

JUDICIAL PROCESS EXTERNSHIP APPLICATION (LAW 425)

**EXTERNSHIP APPLICATION SEMESTER \_\_\_\_\_ YR. \_\_\_\_\_ Date Submitted \_\_\_\_\_**

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

Student ID Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

*Please Note: All Judicial Process Externs will be required to attend a 1-day introductory “Judicial Process Boot Camp” on Saturday, August 26<sup>th</sup> from 10am-4pm.*

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

Units requested: \_\_\_\_\_

- 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)

**Judicial Process Pre or Co-Requisite: Judicial Process Seminar (Law 261)**

*\*\*Required for full-time externs, recommended for part-time externs*

Have you taken Judicial Process (or are you taking it concurrently with your externship)? Yes \_\_\_\_ No \_\_\_\_

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.

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

<u>Course name &amp; 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**  
(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> <b>(If Externship, number of units)</b>	<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](http://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.)

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EXTERNSHIP DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_