

**EXTERNSHIP APPLICATION SEMESTER\_\_\_\_\_YR.\_\_\_\_\_ Date Submitted\_\_\_\_\_**  
**(circle one)** LAW 423, 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 for field placement:**\_\_\_\_\_Anticipated number of weekly work hours: \_\_\_\_\_

Total number of academic units enrolled in during semester (including externship placement): \_\_\_\_\_.

**Externship Units/400 Units:** Students may take up to 14 units for externship credit. Externships are in the 400 “series” and there is a cap of 20 units on all 400 level courses. Note: The terms “externship” and “field placement” are often used interchangeably. Externships are graded satisfactory/unsatisfactory.

**Placement Approval Required:** All placements require the approval of the Externship Director, Professor Bauman, before the start of the semester. We are allowing remote placements on a case-by-case basis, so if this is a remote placement, it must be specifically pre-approved.

We want to ensure that the placement is suitable for your academic and professional goals, and appropriate given your other commitments that semester. A one-on-one meeting with her is a required part of this application process.

**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 for registered units. Your weekly schedule is decided between you and your supervisor.

**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.

**Educational Component:** The law school requires that you also satisfy an educational component to receive credit for your field placement. Professor Bauman oversees this component, which is designed to complement your field work and maximize what you are learning. You should expect to spend an additional 15 hours during the semester on those assignments and meetings.

**New Placements:** If this is a new externship site, 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. All new placements must be approved by the time you submit this application.

**Compensated Externships:** The law school allows students to be compensated by the placement. If you are going to be compensated, please write in the amount, and indicate whether this is hourly, a stipend, etc.

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**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](http://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. No exceptions.** 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>
423 Corporate Counsel (2 to 6 units)	N/A	
425 Judicial (2 to 6 or 12 units)	261 Judicial Process (Recommended; not required)	_____
430 State and Federal Taxation (2 to 6 units)	220 Federal Income Taxation (Recommended; not required)	_____
446 Capital Law Scholars (2 to 6 or 12 units)	240 Elections and Political Campaigns; (or) 257 Legislative Process; (or) 257B Statutory Interpretation (All are recommended; not required)	_____ _____ _____
450 Environmental (2 to 6 units)	285 Environmental Law (Recommended; not required)	_____
455 Employment Relations (2 to 6 units)	251 Labor Law; (or) 260 Employment Discrimination; (or) 260A Employment Law (All are recommended; not required)	_____ _____ _____
460 Public Interest (2 to 6 units)	293 Public Interest Law Seminar (Recommended; not required)	_____
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)	206 Criminal Law ( <u>Required</u> ) 219 Evidence ( <u>Required</u> ) 227A Criminal Procedure (Recommended) 263A Trial Practice (Recommended)	_____ _____ _____ _____

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**

**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:** Students may extern for a placement with the same agency or office where the student has previously worked (whether volunteer, paid, or in a previous externship) 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 at a more advanced level.

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 (Simplicity, 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.)?

**Field Placement Office Contact Information:**

Name of Field Placement Office: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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