

Agency Internship Program

This handout is intended to give students general information about the Agency Internship 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 faculty supervisor.

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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 must work in a legal internship position meeting the following requirements:

- The employer must be a governmental or non-profit agency or association, unless approved in writing by the faculty supervisor.
- The placements must be located in Southern California.
- 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. Any student interested in becoming certified should (i) discuss the details and procedure with the faculty supervisor, 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 submit periodically to the faculty supervisor for review during the semester copies of work product produced. If appropriate, the work product may be redacted; if redaction 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 final paper, 5-7 pages in length, discussing a legal issue or aspect of the 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.

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 is generally run through the “TWEN” site.

What to Do: 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 contacting Career Services and consulting various websites and directories located in that

office. It is up to the student to contact employers and make arrangements for the internship. 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 Jennifer Schmied, Esq. in Career Services.** 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 Career Services or by requesting one at lawcareers@sandiego.edu. Students must submit completed forms to Jennifer Schmied in Career Services or at jdschmied@sandiego.edu. There are a limited number of spots in the Program 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, Jennifer Schmied will review it to make sure the placement meets the requirements of the Program. The review procedure may involve calling 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.

4. **Obtain permission to enroll.** The faculty supervisor 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.

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

Permission Slip to Enroll in Agency Internship Program

Last Name, First Name

ID Number

Semester/Year

The above-named student has permission to enroll in Agency Internship Program with.

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.