University of San Diego
SCHOOL OF LAW

AGENCY EXTERNSHIP APPLICATION

Student Name: _____ Application Date: _____

Address: _____ Email Address: _____
City/State/Zip: _____ Phone (Other) _____
Phone (Home): _____
Student ID No.: _____ Semester: _____

Placement Name: _____
Placement Address: _____
City/State/Zip: _____

Nature of Work to be Performed: ☐ Civil ☐ Criminal ☐ Appellate
Placement Supervisor (Attorney): _____ Supervisor Phone: _____
Placement Supervisor email: _____
Time Period of Program: From: _____ To: _____
No. Hours per week: _____ No. of Units Desired: _____

Duties of Student In Program:

☐ Research _____
☐ Writing (Memos/Briefs) _____
☐ Drafting _____
☐ Client Contact Observation Only
☐ Contact with Opposing Attorneys Observation Only
☐ Contact with the Public -- Explain: _____
☐ Contact with Other Agencies Explain: _____
☐ Legal Conferences Observation Only
☐ Client Conferences ☐ Negotiation Meetings ☐ Transactional Closing
☐ Legal Proceedings Observation Only ☐ Motions Observation Only ☐ Trials Observation Only
☐ Depositions Observation Only ☐ Appeals Observation Only ☐ Admin Hearings Observation Only
☐ Other Duties/Experiences (Explain): _____

Office Use Only

Placement Review - Questions for Agency Supervisor

_____ New Placement?
_____ Confirmation of Governmental Agency or Non-Profit Organization Status
_____ Confirmation that Student will not be Compensated
_____ Range of Student Duties Acceptable
_____ Commitment to Sufficient Supervision of Student
_____ Commitment to Provide Student Evaluations (Periodic; Final/Written)
_____ Commitment to Provide Confirmation of Student Work Hours

Completion of Course Requirements

_____ Requirements Contract _____ Agency Visit
_____ Journal _____ Supervisor Eval/Hr. Confirm
_____ Work Product Folder _____ # of Units Approved
_____ Writing Assignment #1
_____ Writing Assignment #2
_____ Final Paper _____ Grade