

Agency Externship Program
John I. Forry, Professor in Residence,
International and Externship Programs

Summer Semester
Maximum Enrollment – 15 students

The Agency Externship Program (the “Program”) allows students to receive academic credit for work in a law related position with a governmental agency or non-profit organization *outside the Southern California counties of San Diego, Imperial, Riverside, Orange and San Bernardino*. The work can be in either a civil or criminal practice. The student must not receive monetary compensation for the work and must be supervised by an on-site lawyer.

In addition to the work component of the Program, students will have regular contact with the Program’s faculty supervisor who will closely monitor and correspond with them individually and as a group throughout the summer, assign various written projects, such as a weekly journal and a final paper, and review samples of students’ written work from the Externship.

Students can secure their own externship placement or meet with the Internship Director or Career Services for guidance. After a placement is found, students must complete an Application Form to have their placement approved for the Program. Employers who participate in the Program must commit to following the requirements of the Program. Students work a minimum of 60 hours per unit of credit and may receive 1-3 credits.

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This handout is intended to give students general information about the Agency Externship Program (the “Program”). This information is intended to summarize the relevant information contained in the “University of San Diego School of Law Standards and Procedures for Clinical Placements (May 1991 version, as amended)” (the “Standards”). Students who wish to participate in the Program must be familiar with the Standards which they can obtain from the Internship Director.

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Requirements: The Agency Externship Program consists of a work component, a writing component and a class component.

Work Component: The student must work in a legal externship position meeting the following requirements:

- The employer must be a governmental or non-profit agency or association, unless approved in writing by the Internship Director.
- The placements must be in locations **other than** California’s San Diego, Riverside, Imperial, Orange or San Bernardino counties.
- The student must not be receiving monetary compensation from the employer or any outside source with respect to the internship.
- The student must be supervised by an attorney who is resident at the site where the student is working.
- The student must receive a wide range of duties which may include (i) conducting legal research, (ii) writing memoranda or briefs, (iii) drafting pleadings or transactional documents, (iv) interacting with clients and opposing attorneys, (v) observing or participating in legal conferences such as client conferences, negotiation meetings or transactional closings,

and/or (vi) observing or participating in legal proceedings such as depositions, hearings and trials. While it is rare for any one placement to include all these duties, exposure to a wide array of responsibilities is essential. Placements that involve only research and writing will not be approved.

- In California, students who have completed or are currently enrolled in Civil Procedure and Evidence have the option of becoming “certified” under the California bar. “Certified” students with adequate supervision are allowed to make court appearances, appear in depositions and negotiate on behalf of a client, all under certain proscribed circumstances. Other states or jurisdictions may have similar options. Any student interested in becoming certified, or satisfying the equivalent in another jurisdiction, should (i) discuss the details and procedure with the Internship Director, and (ii) contact the employer to make sure the employer has the capacity and desire to incorporate a “certified” student into its internship program. Note that “certification” or its equivalent applies only to the state court system; federal courts are not included. The actual process of certification for all USD law students, regardless of the certification jurisdiction is handled through the USD Law School Records Office.
- The employer must commit to providing (i) adequate supervision of the student, (ii) a final written evaluation of the student as well as periodic email or phone communication with the faculty supervisor regarding the student’s progress, and (iii) a final confirmation of the total hours worked by the student.

Writing Component:

- The student must maintain a written journal indicating the hours worked and describing the issues and projects the student worked on each week. Journals must be submitted each week to the faculty supervisor for review.
- Upon receipt of permission by the student’s employer, the student must periodically submit copies of work product produced during the semester to the faculty supervisor for review. If appropriate, the work product may be redacted; if redaction, and thus submission, is not permissible, a one or two page written synopsis of the relevant work product issue may instead be submitted.
- The student must write a legal memorandum or brief, 5-7 pages in length, related to a legal issue on which the student worked or on a legal topic which arose in the course of or is related to his or her internship. Final papers may be submitted to the faculty supervisor at any time during the semester before the close of the final exam period

for that semester. The final paper will be reviewed and evaluated by the faculty supervisor on the basis of legal research and writing; the student will receive constructive comments and suggested revisions on how to improve his or her research or writing skills. This is intended to help improve such skills and has the attendant benefit of providing students with a writing sample they can submit to potential employers; in a number of placements, students have little opportunity to perform legal research and writing. The memorandum or brief may not be a piece of work the student previously submitted to his or her supervising attorney.

Class Component:

- The student must participate in an on-line class involving primarily small group discussions. The number and scheduling of sessions will be announced after the class roster is finalized. The online class will be run through the “TWEN” system. Participation in the on-line class is mandatory and absences will affect the final grade.
- One of the classes will consist of a 15-20 minute session led by a Career Services Advisor on the issues of professionalism in the workplace and how to obtain great references from one’s internship.
- The student must have a 20-25 minute individual phone meeting with a Career Services Advisor. This “Career Strategy & Advancement Session” is intended (i) to make sure the student is “on track” in terms of career development and job search strategy, (ii) to ensure student resumes are in order, and (iii) to plan out future internships and classes with respect to career goals and job search. Career Services will provide the faculty supervisor with a list of Agency Externship students with whom the Advisors have met during the course of a semester.

What to Do: Any student interested in participating in the Agency Externship Program must:

1. **Find an Externship position.** The student is responsible for finding an acceptable externship position. There are various ways to find positions including contacting participating in Career Services’ fall and spring recruiting programs, checking Symplicity, reviewing emails from Career Services, consulting the Internship Director or Career Services and reviewing various websites and directories located in those offices. It is up to the student to contact employers and make arrangements for the externship. While students must secure an acceptable position themselves, they have a strong “sales” pitch in that they are offering to work for no compensation because they will receive credit through the law school.

2. **Fill out an Application Form and submit it to the Internship Office.** Once the student has secured a position, the student must fill out an Application Form for the Program. Application Forms can be picked up in the Records Office, in the Internship Office, or by requesting one at lawinternships@sandiego.edu . Students must

submit completed forms to the Internship Director in the Internship Office or by scanning them in and emailing them to lawinternships@sandiego.edu. There are a limited number of spots in the Program (i.e., fifteen) and these spots may fill up quickly. The submission of a completed Application Form reserves a student's position in line for consideration for the Program. Application Forms are considered in the order in which they are received.

3. **Obtain approval of the Application.** Once the student has submitted an Application Form, The Internship Director will review it to make sure the placement meets the requirements of the Program. The review procedure may involve calling or emailing the potential employer to confirm (i) the acceptability of the range of responsibilities for the student, (ii) adequate supervision, and (iii) a commitment to provide a final student evaluation. Until an application is approved, a student is not enrolled in the course. The faculty supervisor may assist in the review and approval procedure.

4. **Obtain permission to enroll.** The Internship Director then signs a Permission Slip which allows the student to register for the Program. The student will not be allowed to enroll in the course without a signed Permission Slip. Once a student obtains permission to enroll, he or she will be given a course syllabus together with a description of journal and writing assignments.

5. **Sign and return the Agency Externship Program Requirements Contract.** Once the student's Application Form is approved, the student and faculty supervisor execute an Agency Externship Program Contract by which the student acknowledges and agrees to the requirements of the Program.

**University of San Diego School of Law
Agency Externship Program**

**Permission Slip to Enroll in Agency Externship Program with Professor
John I. Forry**

Last Name, First Name

ID Number

Semester/Year

The above-named student has permission to enroll in Agency Externship Program with Professor John Forry.

Code Number

Credits

Approval Signature

Date

Note: If you are interested in becoming a "Certified Law Student," contact the USD Law School Records Office for information.