



Public Interest  
Externship Program  
Guidelines

Winter 2010

StanfordLawSchool

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

## **I. Program Overview**

The Public Interest Externship Program at Stanford Law School provides students the opportunity to engage in fieldwork in a non-profit or government organization for academic credit. There are two programs. The first, called the Standard Externship Program (SEP), offers placements in Bay Area locations; the second, called the Special Circumstances Externship Program (SCEP), provides students the opportunity to apply for placements at organizations outside the Bay Area. The purpose of externships is to supplement classroom instruction by placing the student in a law practice setting which will expand upon the subject matter of a course that the student has already taken or is taking concurrently with the externship. Because students receive academic credit for the externship, they may not receive wages or cash payment of any kind.

Generally involving direct casework, research, and writing, externships allow second- and third-year students to gain experience in a field in which a clinical course is not offered, pursue advanced work in an area of prior clinical practice, or explore a new area of practice. SLS does not permit judicial externships, but on a case-by-case basis may allow externships in Native American tribal courts or international courts (e.g., Inter-American Court for Human Rights, International Criminal Tribunal for the former Yugoslavia).

In addition to Stanford Law School's guidelines, externships are governed by standards of the American Bar Association, which establishes certain requirements that must be met to maintain the law school's accreditation.

The Program is managed by the Levin Center for Public Service & Public Interest Law at Stanford Law School. We encourage all applicants to speak with Levin Center staff about proposed externship placements and applications well in advance of the application deadline each term. You may find information about possible placements by checking the websites for organizations listed in this handbook, speaking to other students who have worked at the particular location, reading student evaluations which are available in Betsy de la Vega's office, in Room 21A of the Levin Center.

## Goals

The goals of the Public Interest Externship Program are:

- To encourage students to examine the various roles lawyers and legal institutions play in society;
- To enhance students' capacity for analysis and critical reflection;
- To train students to examine legal doctrines and practices in the context of actual cases, social problems, and concerns;
- To promote students' mastery of self-directed learning;
- To allow students to study the practice of law and public policy in selected institutions;
- To provide students experience in a field other than those covered by SLS clinics; and
- To foster students' ability to perform discrete legal tasks.

## Eligibility

To participate in the Public Interest Externship Program, a student must:

- Have no outstanding papers from a previous quarter (please note that the "History of American Law" paper is not considered an outstanding paper since there is no firm deadline for submission);
- Be a second- or third-year student (transfer students may not participate in their first quarter at Stanford);
- Not be enrolled in a joint degree program (unless you can demonstrate that you will have completed 75 term-units of regular SLS courses by the end of your sixth term at the law school);
- Participate in an externship in a non-profit agency or government organization;
- Have a faculty supervisor either through a course or seminar or through other arrangement;
- Submit a complete application by the deadline; and
- Receive the approval of the Public Interest Committee.

In reviewing applications, the committee will take into consideration a student's academic performance and, in the case of a SCEP, the rigor of their proposed course of academic study. You should carefully review all program requirements and determine your ability and willingness to comply prior to accepting the placement for academic credit.

You may participate in the Public Interest Externship Program only once during your time at Stanford Law School. Students in the Spring quarter of their third year may not extern more than sixteen (16) hours per week.

## **Externship Schedule**

Externships follow the academic calendar. They begin the first day of classes and end on the last day of classes for the quarter. SLS does not require students to work when class is not in session, including Flyback Week and Spring Break. Final reflection papers must be submitted to the Office of the Registrar on the date that all other course papers are due.

## **Grading**

The final grade is determined by the faculty supervisor, in consultation with the field placement supervisor, based upon the student's performance at the placement, weekly reflection papers, and the final paper. Students whose performance is less than satisfactory may receive a failing grade; such a determination will be made by the faculty supervisor, in consultation with the field placement supervisor and the Director of the Externship and Pro Bono Programs.

## **Withdrawal**

Externships are unique from other courses in that placements rely on externs to complete work assignments. Because withdrawals may severely compromise the work of a participating organization, they will be granted only under extraordinary circumstances. You must receive approval from the Director of the Externship and Pro Bono Programs to withdraw from an externship.

## **Timing**

It makes the most sense to extern during the fall quarter of your third year. Generally, the more law classes you have taken and the more experience you have accrued, the more inclined supervising attorneys are to delegate greater responsibility to you and to more fully integrate you into the workplace. It is not wise, however, to extern during the first quarter of your second year as this is bound to be your busiest quarter, especially if you will be participating in on-campus interviews, working on a journal, or leading a student organizing, etc. It is advised that you do not extern during this period as it will be difficult to be off-campus 16 hours or more per week and balance other obligations.

## II. SEP Guidelines (Bay Area Placements)

### **General Information**

Students are responsible for making initial contact and arrangements with a placement. In an effort to streamline the application process we have informed civil law placement sites that SLS students applying for externships will send the following: (1) a cover letter; (2) a resume; and (3) a writing sample. If you are applying for a criminal law placement, you should contact the organization directly for application instructions.

Some criminal or other government placements require a security clearance and/or practice certification which takes extra paperwork and time. Security clearance can take as long as ten (10) weeks to obtain, and requires a letter from Cathy Glaze, Associate Dean of Students. Certification takes at least three (3) weeks. Applications are available online at <http://www.calbar.ca.gov> and require the signatures of both Cathy Glaze and the field placement supervisor.

Prior to submitting your externship application, you must identify a supervising attorney at your chosen placement and discuss your proposed externship with that person. Your field placement supervisor must be a licensed attorney with at least two (2) years post-bar experience.

The list of possible locations for externship placements included in this guide is not exclusive or comprehensive. If you are interested in an organization not included on this list, however, please submit the following information about the organization with your application:

- An introductory letter describing the organization and explaining the kinds of projects an extern would undertake at the organization;
- Printed information on the organization, e.g., brochures, annual reports, newsletters, etc.;
- A case docket; and
- A résumé or curriculum vitae for each proposed externship supervisor in the office.

The information submitted by the organization will be reviewed and taken into consideration when determining whether to approve the application. New organizations will not be added to the approved placement list until the completion of at least one successful placement.

If the organization has any questions, please ask a representative to contact Betsy de la Vega at [delavega@law.stanford.edu](mailto:delavega@law.stanford.edu) or (650) 725-7909.

### **Work Hours and Academic Credit**

Externships follow the academic calendar. They begin on the first day of classes of a Quarter and end on the last day of classes for that same Quarter. Final reflection papers are due to the Office of the Registrar on the date that all other course papers are due.

Hours Per Week	Credits for Placement	Credits for Seminar	Total
16	5	3	8
20	6	3	9

24	7	3	10
30	9	3	12

**Please note that full time externships are not allowed for SEP placements. Most SEP placements are for sixteen (16) to twenty (20) hours per week.**

## **Faculty Supervision Requirements**

### **Civil Law Externships:**

Civil law externs must enroll in a companion course to be taken contemporaneously with their externships. Each term SLS will likely designate one companion course that is approved for all civil law externs. If it is a limited enrollment course, externs will be given priority in enrollment in the course.

If the designated companion course is insufficiently related to the practice area of a given externship, that extern may make individual arrangements with a member of the faculty to supervise the externship through a direct research project or a different course. Please, note, however, that this will require you to meet all the requirements to receive credit for the alternate course of direct research, i.e., a separate application that must be approved, a separate research project on a related topic, etc., along with meeting all the requirements to receive credit for the externship.

### **Criminal Law Externships:**

Criminal law externship applicants are required to take a designated companion course which historically has been Advanced Criminal Procedure.

### **All Externships:**

Unless waived by the course/seminar instructor in lieu of an equivalent course requirement, each student is required to submit weekly externship reports of three to five (3-5) pages and a final externship report of no less than fifteen (15) pages. The weekly reports should include: (a) a description of the student's weekly externship activities; (b) a summary of reading completed from the student's reading list; (c) an analysis of the relationship between the in-class reading and discussions, any previous relevant classes taken by the student, and the student's practical experience; and (d) identification and discussion of any issues pertaining to the practice of law the student learned about from the externship experience, any previously completed classes, and the externship readings completed.

The final report should: (a) summarize the student's externship activities and readings; (b) give a brief description of all projects, cases, etc.; and (c) provide an analysis of the lessons learned from the externship experience about a substantive area of law, issues related to the practice, and/or the student's professional goals. The final report must be submitted to the Office of the Registrar by the same procedure as papers for other courses. It is due no later than the last day that papers are accepted by the Office of the Registrar.

## **Site Visits**

Levin Center staff will determine if it is necessary for the students' faculty supervisors to conduct a site visit at the respective externship locations during the Quarter. If a site visit is deemed necessary, students are required to assist in arranging the visit on a day when the student will be present at the externship. Students should seek a determination about the necessity of a site visit from Levin Center staff prior to securing a faculty supervisor.

## **Evaluations**

The student and the field placement supervisor will receive interim and final evaluation forms which they must complete and return to Nancy Patton, the Levin Center Program Coordinator.

## **Application Process**

A complete SEP application consists of:

- A SEP application form;
- A résumé;
- An unofficial transcript;
- An Offer of Employment letter signed by the proposed field placement supervisor;
- The proposed field placement supervisor's résumé or curriculum vitae, if it is not already on file with the Externship program;
- The externship proposal; and
- Any additional materials as described above for an organization or agency not already approved.

The externship proposal, between two and five (2-5) pages in length, should describe:

- The nature of the project;
- How the externship fits into the academic course of study;
- The skills to be gained and the goals to be achieved during the externship;
- The specific responsibilities you will perform;
- The sponsoring agency and its work;
- The courses you have taken that relate to your project/placement; and
- Why the proposed project cannot be replicated by a clinical opportunity offered at SLS.

A sample proposal is available for review on the Levin Center website.

## **Deadlines**

SEP Applications for Winter Quarter 2010 are due to Betsy de la Vega in Room 21A by 12:30 P.M. on Monday, November 16, 2009. All applications will go through an initial review by Levin Center staff before being submitted to the Public Interest Committee.

All applicants should be prepared to make modifications to proposals during the week of November 23, 2009 if necessary. We will notify you whether you have been approved no later than the week of November 30, 2009; at that point, a confirmation letter outlining your externship responsibilities will be issued to you and your field placement supervisor.

In rare cases, placements may have internal application deadlines that fall before SLS's deadline, often so externs have adequate time to obtain security clearances before the actual externship term begins. Be sure to verify and comply with any independent application deadlines or requirements with your placement, even if they fall before the SLS's application deadline.

### **Mandatory Orientation**

All students who are approved for a Fall Quarter 2009 externship are required to attend an orientation meeting scheduled for December 2, 2009. Event details will be provided in the acceptance letters.

### **III. SCEP Guidelines (Outside the Bay Area)**

The SCEP offers placements in public interest, public policy, and government agencies in the United States and abroad that cannot be replicated in the Bay Area. You must extern full time, i.e., forty (40) hours per week, at the placement. Students in their final quarter of law school may not participate.

As with the SEP, the onus is on the student to identify a supervising attorney at the chosen placement. The field placement supervisor must be a licensed attorney with at least two (2) years post-bar practice. The field placement supervisor is responsible to provide adequate supervision and assignments. The faculty supervisor should consult regularly with the field placement supervisor throughout the quarter on the students' projects and workloads.

### **Tutorial Requirement**

Students with SCEP placements must identify a faculty member who will oversee the externship and accompanying tutorial. Working with the faculty supervisor, the student should develop a syllabus, including a reading list, outlining the course of study during the externship. Keep in mind that faculty members are under no obligation to accept students who approach them for sponsorship. Students should establish with their faculty sponsors a process by which they can review and discuss the externship placement each week. The students are also responsible to submit weekly reports of three to five (3-5) pages and must hand in a final report of no fewer than fifteen (15) pages.

The weekly reports should include the following: (a) a description of the student's weekly externship activities; (b) a summary of reading completed from the student's reading list; (c) an analysis of the relationship between the in-class reading and discussions, any previous relevant classes taken by the student, and the student's practical experience; and (d) identification and discussion of any issues pertaining to the practice of law the student learned about from the externship experience, any previously completed classes, and the externship readings completed.

The final report should: (a) summarize the student's externship activities and readings; (b) give a brief description of all projects, cases, etc.; and (c) provide an analysis of the lessons learned from the externship experience about a substantive area of law, issues related to the practice, and/or the student's professional goals. The final report must be submitted to the Office of the Registrar by the same procedure as papers for other courses. It is due no later than the last day that papers are accepted by the Office of the Registrar.

## **Academic Credit**

For a full-time SCEP placement, 12 credits will be awarded.

## **Site Visits**

Levin Center staff will determine if it is necessary for a student's faculty supervisor to conduct a site visit at the placement during the quarter. If it is deemed necessary, students are required to assist in arranging the visits on a day when they are present at their placements. Students should seek a determination about the necessity of a site visit from Levin Center staff prior to securing a faculty supervisor.

It is the student's responsibility to make arrangements for the site visit regardless of the externship location. SLS will not provide funds for site visits; site visits must be made either at the faculty member's own expense or in conjunction with some other paid travel. All site visitors are encouraged to conduct the visit by mid-quarter. If the site visitor is unable to undertake the visit by that time, the site visitor must contact Betsy de la Vega ([delavega@law.stanford.edu](mailto:delavega@law.stanford.edu)) to let her know when the visit will be completed.

Faculty members who find that they, due to unforeseen circumstances, may not be able to conduct a scheduled visit must make alternative arrangements as soon as possible. It is the faculty sponsor's, site visitor's, and the student's collective responsibility to secure an alternate site visitor.

## **Evaluations**

The student and the field placement supervisor will receive interim and final evaluation forms which they must complete and return to Nancy Patton, the Levin Center's Program Coordinator.

### **Application Process**

A complete SCEP application consists of:

- A SEP application form;
- A résumé;
- An unofficial transcript;
- A statement of academic purpose;
- A memorandum of understanding; and
- The proposed field placement supervisor's résumé or curriculum vitae, if it is not already on file with the Externship program; and
- Any additional materials as described above for an organization or agency not already approved.

The statement of academic purpose must discuss: (a) the academic courses the student has taken or plans to take before the externship that has prepared the student for the placement; (b) the relevance of the externship to the 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 offered by SLS, research in libraries at Stanford University, or placement in a Bay Area agency; (d) a description of the externship, with the specific duties and responsibilities that the student will perform at the placement clearly defined; and (e) a reading list for the tutorial that the faculty supervisor must sign to indicate approval.

The memorandum of understanding must be developed by the student, the faculty supervisor, and the field placement supervisor and must clearly set forth the terms and conditions of the externship, including proposed credits, a schedule of work activity, and a supervision plan. The student, faculty member, field placement supervisor, and the site visitor must all sign the memorandum.

A sample memorandum of understanding is available for review on the Levin Center website.

### **Deadlines**

SCEP Applications for Winter Quarter 2010 are due to Betsy de la Vega in Room 21A by 12:30 P.M. on Monday, November 16, 2009. All applications will go through an initial review by Levin Center staff before being submitted to the Public Interest Committee. All applicants should be prepared to make modifications to proposals during the week of November 23, 2009 if necessary. We will notify you whether you have been approved no later than the week of November 30, 2009; at that point, a confirmation letter outlining your externship responsibilities will be issued to you and your field placement supervisor.

In rare cases, placements may have internal application deadlines that fall before SLS's deadline, often so externs have adequate time to obtain security clearances before the actual externship term begins. Be sure to verify and comply with any independent application deadlines or requirements with your placement, even if they fall before the SLS's application deadline.

### **Mandatory Orientation**

All students who are approved for a Winter Quarter 2010 SCEP are required to attend an orientation meeting scheduled for December 2, 2009. Event details will be provided in the acceptance letters.

### **Directed Research for Extra Credit**

Externs may choose to earn an additional two to three (2-3) units by developing a directed research project (DRP) connected to the externship. To apply, the student must petition the Committee on Petitions, Disqualifications, and Readmissions after the Public Interest Committee has approved the specific externship. The petition is governed by Section 12 of the Law School Regulations, which states, "a student may petition for credit for a new scholarly project that derives from work done in... [an] externship." DRP forms can be obtained at the Office of the Registrar.

Please note: If a student elects to develop a DRP, the Registrar will expect the student to submit TWO papers, one for the externship and one for the DRP.

### **Health Insurance**

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

Stanford Law School  
Standard  
Public Interest Externship Program Application Form  
Winter Quarter 2010

Name: \_\_\_\_\_ Year: \_\_\_\_\_ Email: \_\_\_\_\_  
Current Telephone: \_\_\_\_\_ Winter Telephone: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Winter Address: \_\_\_\_\_

I am applying for (check one): \_\_\_ Civil Law Externship \_\_\_ Criminal Law Externship  
Host Institution: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_  
Name and Title of Proposed Supervisor: \_\_\_\_\_  
Telephone (if different from above): \_\_\_\_\_ Email: \_\_\_\_\_  
Placement Credits (not including seminar credits): \_\_\_\_\_  
Proposed Companion Seminar: \_\_\_\_\_

Please Attach the Following to This Application:

1. Your résumé;
2. An unofficial transcript;
3. An Offer of Employment letter signed by the proposed field placement supervisor;
4. The proposed field placement supervisor's résumé 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 are due by 12:30 P.M. on November, 26, 2009 to room 21A or by email to [delavega@law.stanford.edu](mailto:delavega@law.stanford.edu).**

Stanford Law School  
Special Circumstances  
Public Interest Externship Program Application Form  
Winter Quarter 2010

Name: \_\_\_\_\_ Year: \_\_\_\_\_ Email: \_\_\_\_\_

Current Telephone: \_\_\_\_\_ Winter Telephone: \_\_\_\_\_

Current Address: \_\_\_\_\_

Winter Address: \_\_\_\_\_

Host Institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Name and Title of Proposed Supervisor: \_\_\_\_\_

Telephone (if different from above): \_\_\_\_\_ Email: \_\_\_\_\_

Name of Faculty Sponsor: \_\_\_\_\_

Name of Faculty Member conducting Site Visit: \_\_\_\_\_

Placement credits requested (not including seminar credit): \_\_\_\_\_

Please Attach the Following to This Application:

1. Your résumé;
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 the 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 résumé 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 are due by 12:30 P.M. on November, 26, 2009 to room 21A or by email to [delavega@law.stanford.edu](mailto:delavega@law.stanford.edu).**

## PARTIAL DIRECTORY OF LOCAL SAN FRANCISCO BAY AREA EXTERNSHIP PROGRAM EMPLOYERS

ACLU of Northern California (San Francisco)  
Aids Legal Referral Panel (San Francisco)  
Alameda County District Attorney's Office (Oakland)  
Alameda County Public Health Department (Oakland)  
Asian Pacific Islander Legal Outreach (San Francisco)  
Bay Area Legal Aid (Various Counties)  
California Appellate Project (San Francisco)  
California Attorney General's Office (Various Locations)  
California Lawyers for the Arts (San Francisco)  
California Rural Legal Assistance (San Francisco)  
California State Assembly-  
    Water, Parks & Wildlife Committee (San Francisco)  
Center for Food and Safety (San Francisco)  
Center for Justice and Accountability (San Francisco)  
Centro Legal de la Raza (Oakland)  
Child Care Law Center (San Francisco)  
City Attorney's Office of San Francisco (San Francisco)  
Disability Rights Advocates (Berkeley)  
Disability Rights Defense Fund (Berkeley)  
Earthjustice-International Program (Oakland)  
Electronic Frontier Foundation (San Francisco)  
Equal Rights Advocates (San Francisco)  
Fair District Appellate Project (San Francisco)  
Federal Public Defender's Office (San Francisco, San Jose, Oakland)  
Immigrant Legal Resource Center (San Francisco)  
International Institute of the East Bay (Oakland)  
La Raza Centro Legal (San Francisco)  
Lawyers' Committee for Civil Rights (San Francisco)  
Legal Advocates for Children and Youth (San Jose)  
Legal Aid Society-Employment Law Center (San Francisco)  
Legal Aid Society of San Mateo County (San Mateo)

Legal Services for Children (San Francisco)  
Marin County Public Defender (Marin County)

National Center for Youth Law (Oakland)  
National Labor Relations Board (San Francisco)  
National Lawyers' Guild (San Francisco)  
National Resources Defense Council (San Francisco)  
Northern District of California's Alternative Dispute Resolution Program  
(San Francisco)  
Public Advocates (San Francisco)  
San Francisco City Attorney's Office (San Francisco)  
San Francisco Mayor's Office of Criminal Justice (San Francisco)  
San Francisco City and County Public Defender's Office (San Francisco)  
San Francisco Office of the Public Defender, Juvenile Division (San Francisco)  
San Francisco Public Defender (San Francisco)  
San Mateo County D.A.'s Office (Redwood City)  
Santa Clara District Attorney (San Jose)  
Santa Clara Public Defender's Office (San Jose)  
Santa Cruz D.A.'s Office (Santa Cruz)  
Santa Cruz Public Defender (Santa Cruz)  
Sierra Club (San Francisco)  
U.S. Attorney's Offices (San Jose, Oakland, San Francisco)  
U.S. Department of Justice – Antitrust Division  
U.S. Department of Justice - Environment and Natural Resources (San Francisco)  
U.S. Securities and Exchange Commission (San Francisco)