

Information Regarding Golden Gate University School of Law's Externship Program

Dear Supervising Attorney,

Thank you for your interest in Golden Gate University School of Law's Externship Program, through which students earn course credit for direct legal experience with clients, practicing lawyers, and judges in a supervised setting. GGULS is a member of the Bay Area Consortium on Externships (BACE), a collaboration among local law schools, which provides training and support for supervising attorneys. Students are eligible to serve as externs in law firms, public interest organizations, government agencies, corporations and the courts.

Participation in this program differs from paid legal work available to students, both in the heightened level of supervision provided, as well as the provision of classroom instruction in conjunction with the placement. Each externship includes three educational facets: a carefully supervised practice experience; a classroom component; and an opportunity to receive faculty review of student research and written work.

Supervisor Eligibility:

In order to supervise a student through GGU's externship program, you must meet the following requirements:

Licensed Attorney: All externship supervisors must be licensed attorneys in good standing with the State Bar and employed by the sponsoring agency, court, or firm.

Practice Areas: Students enrolled in the **Civil Field Placement Clinic** work for firms or agencies in a wide variety of general civil practice areas. Those in the **Criminal Litigation Clinic** work for prosecutors or defenders in government agencies on the trial or appellate level. We also offer externship clinics in the following specific practice areas:

Advanced Legal Clinic
Capital Post-Conviction
Consumer Rights
Environmental Law
Family Law
Homeless Advocacy
Judicial
Real Estate
Youth Law

No Compensation to Student: ABA standards prohibit awarding academic credit for paid work.

Units and Hours: Students must work a minimum of 45 hours per unit in each externship clinic. (For example, a student earning 3 units would work approximately 10 hours per week during a 14-week semester.)

Supervisor Obligations:

Externships are substantive, educational experiences for which students earn (and pay tuition for) academic credit. As such, the ABA and Golden Gate University School of Law expect supervising attorneys to make the following commitments before agreeing to supervise a Golden Gate extern:

Supervision: Externs must be supervised by an attorney who will direct, monitor and mentor the student throughout the semester. At a minimum, supervising attorneys are expected to meet weekly with their externs.

Substantive work: Externs should be assigned work that is substantive in nature and should encompass a broad range of lawyering skills. Administrative work should be kept to a minimum.

Feedback: The supervisor shall provide specific, individualized and timely feedback on each assignment.

Logistics: The extern must have a designated work space and access to the tools necessary to complete assignments.

Evaluation: The supervisor shall complete a mid-semester and end-of-semester evaluation of the student's work performance. Students must also complete a mid-semester self-evaluation.

Site Visit and Coordination from the Law School

In accordance with the ABA standards, a faculty member will oversee the student's externship experience and may also conduct a site visit to ensure that the supervising attorney is providing an appropriate educational experience.

Student Eligibility

Students must complete their first year of law school before beginning an externship. In addition, several of Golden Gate's externship courses have additional GPA or course requirements (e.g. Evidence). Students must have completed 40 units and have a cumulative GPA of 2.5 for state trial court and 2.75 for appellate and federal court externships. Students must have the requisite GPA at the time of enrollment.

Selection Process

To promote your externship opportunity free of charge, please complete the attached job listing form and submit it to Golden Gate University's Law Career Services Office at lawcareer@ggu.edu or fax (415) 543-6680. Students will then contact you directly. You may establish your own selection criteria, but please note that in order to earn academic credit, the student will also need to satisfy the requirements of the externship course that corresponds to your placement.

Questions?

For more information, please contact Professor Susan Rutberg, Director of Externship and Honors Lawyering Programs at 415-442-6665, or Law Career Services at 415-442-6625.

