

Stanford Law School

# Externship Program

Student Handbook 2010-2011

Stanford Law School

John and Terry Levin Center for  
Public Service and Public Interest Law

## Program Overview

The **Public Interest Externship Program** at Stanford Law School provides students the opportunity to receive academic credit for engaging in fieldwork -- *i.e.* direct services, certified student trial practice, legal research and writing -- at a non-profit or government organization. Because students do receive academic credit for their externships, they may not receive payment of any kind for their work. Students may participate in the Externship program only *once* during their time at Stanford Law School.

The goal of the externship program is to supplement classroom instruction by placing the student in a law practice setting that will:

- Expand upon substantive coursework
- Provide experience in fields not covered by SLS clinics
- Encourage students' examination of roles of lawyers in society
- Enhance students' capacity for analysis and critical reflection
- Promote students' mastery of self-directed learning
- Allow students to study the practice of law and public policy in selected institutions
- Foster students' ability to perform discrete legal tasks

All externships at SLS are governed by rules set by the law school itself, as well as by Standard 305 of the American Bar Association's Section of Legal Education and Admission to the Bar. The ABA establishes requirements not merely for participation by students, but also for supervision and instruction by their site supervisors and faculty sponsors.

## How Do I Apply?

The Public Interest Externship Program at SLS is managed by Betsy de la Vega, Director of Pro Bono and Externship Programs, at the Levin Center for Public Service and Public Interest Law. Applications are appended to this handbook. A completed application must be both delivered in **hard copy** to Betsy de la Vega in room 21 A and **emailed to [delavega@law.stanford.edu](mailto:delavega@law.stanford.edu) by the announced due date.**

You should be aware, however, that many placements, particularly those for which security clearance is required -- such as a U.S. Attorney's Office -- have deadlines well in advance of the above dates. Therefore, if you wish to participate in an externship, you are encouraged to speak to Betsy de la Vega as soon as possible in advance of the quarter.

### **Am I Eligible for an Externship?**

Students may participate in the Externship Program only *once* during law school. All externships require the approval of the Public Interest Committee. In reviewing applications, the committee will consider your academic performance and -- for applications to participate in the Special Circumstances Externship Program (those outside the Bay Area) -- the rigor of the proposed course of academic study to be conducted under the supervision of your faculty sponsor. Generally, however, you will be considered to participate IF:

- You have *not participated* in an externship before;
- You do not have any outstanding papers;
- You plan to extern at a *non-profit* agency or government organization **only**; (Judicial externships do not qualify);
- You are a 2L or 3L;
- You are a *transfer student who has completed one quarter* at SLS;
- You're a joint degree student *who will have completed 112.5 quarter units by the end of your ninth quarter*;
- You're a 3L planning to extern for the Spring Quarter,
- You will be externing *no more than 16 hours a week, and your placement will be in the Bay Area*.

### **How Do I Find an Externship?**

It's up to you to make initial contact and arrangements with a placement. You may locate possible locations by checking the list of pre-approved local placement sites which is posted on the Levin Center website, or by reviewing student evaluations from summer public interest internships, which are also available on the Levin Center website. (Note that the *sites* are pre-approved, but your application to participate in the externship program by working at one of those sites must be separately approved through the application procedure described below.

You may also speak with members of the Levin Center staff and certainly may do your own research into possible placements that fit your interests.

Once you find a potential organization to which you'd like to apply, you should generally submit to them a cover letter, resume and writing sample, although it would be prudent to check beforehand to see if other materials are required. Because many agencies are not yet aware that SLS is operating on the quarter system, you should also be sure to advise them of your specific schedule for the externship in the cover letter.

Be aware, as well, that some criminal or other governmental placements require a security clearance and/or a practice certification which takes extra paperwork and time. Security clearances may take 10 to 12 weeks and certification takes at least 3 weeks. (The application for certification is available online at <http://.calbar.ca.gov>.)

The list of possible externship placements posted on the Levin Center website is not exclusive or comprehensive. If you're applying for one that's not listed, or for any externship outside the Bay Area, you will need to submit with your application a brochure or link to an organization website as well as, a copy of the resume or CV for your proposed supervisor within the office, and an introductory letter describing the organization and the type of projects you would be working on.

### **What are the Two Types of Externships?**

The **Standard Externship Program (SEP)** offers students placements in Bay Area locations. Students who are enrolled in an SEP externship must also take an externship companion course. The default companion course is the two credit Externship Companion Course, Number 472-0-01 taught by Associate Dean Chin and lecturer in Law Elizabeth de la Vega.

Students in the SEP must file **weekly** Reflection Papers of three to five pages and a final externship report of no less than 15 pages. The final report must be submitted to the Office of the Registrar by the date identified for submission of final papers for all courses.

The **Special Circumstances Externship Program (SCEP)** allows students the opportunity to apply for placements outside the Bay Area. The work must be accompanied by a tutorial with a specified reading list that the student must arrange in advance with a faculty sponsor. Once a faculty sponsor is found, the student should work with the sponsor to develop a syllabus outlining the course of study and a process by which they can review and discuss the externship placement each week.

Students should submit the agreed-upon reading list, the proposed syllabus, and the planned process of review, with their application, in the form of a memorandum of understanding signed by both the student and the faculty sponsor. In addition, all students who participate in the SCEP must arrange for their faculty sponsor or another law school faculty member to make a site visit during the student's externship. Students must discuss and arrange for this site visit with their faculty sponsor prior to the sponsor's agreement to participate in the externship program. The memorandum of understanding between the student and faculty sponsor should acknowledge that this site visit is required and that such arrangements will be made.

Students in the SCEP must also file **weekly** Reflection Papers. The weekly reports should include:

- A description of the student's weekly externship activities;
- A summary of the reading completed from the student's reading list;
- An analysis of the relationship between in-class reading and the student's externship experience; and
- An identification and discussion of the issues relating to the practice of addressing the same topics as those listed above. An identification and discussion of issues relating to the practice of law that the student has explored during the externship.

Additionally, students in SCEP must file a final paper of no less than 15 pages, which must be submitted to the Registrar by the deadline for all final papers due for that quarter.

## How Much Academic Credit Will I Receive?

The number of credits students may receive for an externship varies depending upon the externship program and the number of hours worked.

**SCEP Externships:** All non-local externships require students to **work full-time (40 hours a week)** and participate in a reading tutorial. Students receive 12 credits for the SCEP externship.

**SEP Externships:** Students registered for an SEP externship must work at least 16 hours a week and may work no more than 34 hours a week. *Full time externships are not allowed* for SEP placements. The allotment of credits for a given number of work hours is as follows:

**16 hours work = 5 credits**  
**20 hours work = 6 credits**  
**24 hours work = 7 credits**  
**30 hours work = 9 credits**  
**34 hours work = 10 credits**

## What Else Do I Need to Know?

**Site Visits:** The ABA requires that a law school faculty member make a site visit to the student's externship site. As noted above, students should discuss these arrangements with their faculty sponsor prior to securing the sponsor's agreement to supervise them. The student should also arrange for the site visit to be made at a time when both the student and site supervisor are present.

It is the student's responsibility to make arrangements for the site visit regardless of the externship location. **SLS does not provide funds for site visits.** They must be made either at the faculty member's own expense or in conjunction with some other paid travel. It may be possible to have an alternate faculty member make a site visit. Such situations should be discussed with Betsy de la Vega.

**Evaluations:** Both ABA and Stanford Law School rules require certain evaluation forms to be filed for each student in the externship program. *It is up to each student to make sure that each of these forms is*

*filed in a timely fashion in conjunction with his/her externship.*

**Directed Research for Extra Credit:** Students in the Externship Program may choose to earn an additional two to three units by developing a directed research project connected to the externship. Any student who wishes to pursue this option must follow the SLS requirements for Directed Research set forth on the Stanford Law School website at [www.law.stanford.edu](http://www.law.stanford.edu). See *Student Handbook*, under *Information for Current Students*.

**Mandatory Orientation:** All students must attend an orientation session prior to the start of their externships. The date of this meeting will be announced in students' acceptance letters.

**Health Insurance:** International externs have an option of waiving Cardinal Care health insurance coverage if they obtain alternate insurance (travel or otherwise) and notify Stanford's Vaden health Center in advance of the standard deadline, as listed in Axess. We encourage you to investigate coverage and costs thoroughly. To opt out of Cardinal Care for the Quarter, go to Axess online and click on "health insurance waiver." For more information on opting out of Cardinal Care, please contact Vaden Health Center at (650) 723-2135.

**Questions?** Ask Betsy de la Vega at [delavega@law.stanford.edu](mailto:delavega@law.stanford.edu) or (650) 725-7909.

# Stanford Law School Standard Externship Program Application

Name: \_\_\_\_\_ Year: \_\_\_\_\_ Email: \_\_\_\_\_  
Current Phone: \_\_\_\_\_ Winter Phone \_\_\_\_\_  
Winter Address: \_\_\_\_\_  
I am applying for (check one) \_\_ Civil Law Externship \_\_ Criminal Law Externship  
Host Institution: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_  
Name and Title of Proposed Supervisor: \_\_\_\_\_  
Proposed Supervisor's Phone (if different from above): \_\_\_\_\_  
Email: \_\_\_\_\_  
Placement Credits (not including seminar credits): \_\_\_\_\_  
Proposed Companion Seminar: \_\_\_\_\_

## **Please Attach the Following to This Application:**

1. Your resume;
2. An unofficial transcript;
3. An Offer of Employment letter signed by the proposed placement supervisor;
4. The proposed field placement supervisor's resume or curriculum vitae, if it is not already on file with the Externship program; and
5. A 2-5 page proposal in which you describe:
  - a. the nature of the project
  - b. how the externship fits into your academic course of study;
  - c. the skills to be gained and goals to be achieved during the externship;
  - d. the specific responsibilities you will be performing;
  - e. a description of the sponsoring agency and its work;
  - f. the clinical or non-clinical courses you have taken which relate to the project or placement; and
  - g. why the proposed project cannot be replicated by a clinical opportunity offered at SLS.

Please check with Betsy de la Vega in room 21A or at [delavega@law.stanford.edu](mailto:delavega@law.stanford.edu) if you have questions.

**Applications should be submitted in hard copy to Betsy de la Vega in room 21A and emailed to [delavega@law.stanford.edu](mailto:delavega@law.stanford.edu).**

# Stanford Law School Special Circumstances Externship Program Application

Name: \_\_\_\_\_ Year: \_\_\_\_\_ Email: \_\_\_\_\_  
Current Phone: \_\_\_\_\_ Winter Phone: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Winter Address: \_\_\_\_\_  
Host Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_  
Name and Title of Proposed Supervisor \_\_\_\_\_  
Proposed Supervisor's Phone (if different from above): \_\_\_\_\_  
Email: \_\_\_\_\_  
Name of Faculty: \_\_\_\_\_  
Name of Faculty Member conducting Site Visit: \_\_\_\_\_  
Placement credits requested (not including seminar credit): \_\_\_\_\_

## **Please Attach the Following to This Application:**

1. Your resume;
2. An unofficial transcript;
3. A statement of academic purpose describing:
  - a. the academic courses you have taken or plan to take before the externship that have prepared you to participate in the externship;
  - b. the relevance of the externship to academic course of study and career plans;
  - c. the unusual academic opportunity presented by the externship that cannot be replicated by existing clinical opportunities or academic courses at SLS or by research in libraries at Stanford University;
  - d. the externship, with the specific duties and responsibilities of the extern position clearly defined;
  - e. a reading list for the tutorial, signed by the faculty sponsor;
4. A memorandum of understanding, developed and signed by faculty sponsor, the field placement supervisor, the site visitor and the student, setting forth the terms and conditions of the externship, including proposed credits, a schedule of work activity, a supervision plan, and the name of the faculty member conducting the site visit; and
5. The proposed field placement supervisor's resume or curriculum vitae, if it is not already on file with the Externship program

Please check with Betsy de la Vega in room 21A or at [delavega@law.stanford.edu](mailto:delavega@law.stanford.edu) if you have questions.

**Applications should be submitted in hard copy to Betsy de la Vega in room 21A and emailed to [delavega@law.stanford.edu](mailto:delavega@law.stanford.edu).**



