

EXTERNSHIP APPLICATION SEMESTER _____ YR. _____ Date Submitted _____
(circle one) LAW 425, 430, 445, 450, 455, 460, 465, 470

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

Student ID Number: _____ E-Mail Address: _____

Units requested: ____ Weekly number of work hours: ____ (4 hours per unit for 15 weeks (16 weeks if full-time)).
 Total number of academic units being taken during semester (including externship): _____

CAVEAT: No more than 16 units of courses numbered 400 or above, plus courses outside law, may be taken (up to 20 units with Dean's permission only). Only 14 units may be taken in Externships.

<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 Seminar (Required for full time student externs; recommended for part time.)	_____
430 State and Federal Taxation (2 to 6 units)	220 Federal Income Taxation	_____
445 Capital Law Scholars (2 to 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) 260AT Employment Law	_____ _____ _____
460 Public Interest (2 to 6 units)	293 Public Interest 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 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</u> (If Externship, number of units)	<u>Nature of Work</u>
_____	_____	_____	_____
_____	_____	_____	_____

STUDENTS REPEATING A PLACEMENT: As required by our regulations, if you have worked at this placement before in any capacity, you must attach a page explaining how your work during this Externship is non-repetitive, varied, cumulative and/or substantially different from your previous responsibilities. Please note that in addition to your explanation, we may also require a letter from your supervisor.

NEW PLACEMENTS: If this is the FIRST TIME this Externship placement has been established for the UCD School of Law, you must provide a letter from the Supervising Attorney or agency describing the mission of the agency, and confirming your placement, hours per week, and duties. A copy of the supervisor's resume should be attached. Legislative Process does not require that the supervisor be an attorney, but he or she should have at least three years related experience.

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 both Evidence and Civil Procedure. The forms can be found at the California Bar website (www.calbar.ca.gov) under Future Lawyers—Education—Practical Training of Law Students (PTLS) Program.

EXTERNSHIP ASSIGNMENT REQUIREMENTS: Each Externship program may require assigned readings; group discussions and/or skills seminars; bi-weekly timesheets; bi-weekly journals; work product samples, evaluations, and final reports on the Externship experience. You must meet all specific Externship requirements. Check with the appropriate faculty supervisor.

NOTE RE: UNITS FOR FULL-TIME PLACEMENTS: To earn 3 regular class units during semester away, approval of Assistant Dean is required (maximum units received will be 14).

Placement Office Contact Information:

Name of Field Placement Office: _____

Address: _____

Supervisor's Name: _____ Phone #: _____

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

Describe your understanding of the experience you will have at this placement: (e.g., duties, etc.)

FACULTY SIGNATURE: _____ DATE: _____