

Information for Potential Placement Sites

The Externship Program adds new placements on an ad hoc basis, particularly when a new placement site fills a gap in our existing offerings, or is working closely with existing UCLA School of Law Centers or Programs.

By including externships in UCLA School of Law's curriculum, the faculty rely on attorney-supervisors at externship placements to assume partial responsibility for the legal education of UCLA law students. With that in mind, the faculty has developed the following educational objectives to help ensure and evaluate the educational value of the externship:

1. To develop students' writing and research skills by intensive work on drafting documents such as complaints, answers, trial and appellate briefs, agreements, legal memoranda, opinion letters, and so forth.
2. To expose students to lawyering activities such as interviewing, counseling and negotiating, advocacy, formulation of strategy and development of facts.
3. To develop students' oral skills through participation in court proceedings under student practice rules and through giving oral reports on matters they are working on.
4. To give students a broader legal experience from which to deepen their understanding and mastery of materials taught in the classroom upon their return to school and to enrich their contribution to class discussion.
5. To give students the opportunity to study legal process through their participation in the work of a legal institution.
6. To expose students to issues of professional responsibility within the context of actual practice.

7. To encourage student exploration of lawyering roles.
8. To permit students to gain experience in specialized areas of the law through practical experience that will supplement elective course work.

Host Agency Obligations:

In order to ensure that the program meets the above educational objectives, the American Bar Association's requirements regarding experiential work for academic credit, and UCLA School of Law's own Academic Standards, the Externship Office requires the following from host agencies:

1. To appoint one attorney to be responsible for the supervision and activities of the extern. This supervisor must provide the law school with a current resume.
2. The supervising lawyer and student must work together on-site in the same place of business that is not a private residence; and ensure the student has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete their assignments.
Note: the pandemic-related exception to the on-site requirement has been extended through the Fall 2021 semester.
3. The supervising lawyer must be available as necessary for regular consultation with the student. At a minimum, the **supervisor must meet with the student at least once a week** to discuss assignments, provide feedback and make suggestions.
4. The supervising lawyer should ensure that the student is given a variety of meaningful and interesting work assignments. When the first draft of any work is completed, the supervisor (or the lawyer in charge of the project) should give the student feedback as to the adequacy of the research, mastery of relevant facts, accuracy, style, clarity and persuasive content. The student should be required to edit his or her work as many times as necessary to achieve a product that meets the supervisor's own standards of performance.
 - a. If the lawyer giving the critique is not the supervising lawyer, the supervising lawyer should be informed as to the character of the critique given.

5. **Student assignments should be similar to those given to lawyers working at the agency – assignments should not be clerical in nature.** (Of course, all students should be fully supervised and certified, as appropriate, under student practice rules.) Assignments could include document drafting, preparation of pleadings, legal research, preparation of legal memoranda, fact investigation and development, negotiation with and on behalf of clients, client and witness interviewing, participation in conferences with outside parties, and observation of meetings, hearings or court proceedings.
6. Whenever possible, the supervisor should choose assignments that will permit the students to be involved in a matter from its inception to its final disposition. Every effort should be made to include students in the strategic decision-making process concerning matters on which the students are working.
7. Observation assignments such as going to court or meeting a client are encouraged but should generally take place in conjunction with work assignments. Students should also be given an opportunity to develop their communication skills by encouraging oral presentations to clients, to the supervising lawyer, or during staff meetings.
8. The supervisor must meet, more formally, with the student at the mid-point of the academic term to evaluate the externship and file a mid-term report with the law school. The agency must also file a final evaluation of the student's work at the end of the term. (Forms for these evaluations are provided by the school.) It is important that these evaluations are returned promptly.
9. The Host Agency shall defend, indemnify, and hold students harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement.

Conclusion: Partnership with the Externship Office

While we at the Externship Office are confident that our students will be an incredible asset to law practices in LA and beyond, we understand that supervision can be a heavy lift, and will involve growing pains if it is done right. We are

grateful that you are considering joining our team of dedicated placements and supervisors!

The Externship Director is here to support you as you navigate supervising our students. We are prepared to provide trainings on the pedagogy of supervision and providing feedback, anti-racist and inclusive supervision, etc. The Director is also at your disposal to address any issues that may arise, and to work in partnership with supervisors to address them.

In sum, though your organization is embracing a significant responsibility, we hope that you expect to do so in *partnership* with the Externship Office. We are limited by the rules outlined by our faculty, our Academic Standards, and the ABA, but where flexibility is possible, we believe in leaning into it. Please let us know every step of the way how we can strengthen both your work, and the educational experience for our students.

Contact the Externship Office:

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