

McGeorge Externship Site Criteria

To be considered as a McGeorge Externship Site, please review these criteria and complete the Externship Site Proposal Form below. Private law firms are not currently being approved.

Externship Site and Supervisor's Agree to Provide:

1. **Extern Selection:** Participate in the Externship Program selection of an extern for your organization.
2. **Orientation:** Externs shall receive an orientation, including a discussion of office procedures and confidentiality, and an overview of the work and expectations of the extern.
3. **Supervision:** Externs are assigned a supervising attorney who will actively participate in directing, monitoring, and mentoring them throughout the semester. Coordinate work assignments for externs receiving work from more than one attorney. Externs cannot be supervised by family members.
4. **Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload. Externs are assigned appropriate and well-defined assignments that will allow the students to work 50 hours for each unit of academic credit. Student's assignments should be as challenging as he/she can reasonably handle. We ask that you consider putting the assignment in writing for the student, or requesting the student to put it in writing and send it to you to confirm they understand the assignment and scope; be available for questions as the student commences the assignment.
5. **Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.
 1. As much as possible, to engage in the following assignment, work, and feedback process:
 - a. the student and Supervising Attorney will discuss the matter to be assigned, including a discussion of mutual objectives;
 - b. advise the student of the resources, methods, and materials available for the job;
 - c. when the student completes a first draft of written work, review the work and meet with him/her for a specific critique of the work;
 - d. have the student redraft as many times as necessary until they achieve a satisfactory final product;
 2. while work is in progress, or after it is completed, discuss with the student, as appropriate:
 - a. alternative methods of handling the matter;
 - b. the relationship of the specific job to the larger substantive, procedural or practical issues in the case; and
 - c. noteworthy ethical or social implications of the matter

6. **Evaluation:** Complete a required McGeorge Supervising Attorney Evaluation, which will be provided at the end of semester before the student can receive academic credit.
7. **Diversity of Tasks:** Externs are assigned work that is similar to that of a law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Allow students, when feasible, to participate in, and not merely observe, the strategic decision-making process.
8. **Oral Advocacy:** Whenever possible throughout the externship, assign and observe matters requiring oral advocacy to the student.
9. **Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate professional activities.
10. **Opportunities for Reflection:** Externs will meet with their supervisor, other attorneys and staff to discuss their observations, experiences, and other issues relevant to the profession.
11. **Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, and library) and support reasonably necessary to complete assignments.
12. **No Compensation:** ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable out-of-pocket expenses related to the externship.
13. **Fee-Generating Matters:** Where the extern is assigned work on fee generating matters, the extern's time will not be billed, and the work assigned is in furtherance of the extern's legal education.
14. **Bar Admission/Status:** Supervising Attorneys for certified law students must be bar admitted to the California Bar a minimum of two years (unless in another state and your state Bar requires more than two years) and currently an active member.
15. **Site Visit:** Supervising Attorney will be available for and cooperate in, an ABA required on-site field visit by the Director or other appropriate faculty.
16. **Menial Work:** Keep menial tasks, e.g., filing, library updating, indexing, etc. to less than 5% of the student's work time.
17. **Scheduling:** Keep in mind the academic mission of the school and value the student's time and commitment to other classes. (This may include being flexible during finals and not expecting the student to work more hours per week than they are signed up for in credits on a regular basis.)

Externship Site Proposal Form

[Click here to complete the Site Proposal Form.](#)