

EXTERNSHIP APPLICATION SEMESTER _____ YR. _____ Date Submitted _____
(circle one) LAW 425, 430, 446 450, 455, 460, 465, 470

NAME: _____ 2nd yr. _____ 3rd yr. _____ (in semester of externship)

Student ID Number: _____ E-Mail Address: _____

Units requested: _____ Anticipated number of weekly number of work hours: _____ Total number of academic units enrolled in during semester (including externship): _____.

Externship Units/400 Units: Students may take up to 14 units for externship credit. Externships are in the 400 “series” and students may not take more than 16 units of those courses (up to 20 units with written permission from the Dean of Students).

Approval of Externship Director: Your acceptance of any offer of a placement is conditional upon approval of the Externship Director, Professor Bauman. We want to ensure that the placement is appropriate for your academic and professional goals, and appropriate given your other commitments that semester. Please make sure to schedule a one-on-one meeting with her prior to the semester in which you intend to extern.

Field Placement: Your supervising attorney will manage your assignments, provide feedback, review your mid-semester evaluation (prepared by student) and prepare your final evaluation. Students must submit time sheets to the law school on a regular basis to demonstrate they have satisfied the requisite number of hours.

Hours per Placement Unit: Each unit represents 47 hours over the semester. For part-time, 2 units = 94, 3 units = 141, 4 units = 188, 5 units = 235, 6 units = 282. For full-time, 12 units = 564 hours. You will need to work out your weekly schedule based on these numbers (approximately 1-3 days a week for part-time). NOTE: There are no unit options between 6-12.

Seminar: All students must also enroll in the one-unit professional development seminar, which comprises the academic component of the externship class. It is on Wednesdays from 6:10-7:50. The seminar will take place on Zoom. Rena Contreras will enroll you in both the seminar and the appropriate field placement during the semester’s drop/add period. The seminar and placement are graded satisfactory/unsatisfactory.

New Placements: If this is a new externship site for the law school, the placement supervisor must complete and submit the New Placement Approval Form, found at (<https://law.ucdavis.edu/externships/>) Please refer to <https://law.ucdavis.edu/externships/files/Externship-Placement-List1.pdf> for a list of prior approved placements.

Student State Bar Certification: To participate in trials or administrative hearings, the State Bar requires that you be a certified law student. You must have had or be currently enrolled in Evidence. The forms can be found at the California Bar website (www.calbar.ca.gov) under Admissions— Special Admissions—Practical Training of Law Students (PTLS) Program. Please bring the form to the Registrar’s office.

Application Deadline: First day of the spring or fall semester. Students must have met previously with Professor Bauman and any new placement must have been approved by that date.

<u>Externship</u>	<u>Pre-requisite Course(s)</u>	<u>Semester Taken or Taking Concurrently</u>
425 Judicial (2 to 6 or 12 units)	261 Judicial Process Recommended for all judicial externs	_____
430 State and Federal Taxation (2 to 6 units)	220 Federal Income Taxation	_____

446 Capital Law Scholars (2 to 6 or 12 units)	240 Elections and Political Campaigns; 257 Legislative Process; (or) 257B Statutory Interpretation (May be waived with permission)	_____
450 Environmental (2 to 6 units)	285 Environmental Law	_____
455 Employment Relations (2 to 6 units)	251 Labor Law; 260 Employment Discrimination; (or) 260A Employment Law	_____ _____ _____
460 Public Interest (2 to 6 units)	293 Public Interest Law Seminar (Recommended)	_____
465 Intellectual Property (2 to 6 units)	209A Patent Law (or) 274 Intellectual Property (Both are recommended; not required)	_____ _____
470 Administration of Criminal Justice (2 to 6 or 12 units)	206 Criminal Law 219 Evidence 227A Criminal Procedure (Recommended) 263A Trial Practice (Recommended)	_____ _____ _____ _____

1. Number of credits previously taken under 400 series courses:

<u>Course name & number</u>	<u>Semester taken</u>	<u>Number of units received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total units =		_____

2. Is this application for a continuing externship at the same placement? Yes No

3. Previous experience—volunteer, paid, or externship at this placement or at offices doing similar work:

<u>Office</u>	<u>Time period</u>	<u>Paid/Volunteer/Externship (If Externship, number of units)</u>	<u>Nature of Work</u>
_____	_____	_____	_____
_____	_____	_____	_____

Students repeating a placement: Pursuant to UC Davis School of Law regulations, students may earn externship credit for a placement with the same agency or firm where the student has previously worked (whether volunteer, paid, or in a previous externship) for substantial periods of time if the student can demonstrate that the externship provides an opportunity for significant educational development. This standard may be met if a student demonstrates: 1) that the repeat externship provides new educational benefits distinct from what was learned from the work previously undertaken; and/or 2) that the student will continue to hone legal and professional skills learned from the work previously undertaken.

Please attach a written statement (one-page) explaining how your work this semester will meet these criteria.

All students should fill out the following section:

Educational Objectives:

1. How will this externship relate to and advance your plans for your legal education?
2. Describe your anticipated specific responsibilities.
3. Outline your specific goals for this placement (you will prepare a more detailed version at the beginning of the semester in your professional development plan)
4. How did you find out about the placement (Symplicity, word-of-mouth, etc.) and what kind of counseling have you had prior to application (i.e. discussion with a faculty member, Office of Career Services, Office of Academic Support, the Externship Director, etc.)

Placement Office Contact Information:

Name of Field Placement Office: _____

Address: _____

Supervisor's Name: _____ Phone #: _____

Supervisor's E-Mail Address (please print clearly): _____

Please attach your current resume to your application.

EXTERNSHIP DIRECTOR

SIGNATURE: _____

DATE: _____