

A minimum of five 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, review it with you, and email it to the USF Director.

## Externship Paper

An externship paper is not required. You may choose to write a paper associated with your externship to fulfill the Upper Level Research & Writing Requirement with the approval of your USF Director who will supervise the paper. The paper will be due by the end of the Fall Semester.

## Student Reflection

* Timesheets:
  + For 4 non classroom credits, 180 recorded hours are required.
  + If you do not have enough work, even for just one day, you are required to notify your Director and the Externship Coordinator.
  + You are expected to enter your time on a daily basis and to email your timesheet each week to your USF Director, your supervising attorney and the Externship Coordinator (lawsummerabroad@usfca.edu).
  + You will submit your hours via the Excel Timesheet Template. Use this document to complete all timesheets for the semester. The Excel Timesheet Template includes tabs for separate weeks and a totals tab. For each week that you work, complete the corresponding week’s timesheet. Regularly review your totals tab to ensure that you are on track to complete the 180 required hours.
  + For credit, timesheets must be *signed by your supervisor* and submitted to your USF Director during the program or at the latest by August 15, 2018.
  + 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 reflection to your USF Director and the Externship Coordinator by Tuesday of the following week. The reflection must be at least 300 words and it must include your name and the week number.
* **Orientation Week:** What is your assessment of the quality of orientation week? What was most valuable, what was new to you, and how do you think orientation week will prepare you for your externship?
* **Week 1:** Identify and describe with specificity, your primary goals for this externship. Consider how you would like to grow and/or develop as a lawyer over the course of the summer. Some questions to think about: What would you like to find out about this type of work? What skills or experiences would you like exposure to? What skills are you lacking in or need to improve? Please discuss these goals with your Supervisor.
* **Week 2:** Identify lessons learned regarding the law, legal institutions and legal profession of the country. Discuss engagement with your supervisor and/or other attorneys with regard to opportunities, assignments, instruction and feedback, and identify successes or challenges with regard to integration into the culture of the country and the placement.
* **Week 3:** Interview someone at your placement. Select someone to interview at your placement; it does not need to be your supervising attorney, but it should be someone you admire at your placement. Talk with them about their legal career, how they got where they are (their path), and where they expect their path to take them. Ask them for their insights into good lawyering and bad lawyering. You are encouraged to seek advice from them for you as you prepare to embark on your legal career.
* **Week 4:** Identify lessons learned regarding the law, legal institutions and legal profession of the country; discuss engagement with your supervisor and/or other attorneys with regard to opportunities, assignments, instruction and feedback; and identify successes or challenges with regard to integration into the culture of the country and the placement.
* **Week 5:** Identify what you wish you knew before you started your externship; and identify how your externship has impacted your plans for the kind of work you might do after law school. In what ways will your experiences in this placement be transferable to other settings?
* **Week 6+**: If you stay longer than five weeks, you must continue to submit a weekly timesheet and weekly reflection. For week 6 and beyond, identify lessons learned regarding the law, legal institutions and legal profession of the country; discuss engagement with your supervisor and/or other attorneys with regard to opportunities, assignments, instruction and feedback; and identify 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.

Below is a quick guide to who receives the various requirements of the program.

|  |  |  |  |
| --- | --- | --- | --- |
| Requirement | USF Director | Externship Supervisor | Coordinator (Esther) |
| Placement Agreement | Signs | Sign | X |
| Weekly Timesheets | X | Sign | X |
| Weekly Reports | X | n/a | X |
| Evaluation of Student | X | Complete, Sign and Review | X |

## 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

Due to visa requirements, students are not compensated.

## Dating

Institutions of higher education are obliged by law to promote an educational environment that is free from unlawful gender or sexual harassment including at externship opportunities that the Law School supports or makes available to its students.

The University does not have the role of the employer with regard to those attorneys and other professionals who work at externship sites. The University thus has considered other ways to assure a professional experience for students at externships sites, avoiding the potential problems that can arise from unnecessarily close personal relationships between students on the one hand, and the attorneys and other professionals at the externship sites on the other hand.

The University requests that students agree in advance to not participate in close personal relationships with persons at the externship sites, during the time period of working there. Close personal relationships include dating, sexual and similar close personal relationships, whether or not consensually undertaken. Simple socializing that is common in professional offices is not of course in any way to be discouraged.

## Directors and Emergency Contact Information

### China

* + USF: Professor Suzanne Mawhinney, [skmawhinney@usfca.edu](mailto:skmawhinney@usfca.edu), Office: 415.422.2252, Cell: 415.722.9883
  + On-Site: Russell Leu, [rklleu@yahoo.com](mailto:rklleu@yahoo.com), Office: (86 10) 5706 7513, Cell: 86 + 136 1132 1000
  + USF China Office: Eileen Chen, [eileenchen@usfca.edu](mailto:eileenchen@usfca.edu), Cell: +86 138 1073 2441

### Czech Republic

* + USF: Professor Jack Garvey, [garveyj@usfca.edu](mailto:garveyj@usfca.edu), Office: 415.422.6158
  + On-Site: David Kahout, [KOHOUT@prf.cuni.cz](mailto:KOHOUT@prf.cuni.cz), Office: +420 221 005 111, Cell: +420 775 854 820

### Europe

* + USF: Professor Peter Harvey, [pharvey@harvey.law](mailto:pharvey@harvey.law), Office: 415.926.7776, Cell: 510.206.9926
  + On-Site: Julia Holden, [jholden@trevisancuonzo.com](mailto:jholden@trevisancuonzo.com), Office: 0039 028 6463313, Cell: 0039 340 2939869

### Mexico

* + USF: Professor Jacqueline Brown Scott, [jmbrown@usfca.edu](mailto:jmbrown@usfca.edu), Office: 415.422.3330, Cell: 415.377.5118
  + On-Site: Mtro. Carlos Preciado Pardinas, [cpreciado@up.edu.mx](mailto:cpreciado@up.edu.mx), Office: (55) 5482 1600 Ext. 5119, Cell: (55) 3224 2471

### Vietnam

* + USF: Professor Suzanne Mawhinney, [skmawhinney@usfca.edu](mailto:skmawhinney@usfca.edu), Office: 415.422.2252, Cell: 415.722.9883
  + On-Site: Ms. Trang Ly, [hoangtrangly@gmail.com](mailto:hoangtrangly@gmail.com), Cell: +84.986684486

## 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.expat-blog.com](http://www.expat-blog.com), [www.couchsurfing.org](http://www.couchsurfing.org), [www.traveladvisor.com](http://www.traveladvisor.com), [www.agoda.com](http://www.agoda.com), [www.airbnb.com](http://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 visa. Ensure that you allow adequate time to process your visa. Following are online contacts.

* **Note:** To avoid delays and extremely burdensome registration requirements, in most cases, 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/>
* 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](mailto: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 emergencyand it sends routine information and updates about the country: <https://step.state.gov/step/>
* Read the U.S. State Department Country Information on the country of your destination and specifically the sections on Local Laws & Special Circumstances and Safety and Security: <https://travel.state.gov/content/travel/en/international-travel.html>
* Check the Center for Disease Control and Prevention for travel warnings at <https://wwwnc.cdc.gov/travel/>.

## Tuition

Tuition is $4,000 for 4 non-classroom units. A $350 non-refundable deposit is due no later than March 5, 2018 and is applied to tuition. Payment in full for tuition is due on May 1, 2018. 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. Bring more than one debit and credit card.
* Check with your 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 4 non-classroom units. Twenty (20) is the maximum number of non-classroom units that can apply to your degree. (Students may enroll in more than 20 non-classroom units but only 20 will apply to the degree).

## Drop or Withdrawal

Students who wish to drop from the international externship program must do so by May 1, 2018 in order to receive a 100% tuition and fee refund. The $350 tuition deposit is non-refundable.

Students who withdraw from the program 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 drop or 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, Czech Republic, Europe and Mexico – July 20, 2018; Vietnam – August 10, 2018).

# Section 3: Health Care and Emergency Related Information

## Emergency Contacts:

Carefully review the U.S. Embassy information online for the following and additional information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | **Ambulance** | **Police** | **Fire** | **US Embassy** | **US Embassy/Consulate Address** |
| Alicante | 112 | 112 | 112 | (34)-91-587-2200 | American Embassy  Calle de Serrano 75  28006 Madrid |
| Barcelona | 112 | 112 | 112 | (+34) 93 280 22 27 | US Consulate  Paseo Reina Elisenda de Montcada, 23  08034 Barcelona, España |
| Beijing | 120 | 110 | 119 | 010-8531 4000 | U.S. Embassy  55 Anjialou Rd, Chaoyang |
| Dublin | 112 or 999 | 112 or 999 | 112 999 | +353 1 668 8777 | U.S. Embassy Ireland  42 Elgin Rd, Dublin 4, D04 TP03 |
| 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 | 112 or 999 | 112 or 999 | 112 999 | +44 20 7499 9000 | US Embassy  33 Nine Elms Ln, London  SW11 7US, UK |
| Mexico City | 065 | 060 | 066 | ( 01-55 ) 5080-2000 | U.S. Embassy  Paseo de la Reforma 305  Colonia Cuauhtemoc  06500 Mexico, D.F. |
| Milan | 118 | 113 | 115 | +39 02 290351 | U.S. Consulate General  Via Principe Amedeo 2/10 |
| Paris | 15 | 17 | 18 | +33 1 43 12 22 22 | U.S. Embassy  2 Avenue Gabriel, 75008 Paris |
| Potsdam / Berlin | 112 | 110 | 112 | +49 30 83050 | U.S. Embassy  Pariser Platz 2, 10117 Berlin |
| Prague and Brno | 155 | 158 | 150 | (+420) 257 022 000 | U.S. Embassy  Tržiště 365/15, 118 00 Praha 1-Malá Strana |
| Rome | 118 | 113 | 115 | +39 06 46741 | U.S. Embassy  Via Vittorio Veneto, 121, 00187 |
| Triesen (Liechtenstein) | 112 | 112 | 112 | 031 357 70 11 | U.S. Embassy  Sulgeneckstrasse 19  CH-3007 Bern, Switzerland |

## Emergency Travel Assistance 24-hr

### USF Health Insurance – AETNA Travel Assistance Program - On Call International

* **ON CALL number: 1-866-525-1956 or collect 1-603-328-1956**
* Assistance services are available when traveling 100 or more miles from Your Primary Residence or when traveling in a foreign country. ON CALL must coordinate and provide all transportation arrangements. Transportation arrangements rendered without ON CALL’s coordination are not covered. Expenses submitted to ON CALL for reimbursement that were not coordinated and arranged by ON CALL will not be accepted.
* For additional information and to **print your On Call International ID Card**, visit <https://www.aetnastudenthealth.com/en/school/474887/members/travel-assistance.html>
* 24/7 worldwide medical information and assistance
  + Unlimited emergency medical evacuation Unlimited medically necessary return home Travel arrangements for a family member or friend if you’re alone and are hospitalized and will remain hospitalized
  + Emergency return home for the death or life-threatening illness of a parent, sibling or spouse Medical monitoring
* Medical, dental and pharmacy referrals
  + Medicine replacement assistance
  + Pre-trip information
* Travel assistance
  + 24/7 emergency travel arrangements
  + Translation assistance
  + Assistance with arranging emergency travel funds
  + Lost travel documents replacement assistance
  + Credit card or traveler’s check replacement assistance
  + Legal consultation and referrals
  + Delayed baggage tracking
* Security Assistance
  + Political evacuation
  + Natural disaster evacuation

### Medical and Travel Security Assistant – International SOS (ISOS)

* **Member #11BCAS665075**
* **Phone 1-215-942-8478**
* Website: www.internationalsos.com
* Download the APP at app.internationalsos.com!
* USF provides USF students with a free travel, major accident, emergency medical assistance and security assistance program called ISOS because most domestic health insurance plans have limitations. ISOS coverage is only available for university-approved activities and not personal vacation.
* Students are required to have his/her own personal health insurance in place prior to travel. In the event a student experiences a serious injury or illness including hospitalization and/or surgery student will have follow up care upon his or her return home to the U.S (e.g. extend prescriptions, receive physical therapy). Students should verify any limitations to their personal health insurance coverage when overseas.
* International SOS is supplemental coverage and is free of charge to USF students. ISOS provides support in travel related issues including loss passport, medical referrals, emergency medical, repatriation, and evacuation assistance.
* ISOS is not personal health insurance and it is not extended to personal vacation. ISOS does not include trip delay or cancellation nor lost baggage coverage. These are optional benefits students will have to purchase on their own. Any student traveling overseas independently before externship begins and/or after externship ends are advised to purchase their own travel insurance coverage.
* Call ISOS anytime with a simple medical, security or travel related question or in an emergency. As a member, you will receive 24 hour expert advice and assistance.
* Sign up for travel alerts at least 7 days prior to travel.
* ISOS’s live 24-hour services can provide services and information as follows:
  + Emergency medical, personal, legal and travel services
  + Emergency medical evacuation or repatriation services
  + Vaccination requirements
  + Passport and visa requirements
  + Quality of health care
  + Advice on prevalent diseases
  + Personal and driving safety information
  + Hygiene: quality of food and water
  + Culture and customs
  + Currency
  + Weather and what clothes to take
  + Compatibility of electrical items
  + Personal safety advice

## Doctors, Hospitals, Health and Medical Information

*Information provided by the US Government (U.S. Citizen Services).*

* Contact International SOS at 1-215-942-8478 / Member No. 11BCAS665075
* Alicante and Barcelona – <https://es.usembassy.gov/u-s-citizen-services/>
* Beijing <https://china.usembassy-china.org.cn/u-s-citizen-services/>
* Berlin (Potsdam)<https://de.usembassy.gov/u-s-citizen-services/>
* Dublin <https://ie.usembassy.gov/u-s-citizen-services/>
* Hanoi <https://vn.usembassy.gov/u-s-citizen-services/>
* Ho Chi Minh City <https://vn.usembassy.gov/u-s-citizen-services/>
* Italy (Milan & Rome) <https://it.usembassy.gov/u-s-citizen-services/>
* London <https://uk.usembassy.gov/u-s-citizen-services/>
* Mexico City <https://mx.usembassy.gov/u-s-citizen-services/>
* Paris<https://fr.usembassy.gov/u-s-citizen-services/>
* Prague and Brno <https://cz.usembassy.gov/u-s-citizen-services/>
* Triesen <https://ch.usembassy.gov/u-s-citizen-services/>

## 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.
* USF health insurance information is available at <https://myusf.usfca.edu/student-health-safety/hps/insurance/student-plan>
* 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](mailto:hps@usfca.edu) or by calling 415-422-5797.
* 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.

## 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.sfcdcp.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 my adversely affect full participation in the program.

## Exhibit A: Resources for International Externships

**Research Resources for International Externs**

April 9, 2018

Dorraine Zief Law Library, Univ. of San Francisco

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

**Research Help from Afar**

**Best bet:**  [**Ask the Zief Librarians**](http://asklawlib.usfca.edu) — <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 guide on your topic at: <http://legalresearch.usfca.edu/GeneralAndFederalPracticeGuides>.

(For [California law practice guides](http://legalresearch.usfca.edu/calpracticeguides), visit: [http://legalresearch.usfca.edu/CalPracticeGuides](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 MyUSF login information.

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

**Foreign and EU Law Life-Savers**

[**Foreign Legal Systems guide**](http://legalresearch.usfca.edu/ForeignLegalSystems) — from the Zief Library

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

[**Globalex research guides**](http://www.nyulawglobal.org/globalex/) — country-by-country research advice

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

[**European Legal Research: The Basics**](http://legalresearch.usfca.edu/EuropeanLaw) — from the Zief Library

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

**Non-Legal Questions Life Savers**

[**Gleeson Library Database Options for Starting Your Research**](https://www.usfca.edu/library/databases)

<http://guides.usfca.edu/az.php>

Research options for: statistics, business and management, economics, sociology, and much more. Select the broad subject area you’re interested in from the “All Subjects” pull-down menu.

Off-campus access is allowed for most of these databases. All you need is your MyUSF 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 Search Operators](https://support.google.com/websearch/answer/2466433?hl=en&ref_topic=3081620)

<https://support.google.com/websearch/answer/2466433?hl=en&ref_topic=3081620>

[Advanced Google searching](https://support.google.com/websearch/answer/35890) — links to helpful fill-in-the-blank templates

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

[Lifehacker’s Google tips](http://www.lifehack.org/articles/technology/20-tips-use-google-search-efficiently.html)

<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 Brandy Waters, USF’s Lexis rep, at [brandy.waters@lexisnexis.com](mailto:brandy.waters@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 Marc Massarweh, USF’s Bloomberg Law rep, at [mmassarweh@bloomberglaw.com](mailto:mmassarweh@bloomberglaw.com). Let him 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/registration/summerextension.aspx>.   
If you have any questions, contact Scott Wilson, USF’s Westlaw rep, at [scott.wilson@tr.com](mailto:scott.wilson@thomsonreuters.com)

### 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**

|  |  |
| --- | --- |
| **DON’T** | **DO** |
| 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:

Externship Programs

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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 Begins**[[1]](#footnote-1)

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.
* 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 statues 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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### Basics of Attorney-Client Privilege and Work-Product Doctrine

**Attorney-Client Privilege**

**1. *To what does the privilege apply?***

* Communications relating to legal advice between client and attorney or attorney's agent.
* Communications made in anticipation of litigation, and to legal advice when no litigation is threatened.

**2. *To what does it not apply?***

* Advice of a business or personal nature.
* Communications made in the presence of a third party (Evid. Code sec. 952).

**3. *Who holds the privilege?*** The client.

**4. *Who can waive the privilege?*** The client.

**5. *How can the privilege be lost?***

* If the client implies by her actions that she intends to waive the privilege, for example, by allowing a third party to be present.
* If document containing these atty-cl communications is advertently disclosed.

**Work-Product Doctrine**

**1. *What is a work product?***

* Documents prepared in anticipation of litigation or in preparation for trial-- and in legal, nonlitigation matters.
* “A writing that reflects an attorney's impressions, conclusions, opinions, or legal research or theories is not discoverable under any circumstances.” [CCP sec. 2018.030(a)]
* Includes “work product” of attorney’s employees or agents

**2. *What is the work-product doctrine?***

* Protects the “work product” from being discoverable.
* Attorney’s impressions, conclusions, and opinions absolutely protected. Exception: malpractice actions.
* Other “work product” has qualified protection—may be obtained only “if the court determines that denial of discovery will unfairly prejudice the party seeking discovery in preparing that party's claim or defense or will result in an injustice.” [CCP sec. 2018.030(b)]

**3. *When do work-product issues most commonly arise****?*

* When statements are taken from a third-party witness or a report is obtained from an expert. “Work product” of experts consulted by attorney, who will NOT testify at trial, is protected.
* But experts who testify may be compelled to disclose all reports they prepared.\*\*
* Federal rules amended in 2010 to potentially include greater protection of communication between an expert and attorney. [FRCP 26(b)(4)]
* The work of experts/consultants hired before attorney is retained, is not protected by the WPD.
* Protection may be lost if document is inadvertently disclosed.

\_\_\_\_\_\_\_\_\_\_

**Other privileges that protect documents include the following:**

* *Physician-patient privilege* - communications between a doctor and patient involving

medical treatment; HIPAA.

* *Spousal privilege* - private communications between spouses.
* *Priest-penitent privilege* - statement made privately to a member of the clergy in the course of a confession or counseling.
* Fifth Amendment - gives an individual the right to refuse to answer a question if the answer would tend to incriminate him/her.
* Privileges granted in some states to communications with police, accountants, journalists, social workers, and others.

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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.

Provided by:

Externship Programs

Kendrick Hall, Room 235

Tel. 415-422-4467

Fax. 415-422-4470

Nrkatz2@usfca.edu

## Exhibit B: Student Forms

***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

**SITE Supervisor, faculty DIRECTOR, and STUDENT Extern AGREEMENT**

Extern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Semester/Year:\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City & Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip / Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the work the student will be doing:

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Describe the educational objectives of the externship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The following are the minimum standards expected of site supervisors, faculty directors, and externs to receive academic credit.All externships will consist of two components: (a) a work experience under the supervision of the site supervisor; and (b) an academic component under the supervision of the faculty director.

**Site Supervisor’s Agreement:**

Thank you for your support, supervision, and mentoring of a law student extern.Please sign the agreement and add any comments on this form. As a site supervisor, I agree to the following:

**Orientation:** I will ensure that the extern receives an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.

**Supervision:** I have the authority, ability, and resources to ensure that the extern has a supervising attorney who will actively direct, monitor, and mentor him or her throughout the semester.

**Communication:** I will inform the extern of the system for assigning work projects and ensure he or she is given clear deadlines and will receive ongoing guidance for managing the workload.

**Skills Development:** The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance, feedback, and self-evaluation.

**Assignments**: The extern will be assigned work that is similar to that of a law clerk or entry-level staff

attorney, including exposure to a broad range of lawyering skills. Assignments may include drafting documents and pleadings, researching and writing memoranda, interviewing clients and witnesses, attending conferences, negotiations or mediations, and observing or participating in meetings, depositions, or court proceedings. Administrative work will be kept to a minimum.

**Feedback:** The extern will be provided specific, individualized, and timely feedback on their work.

**Observation:** The extern may have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities.

**Opportunities for Reflection:** The extern will meet with his/her supervisor, other attorneys and staff to discuss his/her observations, experiences, and other issues relevant to the profession.

**Supervisor Accessibility:** The extern and supervising attorney should meet at least weekly. In addition to

any standing meetings, the supervising attorney will be able to meet with the extern as needed to provide support and feedback on assignments.

**Forms:** I will comply with the school’s evaluation requirements, including reviewing the student’s timesheets and providing feedback to the extern in a timely manner.

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

**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 4 extern units, the student must record 180 hours of supervised legal work during the 5week externship. In-class hours during orientation do count towards the total required hours. The number of in-class hours for orientation is determined by the faculty director.

**Indemnity:** By participating in this externship program, the company, firm, entity or agency in which the student is externing agrees to defend, indemnify, and hold students harmless from and against any and all liability, loss, expense (including reasonable attorneys’ fees), or claims for injury or damages arising out of the performance of the agreement between the student’s externship placement and the student.

**No-Dating Policy:** The company, firm, entity or agency in which the student is externing agrees to follow the Law School’s no-dating policy:

Institutions of higher education are obliged by law to promote an educational environment that is free from unlawful gender or sexual harassment including at externship opportunities that the Law School supports or makes available to its students.

The University does not have the role of the employer with regard to those attorneys and other professionals who work at externship sites. The University thus has considered other ways to assure a professional experience for students at externships sites, avoiding the potential problems that can arise from unnecessarily close personal relationships between students on the one hand, and the attorneys and other professionals at the externship sites on the other hand.

The University requests that students agree in advance to not participate in close personal relationships with persons at the externship sites, during the time period of working there. Close personal relationships include dating, sexual and similar close personal relationships, whether or not consensually undertaken. Simple socializing that is common in professional offices is not of course in any way to be discouraged.

**Site Visits:** In compliance with ABA Accreditation Standards, the USF Program Director may conduct 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/or communications, please note that the law school has full discretion to disapprove or inactivate a placement from participating for any period of time.

**Extern’s Agreement:**

The extern should sign and add any comments on this form. As an extern, I agree to the following:

**Professionalism:** I agree to follow directions, seek clarification and advice in a timely fashion, and

comport myself with professionalism and integrity.

**Development Goals:** I will create goals for the program of how I plan to develop professionally and will discuss these with my site supervisor and faculty director.

**Academic Component:** I agree to complete all requirements of the program as requested by the faculty director and outlined in the Syllabus.

**Opportunities for Reflection:** I will reflect on the observations, experiences, ethical considerations,

and other issues that arise during my externship. As directed by my faculty director, I will submit weekly reflections analyzing my experiences. In so doing, I will be mindful of my confidentiality obligations.

**Self-Evaluation:** I will strive to self-assess on each assignment I complete. In so doing, I will consider

what I did effectively and areas for improvement. Where possible and appropriate, I will discuss my

self-assessment with my faculty director and site supervisors. I will be open to feedback from my supervisors and will consider how it can be applied specifically and globally to my future work.

The start and end dates of my externship are:

**Start Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that to receive 4 externship units, I must, on average, work 36 hours per week for 5 weeks for a total of 180 recorded hours during the program. I understand that in-class hours during orientation do count towards the total required hours. The number of in-class hours for orientation is determined by my faculty director.

**Faculty Director’s Agreement:**

The faculty director has read and agreed to perform the following:

**Academic Requirements:** I will establish requirements designed to develop the extern’s experience in their placement, including encouraging self-evaluation and reflection.

**Site Evaluation**: I will remain in regular contact, including possible visits, with the externship site and the extern to ensure the quality of the educational experience.

**Availability:** I will be available as a resource should any concerns or issues arise.

**Evaluation:** I will evaluate the extern’s academic performance during the externship. The assessment will be based, inter alia, on the extern and supervisor evaluations, timely compliance with requirements, the quality of the self-reflection, and professionalism. Based on this evaluation, I will determine whether credit should be granted.

*We have reviewed this document and agree to act in accordance with these expectations.*

**Signature of Student Extern:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Signature of Supervising Attorney:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Signature of Faculty Director:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please return this form to the International Summer Externship Coordinator at lawsummerabroad@usfca.edu.

This form was modified but originally developed and adopted for use by the Bay Area Consortium on Externships (BACE). Participating schools: Golden Gate University School of Law, JFK University College of Law, Santa Clara University School of Law, Stanford Law School, UC Berkeley School of Law, UC Davis School of Law, UC Hastings College of the Law, University of the Pacific/McGeorge School of Law, University of San Francisco School of Law.

1. This advice memo is adapted from one generously provided by Professor Susan Rutberg of Golden Gate University. [↑](#footnote-ref-1)