

**APPLICATION FOR LABOR & EMPLOYMENT LAW CERTIFICATE**

**Priority Deadline: Monday, September 9, 2024** (December grads must submit by this date)

*For Spring/Summer grads, submission by the priority deadline allows for a certificate-eligibility audit prior to registration for spring classes.*

**Last Day to Submit Applications: Monday, January 27, 2025.**

I expect to graduate and am applying to receive the Labor & Employment Law Certificate. I have read and understand the Program requirements (found on the law school's website at: [Labor and Employment Certificate Information Page](#)) and further understand and acknowledge that award of the Certificate is conditional upon meeting those requirements.

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

USF ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**COURSES & PROCEDURE**

**COURSES:** To earn a Labor & Employment Law Certificate, a student must

- 1) Complete at least 9 units of approved course work in the subject area. The course work must include at least **two** courses in the core subject area. Any remaining units (to reach a minimum of 9 units) must be completed from the list of approved core or elective courses.
- 2) Complete a practicum requirement related to labor and employment law.
- 3) Complete an Upper Level Writing Requirement analyzing an issue related to labor and employment law.

*All course work for the certificate must be taken for a letter grade except for any approved elective course in which credit/no credit grading is mandatory. For any course in which a letter grade is not provided, a "credit" must be achieved in order for the course to be applied to meet the certificate requirements. Students must achieve a grade of C+ or higher in each letter-graded course applied to the certificate and achieve a cumulative GPA of 2.70 or higher for all courses applied to the certificate. A student achieving a cumulative GPA of 3.50 or higher for all courses applied to meet the requirements of the certificate is awarded the certificate with honors.*

**Procedure:** Indicate the letter grade and units received in the courses (below) that you wish to apply to the Certificate. Indicate "in progress" by marking "IP" for courses being taken during the current semester. **(If you indicate more than the required units of coursework, the Registrar's Office will choose courses with the highest grades to count toward the certificate.)**

Note: the curriculum is subject to change and not all courses are offered every year.

<b>Core Courses: (Must complete at least <u>two</u> core courses)</b>											
Sem/Yr	Grade	Units	Law Reg		Sem/Yr	Grade	Units	Law Reg			
				Employee Benefits (ERISA)						Employment Law	
				Employment Discrimination						Labor Law	
<b>Elective Courses:</b>											
Sem/Yr	Grade	Units	Law Reg		Sem/Yr	Grade	Units	Law Reg			
				Administrative Law						Legal Issues in Sports	
				Contracts Drafting ( <i>can count for EITHER course work OR the practicum</i> )						Negotiation (can count for EITHER course work OR the practicum)	
				Employment Law Seminar						Transactional Skills	

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

USF ID Number: \_\_\_\_\_

**PRACTICUM REQUIREMENT**

To earn the certificate, a student must participate in an experiential learning activity that is focused on labor and employment law. Students may fulfill this practicum requirement in one of the following ways: (1) completion of the Employment Law Clinic; (2) completion of the International Human Rights Clinic if work is relevant to labor and employment law (3) participation in an advocacy team relevant to labor and employment law (4) completion of a three unit (minimum) externship relevant to labor and employment law; (5) completion of 141 hours of paid work relevant to labor and employment law; or (6) completion of a simulation or skills class designated as "LE Practicum" on the course schedule.

Practicum Requirement: Please fill out the grade, year, semester and units for the component you completed							
Sem/Yr	Grade	Units		Sem/Yr	Grade	Units	
			Contracts Drafting (can count for EITHER course work OR the practicum)				Negotiation (can count for EITHER course work OR the practicum requirement)
			Externship	n/a	n/a	n/a	Paid Position (see below)
			International Summer Ext.				Tulane Sports Negotiation
			Int'l Human Rights Clinic (special approval required)				Wagner Employment Law
			Mediation				

If completing the practicum requirement with a minimum of 141 hours of supervised legal work through a paid position, please complete the information below.

Organization:	Dates:	
Address:	Total # Hours:	
City:	State	ZIP:
Supervisor:	Title	Phone:
Types of Assignments:		

**UPPER LEVEL WRITING REQUIREMENT FOR THE LABOR & EMPLOYMENT LAW CERTIFICATE**

To earn the certificate, a student must complete a substantial research paper analyzing an issue relevant to labor and employment law. The paper must demonstrate the ability to identify, describe and analyze the subject matter and should, where possible, propose a resolution.

The paper must meet the standards for an Upper Level Research and Writing Requirement project and also satisfies this graduation requirement. It may also satisfy the requirements of a course taken (sort by "Certificate" and "Writing Req't" on the course schedule for acceptable courses) or a Directed Research (see Registrar's Office).

Title of the Paper: \_\_\_\_\_

Supervising Professor: \_\_\_\_\_

Semester Completed (If in progress, indicate current semester and year):

Semester	Year

**To apply for the Certificate, you must:**

- Submit this completed application to the Law Registrar's Office by your second to last semester.
- Submit a writing requirement enrollment form by the last day to add classes for the semester the writing requirement is being completed. The "Labor & Employment Law Certificate" box on the form must be checked.

<b>Law Registrar Staff Only</b>		
First Audit: _____ <small>Date &amp; Initials</small>	Meets L&E Writ. Req: Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Audit: _____ Total Units: _____ <small>Date &amp; Initials</small>
Grades Verified: <input type="checkbox"/> Total Units (inc. IP): _____	IP as of (date): _____	GPA: _____ Honors: <input type="checkbox"/>
On Track: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Notified: _____	Practicum Verified: _____ <small>Date &amp; Initials</small>	Receiving Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/>