

# AGENCY INTERNSHIP PROGRAM

The Agency Internship Program (the “Program”) is a clinical training program allowing students to receive academic credit for legal work with a GOVERNMENT agency or NON-PROFIT organization *in the Southern California counties of San Diego, Imperial, Riverside, Orange and San Bernardino*. Students work a minimum of 60 hours per unit of credit and may receive 1-3 units for their work.

## ELIGIBLE INTERNSHIP OPPORTUNITIES

### Employer Sector & Geography

The proposed internship opportunity must be with a government agency or non-profit organization in the Southern California counties of San Diego, Imperial, Riverside, Orange and San Bernardino.

### Areas of Practice

During fall and spring semesters, internship work must be in a civil or criminal appellate practice. During the summer, internship work can be in any approved civil or criminal practice. Different summer requirements are allowed because the school’s Criminal Clinic does not operate during the summer semester.

### Compensation

The student must not receive any monetary compensation for the work including, but not limited to work study, grants, stipend or awards. The student must also be supervised by an on-site licensed attorney.

### Supervision

In addition to the work component of the Program, students will be supervised by the Program’s Internship Director or a Faculty Supervisor who will closely monitor and regularly correspond with them throughout the semester. Faculty Supervisors will review samples of students’ written work, assess their internship progress, and determine course grades.

## PROGRAM CONTACTS

**Interim Agency Internship Director:** Lizzette Herrera, Esq.  
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**Faculty Supervisors:** Ryan Harrigan  
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# REQUIREMENTS

The Agency Internship Program consists of a work component, a writing component and a class component.

## Work Component:

The student's work in a legal internship position must meet the following requirements:

- **Supervision:** The student must be supervised by a licensed, on-site attorney unless approved in writing by the Internship Director.
- **Time Log:** The student must record all hours worked at his or her internship.
- **Breadth of Responsibilities:** 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 a placement to include all of these duties, a wide array of assignments is essential. Placements that involve only research and writing will not be approved.
- **Student Certification:** In California, students who have completed or are currently enrolled in Civil Procedure and Evidence have the option of becoming "certified" through the California Bar's [Practical Training of Law Students Program](#). "Certified" students with adequate supervision are allowed to make court appearances, appear in depositions and negotiate on behalf of clients under proscribed circumstances. Any student interested in becoming certified should (i) discuss the program requirements and procedures with the Internship Director, and (ii) ensure 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 certification process for USD law students, regardless of jurisdiction, is administered by the [USD Law Records Office](#).
- **Employer Responsibilities:** The employer must commit to providing (i) adequate student supervision, (ii) periodic student progress reports to the Internship Director via email/phone communications, (iii) a final written evaluation of the student's performance, and (iv) a final confirmation of student internship hours.

## Writing Component:

- **Journal:** The student must maintain a written journal documenting the hours worked and tasks performed each week. Journals must be submitted to the Faculty Supervisor each week through WebCT/Blackboard.
- **Work Product:** The student must submit an example of his or her work product to the Faculty Supervisor after obtaining the onsite attorney supervisor's permission. If necessary, the work may be redacted or edited. If the onsite attorney supervisor prohibits actual work product submission, the student may submit a one to two page written synopsis of the relevant work product.
- **Final Paper:** The student must write a paper about his or her legal internship placement. The final paper must be 5-7 pages in length, summarizing the student's work experiences, thoughts on the areas of law practiced, future plans within these practice areas, and new skills acquired during internship placement. Final papers may

be submitted to the Faculty Supervisor at any time prior to the close of the semester final exam period.

### **Class Component:**

- **In-person class discussions:** Students must attend a live, in-person course orientation during the second week of the semester. During summer sessions, the initial orientation will be conducted online.
- **WebCT/Blackboard Discussions:** The remaining class discussions will be hosted via WebCT/Blackboard discussion forums. Students must enroll in WebCT/Blackboard during the first week of class and post comments to discussion board forums weekly. Failure post comments and participate in any of the eight mandatory discussions will be considered absences affecting a student's final grade.
- **Practical Study:** Students will review practice-oriented coursework throughout the semester including an overview of legal research, an introduction to office culture, legal ethics, client interviewing, and career planning. Each week, related materials will be posted on WebCT/Blackboard and students must complete a quiz on each topic.

## **HOW DO I ENROLL?**

Any student interested in participating in the Agency Internship Program must:

1. **Find an internship position.** The student is responsible for finding an acceptable internship position. There are various ways to find positions including participating in Career Services fall and spring recruiting programs, checking the Symplicity Job Board, reviewing emails from Career Services, consulting with the Internship Director or a Career Services Advisor and reviewing job search websites and employer directories, many of which are available through the Career Services and Agency Internship offices.
2. **Complete an Application Form** available online at <http://www.surveymonkey.com/s/N88D8WV>  
Applications are considered in the order in which they are received.
3. **Receive Application Approval.** Once the student has submitted an Application Form, the Internship Director will review the proposed placement for program compliance. The review procedure involves calling or emailing the potential employer to confirm (i) a proper range of student responsibilities, (ii) adequate supervision, and (iii) a commitment to providing a final student evaluation. *Until the Internship Director approves an application, the student is not eligible to enroll in the course.*
4. **Enroll.** Upon application approval, the Internship Director signs a Program registration Permission Slip. Students should submit their signed permission slips to the USD Law Records office where they may enroll in the course. *A student will not be allowed to enroll in the course without a signed Permission Slip.* After enrolling, the registered student will receive an outline of Program requirements and access to online materials via the WebCT/Blackboard website (registration required).