

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

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

Student ID Number: _____ E-Mail Address: _____

Is this your first Externship? YES ____ NO ____

Please note: All first-time legal externs will be required to participate in an Externship Seminar, which will meet on Thursdays from 3:10-5pm five times over the course of the semester (exact dates TBD).

Part-Time Externship (14 weeks, 2-6 units)

Units requested: _____

- First-time externs are required to complete 50 hours of work per-unit (3.6 hours/week per unit)
- Repeating externs are required to complete 56 hours of work per-unit (4 hours/week per unit)

Full-Time Externship (16 weeks, 12 units)

- Externs are required to complete 640 hours of work (40 hours/week for 16 weeks)

Total number of academic units being taken during semester (including externship): _____

<u>Externship</u>	<u>Pre-requisite Course(s)</u>	<u>Semester Taken or Taking Concurrently</u>
430 State and Federal Taxation (2 to 6 units)	220 Federal Income Taxation	_____
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)	_____ _____ _____ _____

Note: Legislative Process Externships (formerly Law 445) are now part of the Capital Law Scholars program. A separate application for this program is available on the UC Davis Law Externships website.

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

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.

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

(If yes, please see instructions on next page under "Students Repeating a Placement")

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 have your supervisor submit an online “[New Placement Approval Form](#)” which must be approved by the Director of Externships. This form is available on the externships website.

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; written reflections; work product samples, evaluations, and/or final reports on the Externship experience. You must meet all specific Externship requirements to receive academic credit for your externship. Check with the Externship Director or appropriate Faculty Supervisor if you have questions.

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.)

EXTERNSHIP DIRECTOR SIGNATURE: _____ DATE: _____