



CORPORATE COUNSEL EXTERNSHIP
2018 Spring Semester

COURSE RESOURCE
HANDBOOK

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I. INTRODUCTION

The University of San Diego School of Law is committed to developing students' practical legal skills, including written and oral communication, client counseling and representation, and case management. Through the law school's practical skills training programs, including academic courses, interscholastic competition, clinical education, and field placement externship opportunities, the law school bridges the gap between (i) courses in legal theory and (ii) the practical skills and experience students need to become effective and successful lawyers.

USD's externship opportunities include Agency Externship, Corporate Counsel Externship, Corporate Technology Externship & Intellectual Property Externship, Judicial Externship, and the Washington, D.C. Externship programs, which provide placements with government agencies and nonprofit organizations, corporate law offices, law firms, the judiciary, and Washington D.C. law offices, respectively. Students train under experienced professors and attorneys, learn professional responsibility and ethics in the real world, and build their professional network. USD's externship programs also provide a public service that instills in student externs a deep sense of social responsibility and a commitment to pro bono service.

The Corporate Counsel Externship Program provides students with the opportunity to gain hands-on practical legal experience at corporate law offices. The student externs are assigned to work in a legal setting under the supervision of licensed attorneys, or an individual otherwise qualified to supervise, while receiving academic credit in an associated course under the supervision of a USD faculty member.

As part of the work component of the Corporate Counsel Externship course, students will have the opportunity to engage in a wide range of lawyering skills under the direct supervision of experienced practitioners. The on-site field placement supervisors play a critical role in the student's educational experience. They assist student externs with understanding the professional responsibilities associated with working as attorneys and with representing clients. They also provide effective feedback on the student's written and oral work product.

The academic component of the Corporate Counsel Externship course, which is offered primarily through the online classroom Blackboard system, is provided under the supervision of a USD law professor faculty supervisor. The faculty supervisor will have regular contact with the students through the online Blackboard system. As faculty supervisor, the professor will (i) closely monitor and comment on student work posted online, (ii) correspond with the students individually and as a group throughout the semester, and (iii) review and enter scores in Blackboard for student weekly journals, discussion board postings, as well as the following final assignments: final paper and work product. The faculty supervisor also will establish contact with each student's on-site placement supervisor and communicate with the supervisors through the academic session about the student's externship performance.

The goal of the externship experience is to enable the law student externs to achieve the established Learning Outcomes set forth in the next section of the Handbook. These Learning Outcomes were established in accordance with the American Bar Association standards applicable to law school field placement programs.

Also, in accordance with the ABA standards, this Handbook is intended to provide a written understanding among the students, faculty member, and persons in authority at the field placement that describes both (A) the substantial lawyering experience and opportunities for performance, feedback and self-evaluation; and (B) the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student, including a clearly articulated method of evaluating the student's academic performance.

II. CORPORATE COUNSEL EXTERNSHIP LEARNING OUTCOMES

The USD Field Placement Program includes externship opportunities for law students to work at government agencies, nonprofit organizations, and corporate counsel law offices for academic credit. The Corporate Counsel Externship opportunities are designed to produce the following learning outcomes:

- The enhancement of the following legal skills in a practical working environment: (i) legal research, (ii) legal analysis, and (iii) drafting legal documents such as research memoranda, agreements and amendments, breach letters, and case summaries;
- The development of communication skills through participation in, and observation of, a variety of legal activities such as client meetings, contract negotiations, and strategy sessions;
- The enhancement of a student's ability to exercise good judgment and effective problem solving skills through the application of legal principles learned in law school applied to everyday practical legal problems;
- The development of high standards of legal professionalism and civility in the practice of law, as well as a good understanding of the types of professional responsibility issues that arise within the context of legal practice; and
- The exposure to different roles for attorneys and to a wide range of career opportunities available in the law.

III. FIELD PLACEMENT PROGRAM INFORMATION: CORPORATE COUNSEL EXTERNSHIP

A. What is the Field Placement Program?

The Field Placement Program allows students to perform externship legal work for academic credit under the supervision of an attorney, or an individual otherwise qualified to supervise, at approved placement sites. In addition to working at a placement site, students must enroll in an externship course (graded on a pass-fail basis) designed to enhance the placement experience. Students have numerous choices to perform externship work at a wide variety of employers and in a range of practice areas. Field Placements are available for the following:

- Agency Externships (work at a government agency or nonprofit organization law office)
- Corporate Counsel Externships (work at a corporate law office)
- Washington DC Externships (work for a government or public interest agency, non-profit trade association, think-tank or with a judge in DC)

B. How Do I Find a Field Placement for an Externship Opportunity?

Students secure their own externships, drawing from the field placements on the law school's Approved Placement List. Alternatively, students can create their own externships, subject to faculty approval of the placement. The approved placements offer work in many different areas, including criminal and civil law, local government, civil rights, consumer protection, employment, real estate, environmental, health, housing, family, education, and regulatory matters.

Students should begin the process of locating an externship by searching in the Externship tab in the law school's #HireUSDLaw online tool. (#HireUSDLaw is an online recruiting tool maintained by the Office of Career and Professional Development. #HireUSDLaw provides students with easy access to job listings, recruiting programs, job fairs, professional networking, mock interview programs and calendar.) Externships posted in #HireUSDLaw generally will provide information on applying to that particular placement site. Students are urged to meet with an advisor in the Office of Career and Professional Development for assistance in identifying appropriate externship opportunities and to learn the process for seeking faculty approval of a placement not currently on the Approved Placement List.

C. I Found a Field Placement, What's Next?

If a corporate law office has accepted a student into a Corporate Counsel externship placement, and the student meets the eligibility requirements, the student needs to complete the Field Placement Form and submit it to the Office of Career and Professional Development at lawcareers@sandiego.edu. The Field Placement Form is located at the following site: <http://www.sandiego.edu/law/forms/careers/field-placement.php>

The Office of Career and Professional Development will send you an email confirmation, which you will then take directly to the Registrar's office to enroll in person for the Corporate Counsel Externship course. Be sure to do this during the registration period set by the Registrar's office to obtain academic credit.

D. Corporate Counsel Externship

The Corporate Counsel Externship Program provides students the opportunity to gain valuable legal experience for academic credit on a pass/fail basis with a corporate law office. (Externship work for academic credit is not permitted at a private law firm.) Students working for the first time at a Corporate Counsel Externship placement are enrolled in the Corporate Counsel Externship I course. Students who previously worked at a Corporate Counsel Externship placement are enrolled in the Corporate Counsel Externship II course. Reference to Corporate Counsel Externship in this document means both the Corporate Counsel Externship I and II courses.

Students may enroll in the Corporate Counsel Externship Course for 1 - 4 units of credit and must work during the "academic session" for a minimum of 50 hours per credit. For purposes of the Corporate Counsel Externship, the "academic session" is from the official start of classes to the last day of final exams.

The number of credits shown below require the total work hours indicated, as follows:

1 credit - 50 hours / 2 credits - 100 hours / 3 credits - 150 hours / 4 credits - 200 hours

1. Eligibility Requirements for a Corporate Counsel Externship

Law students, who are at the 2L and above level, may participate in an externship. Student are not permitted to earn any monetary compensation for the externship work including, but not limited to, work study, grants, stipends or awards. Students must be supervised by an on-site licensed attorney, or an individual otherwise qualified to supervise, at the placement site. The faculty supervisor for the externship course will closely monitor and regularly correspond with students throughout the semester. The faculty supervisor will review samples of students' written work, assess their externship progress, correspond with on-site placement attorney supervisors and determine course pass-fail grades.

2. Course Requirements

The Corporate Counsel Externship course consists of a work component, an online classroom component, and a writing component. Academic requirements include: mandatory orientation, weekly journals that summarize work performed and student reflections; discussion board forums and posted readings on legal practice topics; a three-five page reflective paper at the end of the semester; a student evaluation of the work experience and placement; a work product for professor review; and a performance evaluation completed by the on-site supervisor showing satisfactory completion of the externship work experience. Please see the Course Syllabus for a full description of the course requirements.

IV. CORPORATE COUNSEL EXTERNSHIP COURSE SYLLABUS (2018 Spring Semester)

Faculty Supervisor

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Course Description

The Corporate Counsel Externship Program (the “Program”) allows students to receive academic credit for work in the legal department of a corporation, entertainment, sport or other intellectual property or business entity. Students may also work in other departments of a company as long as they are supervised by a licensed attorney or an individual otherwise qualified to supervise. Students must not receive monetary compensation for the work. Students must work a minimum of 50 hours per unit of credit and may receive 1-4 credits. All hours must be worked during the academic session.

This course includes Corporate Counsel Externship I and Corporate Counsel Externship II. Students working for the first time at a Corporate Counsel Externship placement are enrolled in level I. Students who previously worked at a Corporate Counsel Externship placement are enrolled level II.

The Faculty Supervisor for this course will have regular contact with students online through the Blackboard system, and will (a) closely monitor and comment on student work posted online; (b) correspond with the students individually and as a group throughout the semester; and (c) review and enter scores in Blackboard for student journals, discussion board postings, and the two final written assignments -- final paper and work product.

Learning Outcomes

The Program is structured to produce the following learning outcomes:

- **Legal Skills.** The enhancement of the following legal skills in a practical working environment: (i) researching legal questions, (ii) analyzing legal issues, and (iii) drafting legal documents, such as research memoranda, agreements and amendments, breach letters, and case summaries.
- **Communication Skills.** The improvement of communication skills through participation in, or observation of, such activities as client meetings, contract negotiations, and strategy sessions.
- **Problem-Solving Skills.** The advancement of the student's ability to exercise effective problem-solving skills and good judgment through the application of legal principles learned in law school to everyday practical legal issues.
- **Professionalism.** The development of high standards of legal professionalism and civility in the practice of law, as well as a good understanding of the types of professional responsibility issues that arise within the context of corporate legal practice.
- **Exposure.** The exposure to different roles for attorneys and to a wide range of career opportunities available in the law.

Course Requirements

The Program requirements consist of three (3) mandatory components: (1) work component; (2) writing component; and (3) online classroom component. Students receive academic credit on a pass/fail basis.

1. WORK COMPONENT. The student's work in a legal externship position must meet the following requirements:

- **Supervision.** The student must be supervised by a licensed on-site attorney (or an individual otherwise qualified to supervise, who must be pre-approved in writing by the USD Externship Academic Director).
- **Hours Worked.** Students must work a minimum of 50 hours per unit of credit and may receive 1-4 credits. The following externship work hours are required for the number of academic credits indicated: 50 work hours = 1 credit; 100 hours = 2 credits; 150 hours = 3 credits; 200 hours = 4 credits. Hours worked will count toward academic credit only if worked during the academic session (January 8 – May 11). Any hours worked before or after the academic session will NOT count toward academic credit.
- **Time Log.** The student must record all hours worked at his or her internship. Time Logs will be turned in to the Faculty Supervisor at the end of the course. A Time Log template will be available for students to download on Blackboard under the "Course Resources" tab. The completed Time Log must be signed by the student's onsite attorney supervisor and submitted in Blackboard no later than May 11th before 11:45 p.m.
- **Breadth of Responsibilities.** The student must receive a wide range of legal responsibilities, which may include: (a) conducting legal research; (b) writing memoranda; (c) drafting transactional documents; (d) interacting with clients, and the company's outside counsel; (e) observing or participating in legal conferences, such as negotiation meetings or transactional closings; and/or (f) observing 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.
- **Employer Responsibilities.** The employer, through its supervisor of the student extern, must provide a meaningful externship experience by ensuring they follow the USD Externship Program Supervisor Requirements and Responsibilities, which can be found in the Corporate Counsel Externship Handbook on the law school's website.

2. WRITING COMPONENT.

- **Journal.** The student must maintain a written Journal documenting the hours worked and tasks performed each week, along with contemporaneous reflections on such matters as what you are learning, skills you are developing, and challenges you are facing. A Journal must be submitted to the Faculty Supervisor through Blackboard for each week worked. A minimum of eight (8) Journals must be submitted to receive a passing grade in this course. You must receive approval from your Faculty Supervisor if you are submitting less than eight (8) journals. Journals must be submitted in the online Blackboard system no later than 11:45 pm on each Monday following any work performed the previous week.
- **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. The Work Product may be redacted or edited to remove any confidential or sensitive information. If the onsite attorney supervisor prohibits any actual Work Product submission for confidentiality reasons (which rarely happens), the

student may have his or her onsite attorney supervisor complete and sign the Work Product Supervisor Form (the “**Supervisor Form**”) and submit this form in lieu of the actual Work Product. The Work Product Supervisor Form template will be available for students to download on Blackboard under the “Course Resources” tab. The Work Product or Supervisor Form (as applicable) must be submitted in Blackboard no later than May 11th before 11:45 p.m.

- **Final Paper.** The student must write a Final Paper about his or her legal externship placement experience. The final paper must be 3-5 pages in length (double-spaced), summarizing (a) the student’s work experiences; (b) thoughts on the areas of law practiced; (c) description of the most meaningful and valuable learning experiences; (d) new legal skills developed during the externship placement; (e) and how the overall externship experience better prepared the student for a professional legal career. The Final Paper must also include an evaluation (one (1) page, double-spaced) of your on-site supervisor as follows:
 - Name of on-site supervisor(s).
 - Indicate if your level of satisfaction with the overall supervision you received was Excellent / Above Satisfactory / Satisfactory / Minimally Satisfactory / Unsatisfactory.
 - Explain why you chose your level of satisfaction.
 - The factors you should consider when deciding on your level of satisfaction should include, but not be limited to the following:
 - ✓ Assignments were clearly explained
 - ✓ Clear deadlines were communicated
 - ✓ Assignments were substantive and meaningful
 - ✓ Valuable guidance and feedback were communicated
 - ✓ The overall externship experience enhanced your learning of legal subjects and/or practice skills
 - Indicate whether you would recommend the externship placement to other law students and why.

Final papers must be submitted in Blackboard no later than May 11th before 11:45 p.m.

3. **ONLINE CLASSROOM COMPONENT.**

- **Reading.** A specific topic that is relevant to a successful in-house legal experience will be featured each week. Related articles and other written resources will be posted by the Faculty Supervisor each week with tips and best practices related to practical skills critical to succeeding as an in-house attorney. The student is required to review the posted readings on a weekly basis.
- **Discussion.** Online discussions specifically relating to each weekly topic selected for the posted readings will be hosted through Blackboard discussion forums. A Discussion Board will be posted weekly; however, participation only in certain Discussion Boards will be mandatory. The mandatory Discussion Boards are identified in this Course Syllabus and will be noted in the weekly assignments. Although participation in the other Discussion Boards will be optional, students are highly encouraged to participate in the weekly Discussion Boards to get the most out of the course and the externship experience. Students who participate in the optional Discussion Boards will be eligible for extra credit. The Discussion Boards provide an opportunity for you to interact with your fellow classmates and share practical tips on such topics as time management, networking, and communication skills.

Grading

This course is pass/fail. Journals and Discussion Boards will be graded as follows:

- Journals: 1-3 points (unsatisfactory, satisfactory, good)
- Discussion Boards:
 - ✓ 1-3 points (unsatisfactory, satisfactory, good)
 - ✓ Extra credit: an additional 1-3 points for posting to other students' Discussion Board posts or for posting to optional Discussion Boards
- Work Product/Final Paper: 0-1 points (satisfactory submission or no submission); any 0 score for non-submission will result in a failing grade for the course.

Students must earn an average score of 2 points or above.

NOTE: A Journal or Discussion Board must be posted even if it is a late posting.

COURSE SCHEDULE

DATE	DISCUSSION TOPICS	ASSIGNMENTS
WEEK 1 January 8 – January 15	Discussion Board #1 (Mandatory) Introductions	Journal Discussion Board #1 DUE: January 15 th by 11:45pm
WEEK 2 January 16 – January 22	Discussion Board #2 Transactional Work Product & Research Resources	Journal Posted Readings DUE: January 22 nd by 11:45pm
WEEK 3 January 23 – January 29	Discussion Board #3 (Mandatory) Time Management	Journal Posted Readings Discussion Board #3 DUE: January 29 th by 11:45pm
WEEK 4 January 30 – February 5	Discussion Board #4 Intellectual Property	Journal Posted Readings DUE: February 5 th by 11:45pm
WEEK 5 February 6 – February 12	Discussion Board #5 (Mandatory) Professional Responsibility & Ethics	Journal Posted Readings Discussion Board #5 DUE: February 12 th by 11:45pm

WEEK 6 February 13 – February 19	Discussion Board #6 Employment Law	Journal Posted Readings DUE: February 19 th by 11:45pm
WEEK 7 February 20 – February 26	Discussion Board #7 (Mandatory) Communication Skills	Journal Posted Readings Discussion Board #7 DUE: February 26 th by 11:45pm
WEEK 8 February 27 – March 4	Discussion Board #8 Corporate Governance	Journal Posted Readings DUE: March 4 th by 11:45pm NOTE: The due date is one day earlier on Sunday, March 4th, due to Spring Break
WEEK 9 March 5 – March 12	<i>SPRING BREAK</i>	Journal (<i>only if working</i>) No Posted Readings No Discussion Board DUE: March 12 th by 11:45pm
WEEK 10 March 13 – March 19	Discussion Board #9 (Mandatory) Networking & Mentors	Journal Posted Readings Discussion Board #9 DUE: March 19 th by 11:45pm
WEEK 11 March 20 – March 26	Discussion Board #10 Compliance	Journal Posted Readings DUE: March 26 th by 11:45pm
WEEK 12 March 27 – April 2	Discussion Board #11 (Mandatory) Negotiations	Journal Posted Readings Discussion Board #11 DUE: April 2 nd by 11:45pm
WEEK 13 April 3 – April 9	Discussion Board #12 Data Breaches	Journal Posted Readings DUE: April 9 th by 11:45pm

WEEK 14 April 10 – April 16	Discussion Board #13 (Mandatory) Leadership Skills	Journal Posted Readings Discussion Board #13 DUE: April 16 th by 11:45pm
WEEK 15 April 17 – April 23	Discussion Board #14 Going In-House	Journal Posted Readings DUE: April 23 rd by 11:45pm
WEEK 16 April 24 – April 30	<i>STUDY WEEK</i>	Journal (<i>only if working</i>) No Posted Readings No Discussion Board DUE: April 30 th by 11:45pm
WEEK 17 May 1 – May 7	<i>EXAM WEEK</i>	Journal (<i>only if working</i>) No Posted Readings No Discussion Board DUE: May 7 th by 11:45pm
WEEK 18 May 8 – May 11	<i>EXAM WEEK</i>	Journal (<i>only if working</i>) No Posted Readings No Discussion Board DUE: May 11 th by 11:45pm
May 11^h by 11:45 pm	<i>FINAL ASSIGNMENTS:</i>	Time Log Work Product Final Paper DUE: May 11th by 11:45pm

V. ORIENTATION FOR FIRST TIME EXTERNSHIP STUDENTS

A. Mandatory Externship Orientation

There is a mandatory orientation for all law students enrolled for the first time in a USD Law School Externship program who will be working at an externship placement.

PLEASE NOTE: Students are not required to attend this Orientation who previously participated in one of the law school's internship/externship programs AND attended an Externship Orientation presentation (or viewed a video or listened to an audio of one of these past orientations).

B. Attendance is Required for New Externs (Exceptions for Pre-Approved Justifiable Reasons Only)

New externs who cannot make it on the scheduled date and time must have a justifiable reason for not being able to attend the Orientation. Students need to inform the Faculty Supervisor of the reasons why they cannot attend and must request pre-approved permission to be excused from attending. If excused, students are required to do the following:

Requirement to View Video & Prepare Written Summary if Excused from Attendance

If your absence from the Orientation is approved, you will be required to view a video of the orientation, certify in an email that video was viewed, and provide a written summary of the orientation presentation.

C. Required RSVP on Orientation Attendance

The Faculty Supervisor will notify students by email of the Externship Orientation.

One of the following three answers is required when sending the RSVP to Faculty Supervisor:

1. Student will attend.
2. Student is not required to attend because student previously attended (or viewed/listened to a recording of) a past orientation.
3. Student is required to attend but cannot attend. The reasons why a student cannot attend must be included in the RSVP. A student will be excused only for justifiable reasons. To be excused, the student must receive a reply email message from the Faculty Supervisor approving the student's absence to be excused from attending.

(NOTE: As indicated above, students who are excused from attending need to view a video of the orientation, certify that the video was viewed, and provide a written summary of the orientation.)

This orientation is important to a successful externship experience. We hope students will find the information provided at the orientation to be valuable.

VI. WHAT EXTERNS NEED TO KNOW BEFORE AND DURING THEIR EXTERNSHIP WORK

A. Confidentiality Statement

Law Student Compliance with Workplace/Client Confidentiality Rules

Attorneys and their fellow employees must observe the ethical obligations of workplace /client confidentiality rules. Confidentiality is a fundamental principle of the lawyer-client relationship and work product doctrine. The USD School of Law urges all students participating in externship placements, who may or may not have had formal training in professional responsibility at the time of the placement, to be aware of their respective placement's confidentiality rules and any specific confidentiality policies.

USD Law Student Externs must comply with the following requirements:

- Be aware and familiar with your professional obligations at all times in the workplace.
- Be familiar and comply with your placement's confidentiality rules.
- Maintain the confidentiality of any information designated as confidential.
- Maintain the confidentiality of any information relating to the representation of a client.
- Do not disclose the identity of a client or reveal information leading to the disclosure or identity of a client without the express advance authorization of the supervising attorney.
- Where and when appropriate, redact any written work, as necessary, to preserve confidentiality.

Student externs should engage in a dialogue throughout the placement with supervising attorneys on the importance of confidentiality and the ethical implications involved in individual cases or circumstances.

Please review the following for your reference and convenience:

- California Business and Professions Code Section 6068 (e), *Duties of an Attorney*, the ethical obligation regarding client confidences and secrets; and
- California Rules of Professional Conduct, Rule 3-100: [Confidential Information of a Client](#).

B. Tips for a Successful Externship Experience

The following are suggested tips to help you have a successful externship experience:

1. Professionalism and Civility--Building Your Reputation!

Understanding Professionalism in the Workplace

- ✓ Working in a law office requires professionalism in how you conduct yourself.
- ✓ Professionalism includes a dedication to civility, honesty, integrity, dignity, diligence, respect, courtesy, good character and cooperation in how you perform your work and interact with others.

Civility in the Practice of Law—What is it?

- ✓ See California State Bar publication: [Attorney-Civility-and-Professionalism](#) [See Appendix]. Guidelines based on principles of integrity, respect, cooperation and fair play.
- ✓ Civility means treating colleagues, clients, other counsel, the courts, and the public with dignity, decency, respect, courtesy, and candor. Civility requires attorneys to abstain from rude, disruptive, disrespectful, and abusive behavior.

2. Ethics: [California Rules of Professional Conduct](#) (Ctrl+Click to access link to Rules)

Be Aware of Following Important Attorney Duties to Clients

- Duty of Loyalty: Avoid Conflicts of Interests.
- Duty of Confidentiality: Protect privileged and confidential information.
- Duty of Competence: Use legal knowledge, skill, and thorough preparation in legal work.
- Duty of Diligence: Be prompt and zealous in completing case (or projects) to completion.
- Duty of Communication: Inform clients of information necessary so able to make key decisions.

Comply with Confidentiality Rules

Familiarize yourself with your workplace rules regarding confidentiality of information. If you are not provided with confidentiality rules when you commence your work, ask your supervisor for any information about the office's confidentiality rules.

Avoid the Unauthorized Practice of Law

General Rule: Work by law office non-attorneys must be preparatory in nature. Such work may include research, investigation of details, the assemblage of data or other necessary information, and other work that assists the attorney in carrying out the legal representation of a client. All work must be supervised by an attorney and must become or be merged into the work of the attorney, so that it becomes the attorney's work product.

Exception: Certified Law Students (Required for those who want to appear in court)

- See Cal Bar [Practical-Training-of-Law-Students](#) [See Appendix].
- See Rule 9.42 Re Certified Law Students in [California Rules of Court: Title 9](#) Subdivision (d) of Rule 9.42 sets forth the "Permitted Activities" of certified law students. [See Appendix].

3. Enhancing Your Externship Learning Experience

- Practice good time management.
- Use in-house legal resources (e.g., brief banks, legal opinion files) if available.
- Participate in all field trips and tours offered by your placement.
- If work includes interviewing clients/witnesses, review helpful aids prior to interviews.
- Start now building a highly respected professional reputation.

4. Prepare Before You Show Up

Prepare before Starting Work

Review the applicable area of law or procedural rules before you start. For example, if you are working at the Court of Appeal, review the standards of appellate review and the California Style Manual to familiarize yourself with citation form. If you are working in the bankruptcy courts, read an outline on bankruptcy law and be somewhat familiar with the basics of the Bankruptcy Code. If you are going to work in a federal district court, brush up on the rules applicable to federal jurisdiction. If you are working in a corporate law office, research recent articles about the company and its business activities.

Familiarize Yourself with the Office, Organization, or Company

Review the website about the office, organization, or company where you will be working. You may be able to learn a lot about how the office/organization/company is organized, the office staff or company executives and board of directors, the nature of its work, and much more.

Refresh on Research & Writing

Research and writing are the most important skills an extern will be expected to use. You will be expected to remember how to plan a research strategy and draft a memo. It has probably been a while since your first-year research and writing class, so you may want to review your notes from that class.

5. What to Remember about Your Research and Writing

- Develop a research strategy. That strategy should rarely begin with a term search for cases on Lexis and Westlaw, especially if the issue you are researching is new to you (and most will be). Start with treatises (Witkin or a relevant specialist), practice guides (Rutter), and digests (West).
- Outline before you begin writing. “Build” your memo or brief from there.
- Keep your writing clear and concise. Edit out unnecessary words and phrases and legalese. If you want help in this area, try *Plain English for Lawyers* by Richard C. Wydick.
- PROOFREAD! PROOFREAD!! PROOFREAD!!!
- Have another extern PROOFREAD for you, if possible! That second set of eyes is invaluable.
- You will be expected to produce thoughtful arguments and legal analysis. Never take shortcuts by substituting conclusion statements for careful analytic reasoning.

6. Workplace -- Good Practices

- **Dress for Success**
That means dress in business attire that is appropriate for your placement's office environment. If you are not sure what attire is appropriate prior to commencing work, contact the office to ask.
- **Be Personable**
Introduce yourself around. Everyone may look busy, but they are never too busy to say hello to a new person, especially someone who is friendly and eager to help.
- **Demonstrate Confidence**
The extern with poise and confidence inspires confidence. When your supervisor talks with you about your work or your recommended course of action, be prepared to explain your position. Be articulate and firm in your convictions.
- **Ask Questions**
Don't be afraid to ask questions when getting an assignment. Make sure you understand exactly what is being asked of you, the meaning of unfamiliar terms, key background facts, when it is due, what research sources you might use, what form you should use, who the audience is for your work product, and anything else that seems relevant.

- Take the Initiative and Demonstrate Self-Reliance
Always try to figure something out for yourself before asking for help. But, don't "spin your wheels" for too long before letting your supervisor know you are stuck. Your time and your supervisor's and company's time are valuable, so don't waste it.
- Be Open to Admit Something You Don't Know
Don't pretend that you know about something when you don't. A very important skill to have is to admit a lack of knowledge on a matter. Please tell your supervisor when you don't know something, whether it is about the law or the facts of the case.
- Always Be Prepared to Take Notes at Meetings
When your supervisor asks you to his/her office, bring a pad of paper and a pen with you. You never know when you may need to take notes in any meeting.
- Arrive on Time
Your supervisor relies on you to be there when you are scheduled to start. Working late or through lunch is fine for staying on top of your work. But, don't use that as a reason to arrive late, unless your supervisor gave you the OK to arrive later. If you are supposed to come in at 9 am, then be sure you do so.
- Focus on Work--Avoid Use of Cell Phone in Workplace
Put your cell phone away so you aren't tempted to send or receive texts or personal calls. These interruptions are huge distractions, for you and for the office.
- Submit Work by Deadline
Don't expect your supervisor to ask for your work when it's due. You need to be sure to submit it on time. And, if you need extra time, be sure to communicate with your supervisor to get the OK to submit the work at a later date.
- Always Ask for Work after Completing Assignments
When you finish all your pending assignments, seek out your supervisor to ask for more work.
- Interact with and Support the Support Staff
Show the Support Staff the same respect you would want to be shown. Law offices work as a team, and the Support Staff is a very important integral part of the team.

7. Email Use-- Good Practices

- Professional Use of Email
Treat each workplace email as an important professional communication. That means no abbreviations ("r u coming 2 the mtg?"), no emoticons, no ":" and no "LOL". Proofread every workplace email you send; they create as much of an impression of your writing skills as would a cover letter or formal legal memo.
- Email is Not Verbal Communication
Remember---an email is not a verbal communication. The email is documentation of what you said. It lives on and can be retrieved and reviewed by others years down the road.

8. Internet Use -- Good Practices

- Workplace Internet is for Work
Do not use any computer at your workplace for non-work related matters, such as shopping, social networking sites, surfing the net, etc.
- Avoid Including Any Work Content on Social Networking Page
It's NOT appropriate to mention work on your social networking page. Confidentiality is critical.
- Exercise Caution on What You Include on Your Social Networking Page
Just as you find out about people by searching the internet at home, you must know that your supervising attorneys, judges, clerks and office staff do exactly the same thing when it comes to you. Is there anything on your social networking page that may reflect negatively on you generally as a professional at your externship placement? You are a professional now.

C. Tips on Getting Started & Participating in the Online Classroom Component

When you access the Blackboard page for this course, please review the left-hand column of the page. It includes several tabs providing you access to important information about this class. Below is a brief primer on what you can find for this course using the tabs on the left-hand side of the page:

- **Announcements:** This is where you will see regular announcements regarding mandatory orientation, assignments, due dates, and other important information. Each time you access this class on Blackboard, you first should check the “Announcements” tab for each week's new announcement for this class. The Blackboard system also will send you, via email, these announcements.
- **Assignments:** I will summarize the assignments that are due each week under this tab. This information can also be found in the Course Syllabus.
- **Course Content:** This tab is the most important location in Blackboard for this class. At this location you will find your weekly folders. The weekly folders will contain links for you to upload your Journals, access the posted reading materials, and participate in the weekly Discussion Boards.
- **Course Resources:** This tab contains a copy of the Course Syllabus and sample documents, including the Time Log template, sample Journal submissions, sample research documents, and sample memoranda and cover letters. Please read the Course Syllabus so you understand all the requirements of this course. Also, the last page of the Course Syllabus includes a timeline listing all course requirements, their due dates, and Discussion Board topics.
- **Discussion Boards:** This tab will take you to the weekly Discussion Boards, where you can interact with fellow students and share insights on relevant in-house challenges and opportunities.
- **Email:** You can use Blackboard to email me or your classmates. You can also email me directly at bethkbaier@sandiego.edu.
- **My Grades:** This tab is where you can check the grading of your assignments. See the Course Syllabus for a description of the grading policy for this class.
- **Professor Information:** This tab provides you with information about my background.
- **Help:** This tab directs you to Blackboard's website to troubleshoot any issues.

Below are highlights of the five (5) main requirements of this course (which are outlined in more detail in the Course Syllabus):

1. **Work:** You are required to work 50 hours for each unit of credit. If this becomes an issue, you must notify me as soon as possible.
2. **Journals:** You are required to submit a weekly Journal for each week you work. Journals should be uploaded through the applicable weekly folder under the "Course Content" tab. You may type your weekly journal directly into the space provided in Blackboard OR attach a document that contains your weekly journal. Sample Journal entries can be found in the "Sample Documents" folder under the "Course Resources" tab.
3. **Reading Materials:** Each week I will post two (2) to four (4) articles related to a specific topic that is relevant to successful in-house practice. You are required to review these weekly materials.

- 4. Discussion Boards:** A Discussion Board relating to the weekly required readings will be posted weekly. Participation in certain Discussion Boards will be mandatory and such mandatory Discussion Boards will be identified in the weekly assignments. Although participation in the other Discussion Boards will be optional, students are highly encouraged to participate in all weekly Discussion Boards to get the most out of the course and your externship experience and to earn extra credit points. The Discussion Boards are an opportunity to interact with your fellow classmates and allow you to share practical tips on time management, ideas for networking, and advice on helpful law school courses.
- 5. Final Submissions:** At the end of the semester, you will be required to submit the follow documents: (a) your Time Log for the semester (signed by your on-site attorney supervisor); (b) a sample Work Product for my review; and (c) a final paper (4-6 pages in length) that includes your reflections on your externship experience, including an evaluation of your placement. See the Course Syllabus for a more detailed description of the requirements for your final paper.

VII. ON-SITE SUPERVISOR REQUIREMENTS & RESPONSIBILITIES: SUPERVISION OF USD LAW STUDENT EXTERNS

The University of San Diego School of Law is extremely thankful for the meaningful supervision provided by on-site field placement supervisors of USD law student externs. The Law School very much appreciates each supervisor's time, effort, and interest in helping the externs gain a valuable practical learning experience.

For purposes of assisting supervisors with the supervision of USD law student externs, this document includes a list of supervisor requirements and recommended responsibilities. We hope this list provides each supervisor with helpful information, ideas and approaches for supervising the externs.

The following two introductory Sections are included for the supervisors' background information: Section A includes a brief overview of the USD Field Placement Externship Program. Section B includes USD's Externship Learning Outcomes. Supervisors are encouraged to support and assist the externs' achievement of these Learning Outcomes.

A. USD Field Placement Externship Program: Brief Description

1. Externship Work is for Academic Credit, Not Pay. The USD Externship Program provides law students opportunities to work for academic credit and without compensation.
2. Externs are Enrolled in an Academic Course as Part of Externship Work. Law student externs are enrolled in an academic course in connection with their externship work. The academic course is pass-fail that is conducted online between the externs and faculty supervisor.
3. Externship Course Consists of Three Components. The externship course consists of three components: (a) **Work Component** – the work at the externship placement; (b) **Online Classroom Component** – online course work with a USD faculty member; (c) **Writing Component**– paper and work product submitted to the USD faculty supervisor at the end of the academic term.
4. Extern Requirement of Work/Activity Hours. Externs are required to perform a specified number of hours of externship work and engage in externship activities (e.g., observing court proceedings, depositions, or negotiation sessions; attending training sessions; participating in field trips; etc.). The following number of credits, for which an extern enrolls in the course, requires at least the number of student work/activity hours indicated: 1 credit - 50 hours; 2 credits - 100 hours; 3 credits - 150 hours; 4 credits - 200 hours.
5. Required Time Period to Work for Academic Credit: Students may enroll in the Corporate Counsel Externship Course for 1 - 4 units of credit and must work during the "academic session" for a minimum of 50 hours per credit. For purposes of the Corporate Counsel Externship, the "academic session" is from the official start of classes (January 8) to the last day of final exams (May 11).

B. Corporate Counsel Externship Learning Outcomes

The Externship Program is structured to produce the following learning outcomes:

1. The enhancement of the following legal skills in a practical working environment: (i) legal research, (ii) legal analysis, and (iii) drafting legal documents such as research memoranda, agreements and amendments, breach letters, and case summaries.
2. The development of communication skills through participation in, and observation of, a variety of legal activities such as client meetings, contract negotiations, and strategy sessions.
3. The enhancement of a student's ability to exercise good judgment and effective problem solving skills through the application of legal principles learned in law school to everyday practical legal problems.
4. The development of high standards of legal professionalism and civility in the practice of law, and a good understanding of the types of professional responsibility issues that arise in legal practice.
5. Exposure to different roles for attorneys and to a wide range of career opportunities available in the law.

C. Supervisor Responsibilities: On-Site Supervision of Law Student Externs

- Designated Supervisor - Licensed Attorney. The externship placement must designate a licensed attorney, or an individual otherwise qualified to supervise, as the supervisor of externs. This supervisor is responsible for the overall supervision of the extern's work, and must be available to the extern and the USD faculty supervisor for consultation. This does not preclude externs from working for other attorneys in addition to the designated supervisor.
- Establishing Work Schedule. Supervisors need to work with externs to establish a work schedule. While the schedule should be consistent with the needs of the externship placement and supervisor, it must be designed to satisfy the extern's required total number of hours and not conflict with the extern's class schedule.
- Externship Orientation. The externship placement should provide an orientation for the externs at the beginning of the externship designed to give a helpful perspective of what the externship experience will involve and what the office expectations will be of the externs.
- Diversity of Assignments/Tasks. Supervisors should assign externs work and activities that include a variety of legal subjects and a broad range of lawyering skills to develop.
- Assignments. Supervisors are required to assign externs substantive legal work appropriate to the extern's abilities, including clear expectations and deadlines. Supervisors need to be aware of an extern's workload and provide on-going guidance, if needed, for managing and prioritizing the workload.
- Feedback. Supervisors need to provide externs with specific, individualized, timely, and constructive verbal or written commentary on their work. Supervisors are encouraged to focus on such issues as the difficulty of the assignment, the persuasiveness and clarity of the work product, areas for needed improvement and where the extern excelled. The overall objective should be for the extern to achieve a valuable learning experience.
- Establish Weekly Conferences with Externs. Supervisors should consider establishing regular conferences with externs at least once a week. The learning process is greatly enhanced when externs are able to meet individually with their supervisors at least once a week to review current work, address any issues or concerns, and discuss future assignments. If a weekly "standing appointment" is scheduled to meet with externs, it is likely that the grind of daily work will not prevent meetings with the externs.
- Attendance at Training Sessions. Supervisors are encouraged to have externs attend training sessions offered by the externship placement, including any MCLE presentations, if appropriate.
- Observation of Legal Proceedings. Supervisors should provide externs opportunities, where and when possible, to observe court proceedings, client/staff/strategy meetings, and other appropriate legal proceedings/activities, such as depositions, negotiations, client/witness interviewing, etc.
- Certified Law Student Courtroom Experience. Supervisors should provide externs, who are certified law students, opportunities to appear in court proceedings, where and when possible and feasible.
- Opportunities for Reflection. A supervisor should provide externs with opportunities to meet and discuss their observations, experiences, and other issues relevant to the legal profession with him/her, other attorneys and staff in the externship placement.
- Supervisor Contact with Faculty Supervisor. Supervisors are strongly encouraged to contact the Faculty Supervisor about any questions or concerns with the USD Externship Program, as well as to discuss specific matters involving an individual extern. Supervisors must contact the Faculty Supervisor immediately to discuss any extern issues or concerns that may jeopardize the continuation of an extern's work.
- Supervisor's Evaluation of Extern Work Performance.
 - Supervisors must complete a USD evaluation form, entitled "Evaluation of Student Extern Work Performance," at the end of the externship.
 - Review and discuss the completed evaluation with the extern.
 - An extern's overall performance must be at least satisfactory for the student to earn a passing grade.

VIII. Evaluation of Student Extern Work Performance

Upon the completion of a student extern's work performance, the on-site supervisor at the field placement is required to complete an evaluation of the extern's work performance. The USD Faculty Supervisor provides the Evaluation Form to the on-site supervisors for completion. (See the Evaluation Form in the Appendix.)

An on-site supervisor's evaluation of externship work performance is a valuable tool for measuring whether the externship work experience achieved the program's learning outcomes. For this reason, the evaluation serves as one of the academic standards for a student to earn a "Pass" as the final grade for the course. For a student to be considered for a "Pass" as the final grade, the evaluation must indicate an overall externship performance that is minimally satisfactory or better.

IX. APPENDIX

A. Corporate Counsel Externship Appendices

SAMPLE JOURNAL

Student Name:

Placement Name:

Monday, June 25, 9:00am – 5:00pm

This morning I reviewed a lease agreement. The lease agreement was over ten pages long, so the review took me awhile. Also, it was my first time reviewing a lease agreement and there were several terms/provisions in the agreement that I had never seen before. After I looked over the agreement, I reviewed a non-disclosure agreement and made comments. In comparison to the lease agreement, the NDA took me under an hour. After lunch, I participated in a litigation hold meeting with the AGC. We discussed the company's current procedure and how the legal department could work with different departments to make the process more efficient. After the meeting, I continued my research on litigation holds.

Challenges/Reflections: I found reviewing the lease agreement quite challenging since it was the first agreement of that type that I had to review. I read through it a couple of times to ensure I understood it. For the terms/provisions that I had not seen before, I either researched them or identified them as something I want to discuss with my supervisor. I really enjoyed the discussion on efficiencies since it gave me an insight into how the legal department can coordinate with other company functions – it is a real example of teamwork!

Tuesday, June 26, 9:00am – 5:10pm

This morning, I went over my to-do list with the AGC. She asked me to put my litigation hold research on the back burner and she listed a few other things she wanted me to get to first. I drafted post-employment obligations letters. These letters were pretty easy to prepare because I used a letter I had previously drafted as a template. After finishing these letters, I emailed someone from HR asking for the addresses and phone numbers for the former employees. I then began researching photo releases and whether an opt-out photo release is acceptable for an employer. From my research, I concluded that such a release was acceptable as long as the company's employees were adequately notified. I drafted an informal email memo about the issue and recommended that the company include the photo release in their employee handbook and post the release in lunch rooms and on company bulletin boards. After doing this research, I started researching the U.K. Bribery Act and evaluating its applicability to the company.

Challenges/Reflections: I never realized how many projects I would be working on at the same time! I found it a little disorienting to move from topic to topic without pausing. An in-house attorney really needs to be very flexible and able to handle any issue from litigation matters to clearance questions to international compliance questions.

Wednesday, June 27, 8:50am – 5:00pm

Today was a long day mostly because I researched and outlined my research on the U.K. Bribery Act for the whole day. I had a few discussions with the AGC about my research. She is very easy to talk to and throw around some ideas with. The AGC also made some additional revisions to the lease agreement I had reviewed on Monday. I looked over her changes.

Challenges/Reflections: Research is not my favorite legal task, although I understand how important it is to understanding the law and providing appropriate legal advice. It makes for a long day. But I am glad that the AGC is so available and willing to review my work and make comments. I plan to discuss her changes with her so I understand the policy behind her changes.

Thursday, June 28, 9:00am – 5:15pm

I spent most of the day drafting the UK Bribery memo. I also sat in on a conference call with outside counsel about two current cases. The call concerned discovery and possible settlement. I went out to lunch today with several people from the accounting and legal departments, including the GC and AGC. After lunch, I continued working on the U.K. Bribery Act memo. Unfortunately, this is a new Act and there is not much guidance on the Act. Only one case has been litigated under the Act and it concerned a U.K. citizen, not a foreign corporation. This lack of information made it difficult to draft the memo and give an opinion. Despite this difficulty, I finished the memo and sent it to the AGC for her comments. I then went to the AGC and asked her for my next project. She was in the middle of drafting a provision for employment contracts for U.K. employees. The U.K. does not allow at-will employment. The conditions for an employee's firing or quitting have to be specifically drafted in the employee's contract. The AGC was working on a provision that had a set term of employment for two years and thereafter the employment would renew every 12 months. During this renewal period, she wanted to make the employment at-will. We discussed it and she said she would have outside counsel look over the provision.

Challenges/Reflections: I enjoy drafting, but the UK Bribery Act is not easy to understand and the lack of written guidance made drafting my memo quite challenging. But I do enjoy the international aspect of this position and look forward to more international work.

Friday, June 29, 9:30am – 5:30pm

The AGC had sent me a few articles concerning a new CA law regarding misclassifying employees as independent contractors. I read over the articles. I did research on the issue for most of the day. After I asked her about the tone of the memo, she sent me an example of a recommendation she made to business folks. I began drafting the memo.

Challenges/Reflections: I am glad that I asked for the template, as suggested in the mandatory orientation session. It made my job much easier and worked well for the AGC so she could review something that was in a format that she was familiar with.

SAMPLE TIME LOG

CORPORATE COUNSEL TIME LOG -- 2018 Spring Semester

NUMBERED WEEK
(WEEK)

MON

TUES

WED

THURS

FRI

SAT

SUN

TOTAL HOURS

(Do Not Enter Any Hours
Worked Prior to Jan. 8)

NOTE: Please enter the total number of hours worked each day in spaces below (do not enter the start & end times).

Week 1 (Jan. 8 – 12)	0
Week 2 (Jan. 15 – 19)	0
Week 3 (Jan. 22 - 26)	0
Week 4 (Jan. 29 – Feb. 2)	0
Week 5 (Feb. 5 - 9)	0
Week 6 (Feb. 12 - 16)	0
Week 7: (Feb. 19 - 23)	0
Week 8: (Feb. 26 – March 2)	0
Week 9: (March 5 - 9)	0
Week 10: (March 12 -16)	0
Week 11: (March 19 - 23)	0
Week 12: (March 26 - 30)	0
Week 13: (April 2 - 6)	0
Week 14: (April 9 - 13)	0
Week 15: (April 16 - 20)	0
Week 16: (April 23 - 27)	0
Week 17: (April 30 – May 4)	0
Week 18: (May 7 – 11)	

(Do Not Enter Any Hours
Worked After May 11)

Grand Total No. of Hours

0

Corporate Counsel Externship Program Work Product Supervisor Form

ON-SITE SUPERVISOR EVALUATION OF STUDENT EXTERN WORK PERFORMANCE



University of San Diego School of Law Corporate Counsel Externship Program

EVALUATION OF STUDENT EXTERN'S WORK PERFORMANCE

PLEASE NOTE: This evaluation must be completed and returned to the Faculty Supervisor for the student extern to receive academic credit for his/her externship work.

Name of Student _____

Name of Placement Organization _____

Supervisor's Contact Information (Enter information of supervisor primarily responsible for supervision of extern)

Name _____

Title _____

Phone _____

Email _____

Student Extern's Work Hours

Total number of hours student worked at your organization this academic term: _____

Evaluation Instructions

Please complete an assessment of the student's externship work performance according to the Rating Scale below and the following guidelines:

- You need not enter comments on the separate performance categories below (items 1 -4) unless any of the separate ratings includes an "Unsatisfactory" rating.
- You are encouraged to include comments for the "Overall Externship Work Performance" rating (item 5).
- As part of the student's overall learning process, please share this evaluation with the student. You are encouraged to review and discuss the evaluation with the student.

Rating Scale for Student Externship Performance

- 1 Unsatisfactory Performance.** Includes: insufficient and inconsistent output, inadequate research and analysis, carelessness and inaccuracies, insufficient preparation for tasks, weak organization and case management.
- 2-4 Minimal Satisfactory Performance.** Includes: minimal adequate performance, difficulty in meeting deadlines and completing basic tasks and assignments, need for close supervision.
- 5-6 Satisfactory Performance.** Includes performance that consistently: meets and sometimes exceeds minimum standards, works efficiently, exhibits good organization and case management skills, requires normal level of supervision.
- 7-9 Above Satisfactory Performance.** Includes performance that consistently: exceeds minimum standards, anticipates and meets deadlines, requires minimal supervision, works independently, learns effectively from colleagues, and seeks opportunities to learn and improve
- 10 Excellent Performance.** Includes performance that consistently: demonstrates outstanding judgment and planning, exhibits high level of lawyer tasks and skills, identifies issues and proposes solutions, requires little to no supervision, generally performs at the level of a first year attorney.

ASSESSMENT OF STUDENT'S EXTERNSHIP WORK PERFORMANCE

[1: Unsatisfactory; 2-4: Minimally Satisfactory; 5-6: Satisfactory; 7-9: Above Satisfactory; 10: Excellent]

1. Legal Analysis and Research:

Identifies key legal and factual issues.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Locates relevant statutes, case law, regulations and other relevant research materials.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Produces clear, succinct written summaries of research.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Comments:

2. Judgment and Problem-Solving Skills:

Thinks creatively about each case or project.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Knows how and when to ask questions or seek additional consultation.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Exercises good common sense.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Proposes potential solutions to legal or business issues.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Comments:

3. Writing and Verbal Communication Skills:

Writes clearly, precisely and persuasively.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Drafts well-organized, well-researched written assignments.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Communicates verbally in a clear and confident manner.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Comments:

[1: Unsatisfactory, 2-4: Minimally Satisfactory, 5-6: Satisfactory, 7-9: Above Satisfactory, 10: Excellent]

4. Professionalism and Courtesy:

Maintains a regular work schedule, arrives to work on time, provides adequate notice of tardiness or illness.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Completes assignments on a timely basis.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Takes appropriate initiative.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Treats attorneys, staff, clients, & public with courtesy & civility in written and verbal communications.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Accepts constructive criticism and modifies work habits accordingly.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Uses supervisor's time effectively.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Comments:

5. Overall Externship Work Performance

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ N/A ☐

Comments:

ADDITIONAL COMMENTS

Do you have any additional comments or suggestions concerning either this student or the USD School of Law Corporate Counsel Externship Program?

I certify that the student's overall externship work performance was satisfactory or better.

Supervisor Signature: _____ Date: _____

Please submit this completed Evaluation by emailing it to:

**Beth K. Baier, Adjunct Professor and Faculty Supervisor
Corporate Counsel Externship Program, USD School of Law**

Email: bethkbaier@sandiego.edu

B. ABA and California State Bar Appendices

American Bar Association Standard Governing FIELD PLACEMENTS

The USD School of Law Field Placement Program complies with the following ABA standards set forth under Standard 304, subdivision (c), governing "Field Placements."

ABA Standards and Rules of Procedure for Approval of Law Schools

Chapter 3: Program of Legal Education

Standard 304, Subdivision (c). FIELD PLACEMENTS

- (c) A field placement course provides substantial lawyering experience that (1) is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a setting outside a law clinic under the supervision of a licensed attorney or an individual otherwise qualified to supervise, and (2) includes the following:
 - (i) direct supervision of the student's performance by a faculty member or site supervisor;
 - (ii) opportunities for performance, feedback from either a faculty member or a site supervisor, and self-evaluation;
 - (iii) a written understanding among the student, faculty member, and a person in authority at the field placement that describes both (A) the substantial lawyering experience and opportunities for performance, feedback and self-evaluation; and (B) the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student, including a clearly articulated method of evaluating the student's academic performance;
 - (iv) a method for selecting, training, evaluating and communicating with site supervisors, including regular contact between the faculty and site supervisors through in-person visits or other methods of communication that will assure the quality of the student educational experience. When appropriate, a school may use faculty members from other law schools to supervise or assist in the supervision or review of a field placement program;
 - (v) a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, faculty-guided reflection; and
 - (vi) evaluation of each student's educational achievement by a faculty member.; and
 - (vii) sufficient control of the student experience to ensure that the requirements of the Standard are met. The law school must maintain records to document the steps taken to ensure compliance with the Standard, which shall include, but is not necessarily limited to, the written understandings described in Standard 304(c)(iii).
- (d) Credit granted for such a simulation, law clinic, or field placement course shall be commensurate with the time and effort required and the anticipated quality of the educational experience of the student.
- (e) Each student in such a simulation, law clinic, or field placement course shall have successfully completed sufficient prerequisites or shall receive sufficient contemporaneous training to assure the quality of the student educational experience.