



**CIVIL AND HIGH TECH LAW**

**EXTERNSHIP PROGRAM**

**POLICIES & PROCEDURES HANDBOOK**

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## I. Introduction

The purpose of this handbook is to provide to both students and sponsors a detailed overview of the policies and procedures relating to the Civil & High Tech Law Externship Program. This externship program combines placements in companies, law firms, non-profit organizations and government agencies in civil, social justice, and high tech law practice areas.

The criminal justice externship and judicial externship programs are **not** covered under this handbook. For information regarding these programs, please contact the Director of Law Externship Programs at (408) 554-5015.

By combining the information for both students and sponsors in this single Handbook, everyone involved in the externship program realizes the expectations and responsibilities of both parties to the externship. Although the specific forms may change with time, the policies set forth in this Handbook reflect the School of Law's efforts to make this an exceptional learning experience for students by building on the requirements of the American Bar Association (ABA) for approving student credit in exchange for legal field work.

Placements may be found directly by the student, or the sponsor may post a request for an extern with the School of Law. Requests for an extern may be sent to the Office of Law Externship Programs at any time, but plenty of time should be left for interviewing and selection of an extern prior to the date that the students must register for the Externship Seminar. Thus, optimum times for posting for an extern position are:

**June** for fall externs (classes begin **mid-August**);  
**October** for spring externs (classes begin early **January**); and  
**February** for summer externs (classes begin in late **May**).

Potential sponsors should be aware that if possible, interviewing and selecting externs should be made prior to the deadlines for registration in the Externship Seminar (Course #590). See <http://www.scu.edu/law/resources/records.html> for the academic calendar deadlines.

All inquiries about the Civil & High Tech Law Externship Program should be made to:

Director, Law Externship Programs  
Santa Clara University School of Law  
500 El Camino Real  
Santa Clara, CA 95053-0428

The Law Externship Programs Office is located in Room 134 in Loyola Hall, 425 El Camino Real in Santa Clara. The Director of Law Externship Programs can be reached at (408) 554-5015.

## **II. General Program Requirements and Rules**

### **A. General Requirements**

The Civil and High Tech Law Externship Program has two main components:

- 225 hours (an average of 15 hours per week during the fall or spring semester, 30 hours per week during the summer semester) of field work at an approved site, with an approved supervising attorney and for which students receive three (3) units of credit, and
- the externship seminar class (Course #590) which meets five (5) times during the course of a semester and for which students receive one (1) unit of credit. For a detailed description of the externship seminar, see Section VII.

### **B. Rules**

#### **1. Prerequisites**

Students must have completed one academic year of study before they can participate in the Externship Program. Students must also have completed Civil Procedure prior to participating in the program. If a student has not completed Civil Procedure but has completed one academic year of study and would like to participate in the program, that student must obtain a signed Course Waiver from his or her proposed supervising attorney before he or she will be permitted to enroll.

#### **2. Timing of Fieldwork and Classroom Component**

Students must complete both the fieldwork and class component during the same semester. Students arrange with their supervising attorney when their fieldwork will begin and what the student's schedule will be over the course of the semester. Students may not begin their fieldwork more than one week before the beginning of the semester.

Additionally, students may continue to conduct their fieldwork after the last seminar class meets. However, all fieldwork hours must be completed by the last day of exams of the semester in which they are participating in the Externship Program.

### **3. Receipt of Payment for Fieldwork Prohibited**

Students **cannot** be paid for the 225 hours of fieldwork necessary to obtain academic credit through the Civil and High Tech Law Externship Program. (See *American Bar Association Standards for Approval of Law Schools* ("ABA Standards"), Std. 305, Int. 305-3 (August 2004)). However, students may receive reimbursement for reasonable out-of-pocket expenses related to the field placement.

Payment of a student's tuition for the four-unit Externship Program by the placement site is **not** allowed. Such payment is construed as "compensation" and is prohibited under ABA Standard 305.

## **III. Finding a Placement -- Students**

### **A. Obtaining a Placement through SCU Law Jobs**

Listings submitted by approved externship sponsors are posted on SCU Law Jobs, the Law Career Services job listing system. To access these postings:

- (1) Log in to the SCU Law Jobs at <http://law-scu-csm.symplicity.com/students/> (contact Law Career Services for a valid username and password if you do not already have one).
- (2) Click on the tab for "Job Postings & Resume Collection."
- (3) Select "Externship" from the "Position Type" drop-down menu and click "search."
- (4) Click on the titles of those positions in which you are interested. If the position is eligible for the Civil & High Tech Law Externship Program, the listing will state, "This placement is approved for participation in Santa

Clara University School of Law's Civil & High Tech Law Externship Program.”

Students are solely responsible for contacting the listed sponsors, providing all relevant information to the sponsors, arranging an interview with each prospective sponsor, and generally for securing an externship placement. A sample cover letter is provided in Appendix A. Students should approach securing an externship placement in the same manner that they would approach securing a paid legal position. Students are responsible for ensuring that they fully qualify for each externship opportunity as stated in the listings. Please be sure to follow the directions for applying for a position as described in the listing.

#### **B. Student-Arranged Placements**

Many students arrange their own placements, which are subject to approval by the Director of Law Externship Programs. In such cases, students must locate an attorney at a law office or organization where the student is particularly interested in working who would be willing to accept the responsibilities of supervising the student over the course of the semester.

Students who locate an attorney who is willing to supervise them should immediately provide contact information to the Director of Law Externship Programs. If the site is new and has never hosted law students from Santa Clara University School of Law, a site-evaluation process will take place. (See Section VIII.B.) All requests for approval of new sites must be submitted to the Director of Law Externship Programs at least **one month** prior to the beginning of the semester in which the student would like to participate in the program.

### **IV. Application Procedure -- Sponsors**

#### **A. Application**

Law student externs are available to companies, government agencies, or firms that can provide legal work under the appropriate supervision of an employee attorney. The company, agency or firm is referred to as a “placement” or “sponsor.” A sponsor may either post an externship opening with the Office of Law Externship Programs, or coordinate directly with a student. To post an externship opening, the placement must complete both: (1) the Placement Background form (see Appendix B: Placement Background Form); **and** (2) the Extern Request form (see Appendix C: Extern Request Form). The Placement Background form is used by the School of Law for filing and tracking purposes, whereas the information contained in the Extern Request form will be made

available to all students seeking an externship position for the relevant semester. Both forms may be updated from time to time as contact information changes for the placement.

#### **B. Obtaining a Placement through the Office of Law Externship Programs**

Students will contact directly the sponsor regarding the posted externship position. Sponsors should contact students directly to set up interviews, or to inform the students that they will not be interviewed for the externship position. All contact with the student for purposes of coordinating interviews, requesting additional information, making externship offers, and the like should be made directly with the student.

#### **C. Hiring an Extern**

Once a sponsor decides to hire a student as an extern, arrangements regarding hours should be made directly with the student. Remember, the student cannot be paid for the externship. The sponsor must contact the Director of Law Externship Programs to remove the position listing once the externship position has been filled for that semester.

### **V. Program Goals and Educational Objectives**

The Civil & High Tech Law Externship Program endeavors to achieve the following goals and educational objectives:

- teach students about how lawyers function through practical experience;
- provide opportunities for students to learn specific legal skills;
- allow students to explore a particular area of law;
- facilitate learning through reflection and critical thinking;
- offer students a forum to compare and learn from each other's experiences;
- promote professionalism and the advancement of ethical values within the legal profession; and
- enhance career-planning and future law practice satisfaction.

The program is designed to provide students, under the direct guidance of a supervising attorney, opportunities to apply their substantive knowledge of the law to

analyze legal issues and to observe how lawyers deal with the day-to-day demands of legal practice.

In completing the Externship Program, students will:

- increase their ability to analyze legal issues and knowledge of the substantive law through the completion of work assignments;
- learn about the operation of a legal organization and the role of the lawyer in the organization;
- continue to develop and practice their legal research and writing skills;
- analyze their performance through thoughtful self-assessment and supportive feedback from supervisors and peers;
- increase their knowledge of the rules governing attorney conduct; and
- improve their interviewing, counseling, and negotiations skills through observation and participation.

Another intended objective of the Externship Program is to assist students in their long-term career planning and decision-making processes. The Externship Program offers experiential opportunities in law school that will enhance a student's likelihood of career-choice satisfaction and fulfillment as practicing lawyers.

## **VI. Supervising Attorney Responsibilities**

An attorney licensed to practice law in the State of California must supervise each student over the course of his or her fieldwork. The attorney must be an active member of the State Bar. The success of the Externship Program depends heavily on the participation of supervising attorneys who are willing to devote time and effort to oversee the work performed by the students and to contribute to the student's overall legal educational experience.

During the externship, the supervising attorney will be responsible for the day-to-day management of the student, including the following:

- assigning appropriate legal tasks to the student;
- monitoring the student's progress in completing the assigned tasks;

- providing written and verbal feedback to the student regarding the quality of the student's work;
- meeting with the student to discuss his or her questions and observations regarding the externship experience; and
- completing an evaluation of the student (see Appendix E: Evaluation of Student Extern).

For many students, this will be the first substantial legal experience or exposure to business. Supervising attorneys should make an effort to ensure that students are integrated into their legal department or organization and to provide tasks to the student that allow them to further develop their knowledge and experience in the law. Supervisors are asked to allow students to attend and observe as many meetings, court appearances, hearings, depositions, negotiations and other such events as possible.

## **VII. Externship Seminar (Course No. 590)**

### **A. Course Description**

The one-unit seminar meets for a total of 15 hours (five three-hour sessions) during the course of the semester. Attendance at all five sessions is mandatory. The course is non-graded and students receive either credit or no credit. The schedule of class meetings and times will be determined each semester by the instructors. Students should check the schedule for the appropriate semester at [http://www.scu.edu/law/resources/schedule\\_list.html](http://www.scu.edu/law/resources/schedule_list.html).

One purpose of the seminar portion of the Externship Program is to provide students with a forum to discuss and process their experiences. The seminar also offers students the opportunity to learn from each other about their varied experiences and circumstances they face during their fieldwork at their respective placement sites.

The seminar course is made up of four components: course reading, student presentations, class discussion and guest speakers. The course reading is designed to orient students to the issues related to the day to day practice of law across several different practice areas. Readings are gathered from law journals, newspapers and other sources on topics ranging such as dealing with confidentiality issues, conflicts of interest, time management and law practice skills.

Students will be required to make presentations during the classroom sessions. The instructor for the course will provide suggested topics for these

presentations, although students are also encouraged to present on topics of their own choosing. Students who would like to make presentations on topics other than those on the list provided by the instructor must receive approval from the instructor at the class meeting prior to their scheduled presentations.

The discussion portion of the seminar allows students to discuss what they are learning in their field placements. Students are encouraged to discuss the positive and negative aspects of the environment in which they are working. The discussion portion of the seminar has the added bonus of allowing students to hear each other's experiences. Students are placed in a wide variety of offices and entities and student experiences vary greatly. The experiential value of students listening to each other's observations about the personal experience in various law-related environments is enormous. Students consistently report that this portion of the seminar is valuable to their professional development and the process of becoming a lawyer.

Finally, guest speakers frequently attend portions of the seminar to discuss various topics related to law practice such as particular practice areas, traditional litigation v. alternative dispute resolution, mentoring, networking and career development. Students have the opportunity to ask practitioners questions related to their specific practice areas and thereby receive a cross-section of viewpoints and perspectives. The guest speaker portion of the seminar is well-received and appreciated by students.

To receive academic credit for the externship experience, students must complete the required course reading, maintain a journal, record time worked, complete the required classroom presentations, and have individual consultations with the course instructor. Additionally, students must submit one piece of written work-product from their field experience and complete an evaluation form (Appendix E: Student Evaluation of Supervisor) at the end of their externship. The work-product must be signed off on by the supervising attorney (Appendix F: Writing Sample Approval Form). No credit will be given without satisfactory completion of both the field work and seminar components.

## **B. Course Enrollment Procedures**

Students must enroll in and successfully complete the Externship Seminar course to obtain the 4 units for the externship. Students who fail to satisfactorily complete the seminar course will forfeit all externship units. There is no partial credit available for externship units.

To enroll in the Externship Seminar course, students must submit a registration form (Appendix G: Student Registration Form) to the Director of Law

Externship Programs. The Director will provide each student who has submitted this form with a permission number for registration for the program on eCampus.

Students will not be permitted to register for the Externship Program until they have secured an externship placement. Any questions regarding registration for the seminar should be directed to Director of Law Externship Programs.

Students interested in the Externship Program should start the placement process as early as possible.

## **VIII. Field Placements**

### **A. Placement Types**

Through the Externship Program, students are placed in private law offices, corporate legal departments, governmental offices and other settings under the direct supervision of a licensed California attorney. Students actively participate in the day-to-day activities of the office and observe as many aspects of the law practice as possible. Student responsibilities include interviewing and counseling, research and writing, factual investigation, document drafting and attendance at meetings, hearings, trials, depositions and settlement conferences.

### **B. Placement / Site Approval Process**

The Director of Law Externship Programs must approve placements. Once a potential placement site has been identified, the Director will conduct a site evaluation to determine if the site is appropriate for students. A main criterion in evaluating a site is to determine the adequacy of the supervision the student is likely to receive. Other areas of inquiry are: 1) the amount of substantive legal work available for the student to observe and participate in; 2) the availability of opportunities for students to attend legal events such as hearings, depositions, trials, negotiations, meetings, etc.; and 3) the supervisor's willingness to mentor the student and provide an open learning environment where issues can be discussed.

Site evaluations consist of telephone calls with the supervising attorney and ultimately, an actual visit to the site.

Approved sites are continually monitored whenever a student is placed for an externship. Actual on-site visits to previously approved sites are conducted on an as needed basis.

### **C. Out of Area Placements**

As a general rule, students may earn credit for placements outside of the San Francisco Bay Area. However, if a student obtains a placement outside of the San Francisco Bay Area that she feels provides an experience which cannot be provided at any other location, she may petition to have the placement accepted for participation in the Externship Program. Students must seek **prior** approval for such placements in order to receive academic credit for any work conducted. Additionally, to receive academic credit, students **must** attend the five-session one-unit Externship Seminar, regardless of the location of an approved placement.

### **IX. Frequently Asked Questions - Students**

#### **What is the difference between an externship and an internship?**

*The terms are synonymous. The School of Law uses the term "externship" to identify learning opportunities for students that occur outside the classroom and which are supervised by attorneys who are not members of the School's faculty. Students earn academic credit with respect to these opportunities. Sponsors sometimes use the term "internship" to identify these types of opportunities because the students will be working within their organizations.*

#### **How do I enroll in the Civil & High Tech Law Externship Program?**

*Unless you have a specific placement lined up (for which you need to get approval), check the available externship listings on SCU Law Jobs. Enroll in the Externship Seminar (#590) either during your normal registration period or during the add/drop period.*

#### **Can I do an externship for less than 3 units of fieldwork (or if I work more than 225 hours can I receive more than 3 units)?**

*No to both questions. The Externship Program is designed to be a four-unit experience: 225 hours of fieldwork, which amounts to 3 units of academic credit and 1 unit of course work. Students may not receive more or less units depending on the hours worked.*

#### **Can I take the Civil and High Tech Law Externship Program more than one semester during law school?**

*No. Students can only take Course 590 one time.*

#### **What if I miss one of the five seminar sessions?**

*Attendance at every session of the seminar is mandatory. Under extenuating circumstances one excused absence may be approved by the instructor. Excused absences must be approved in*

*advance and require the student to complete a make-up assignment. Therefore, if you know you are going to miss a session, you need to contact the instructor to arrange a research / writing project to make-up the missed class session. Unexcused absences will result in forfeiture of total credit for the externship program.*

## **X. Frequently Asked Questions – Sponsors**

### **What is the difference between an externship and an internship?**

*The terms are synonymous. The School of Law uses the term “externship” to identify learning opportunities for students that occur outside the classroom and which are supervised by attorneys who are not members of the School’s faculty. Students earn academic credit with respect to these opportunities.*

### **Can I have more than one extern?**

*Yes. The number of externs is entirely dependent on each individual externship sponsor requirements.*

### **Once we have taken on an extern, do we have any on-going reporting obligations to Santa Clara University?**

*No. Your obligations during the externship period are to provide sufficient legal work that is actively supervised by an attorney who is a member of the California bar. At the end of the externship period, you are required to complete and return the Evaluation of Student Extern (Appendix G) to the Director of Law Externship Programs.*

### **Can the student be supervised by a paralegal, contract negotiator, or other staff person at the placement?**

*No. The ABA requires that the student perform work under the direct supervision of a practicing attorney. Although the student may work with a non-attorney, the mentoring and supervising responsibilities must be undertaken by an attorney.*

# APPENDICES

**APPENDIX A:**  
**SAMPLE STUDENT COVER LETTER**

# SAMPLE

[YOUR ADDRESS]

[DATE]

[EXTERNSHIP SPONSOR ADDRESS]

Re: [Fall/Spring/Summer] Externship

Dear Mr./Ms. [NAME]:

I am responding to your request for a student extern (for credit) this [FALL/SPRING/SUMMER] as part of the Santa Clara University School of Law Civil & High Tech Law Externship program.

Attached is my resume [AND ANY ADDITIONAL REQUESTED INFORMATION] for your consideration. I believe that my background and qualifications are well-suited to the posted externship position. Specifically, [HIGHLIGHT ONE ASPECT OF YOUR EXPERIENCE OR BACKGROUND THAT MOST CLOSELY MATCHES THE JOB DESCRIPTION.] Thus, I believe that I am a strong candidate for the posted externship position at [SPONSOR ORGANIZATION].

I would like an opportunity to discuss my qualifications with you in person. I will follow-up with you [IN A FEW DAYS / AT THE END OF THIS WEEK] to answer any questions you may have and to arrange a mutually convenient time to meet. In the meantime, feel free to contact me at [PHONE AND EMAIL] if you have any questions or would like to schedule an interview.

I look forward to talking with you about this externship position.

Sincerely,

[YOUR NAME]

Encl.

**APPENDIX B:**  
**PLACEMENT BACKGROUND FORM**



*Santa Clara University School of Law*  
*Civil and High Tech Law Externship Program*  
*Placement Background*

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEB PAGE: \_\_\_\_\_

SUPERVISING ATTORNEY / CONTACT: \_\_\_\_\_

TOTAL NUMBER OF ATTORNEYS AT PLACEMENT LOCATION: \_\_\_\_

TYPE OF PLACEMENT:

BUSINESS / CORPORATION

LAW FIRM

GOVERNMENT AGENCY

NON-PROFIT ORGANIZATION

OTHER: \_\_\_\_\_

MAIN BUSINESS / AREA OF PRACTICE OR SERVICE PROVIDED: \_\_\_\_\_

PROPOSED TYPES OF PROJECTS FOR EXTERNS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ email: \_\_\_\_\_

**Please return the completed form to:**

Santa Clara University School of Law  
Director, Law Externship Programs  
500 El Camino Real  
Santa Clara, CA 95053-0448  
Fax: 408-554-5274 Phone: 408-554-5015

**APPENDIX C:**  
**EXTERN REQUEST FORM**



*Santa Clara University School of Law*  
*Civil and High Tech Law Externship Program*  
*Extern Request*

SEMESTER: Fall/Spring/Summer/ All (circle one)

DATE: \_\_\_\_\_

1. COMPANY / FIRM NAME: \_\_\_\_\_

2. WEB PAGE: \_\_\_\_\_

3. TYPE OF PLACEMENT:

BUSINESS / CORPORATION

LAW FIRM

GOVERNMENT AGENCY

NON-PROFIT ORGANIZATION

OTHER: \_\_\_\_\_

4. DESCRIPTION OF MAIN BUSINESS / AREA OF PRACTICE OR SERVICE PROVIDED:

5. DESCRIPTION OF EXTERNSHIP POSITION:

6. BACKGROUND AND SKILLS FOR EXTERNS:

7. COMMENTS:

APPLICANTS FOR THIS EXTERNSHIP POSITION MUST SEND:

resume     writing sample     transcript     other: \_\_\_\_\_ to:

NAME OF CONTACT PERSON: \_\_\_\_\_

AT (Sponsor to select ONE):

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Other contact instructions:

**APPENDIX D:**  
**STUDENT EVALUATION OF SUPERVISOR**

***Santa Clara University School of Law***  
***CIVIL & HIGH TECH LAW EXTERNSHIP PROGRAM***  
***Student Evaluation of Supervisor***

Students must complete and return this evaluation, including the summary of experience (see question #7 below) to the Director of Law Externship Programs upon completion of the 225 placement hours. Students may return the completed evaluation by fax to: (408) 554-5274; by delivering it to Loyola Hall, Room 134; or by mail to: Director, Law Externship Programs, Santa Clara University School of Law, 500 El Camino Real, Santa Clara, CA 95053.-0448. Be sure to sign and date the certification at the end of this form.

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**GENERAL INFORMATION**

Student's Name:	Last Date of Field Work:
Phone:	Email address:
Supervisor's Name:	Placement Site:
Phone:	Email address:

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**SUPERVISION**

1. On a scale of 1 (**EXCELLENT**) to 5 (**POOR**), please evaluate your supervisor in the following areas:

- (a) Ability to relate to students: \_\_\_\_\_
- (b) Accessibility and availability to answer questions: \_\_\_\_\_
- (c) Quality of feedback on assignments: \_\_\_\_\_
- (d) Overall quality of supervision  
(guidance, advice, interest in student) \_\_\_\_\_
- (e) Willingness to share responsibility for case / matter \_\_\_\_\_
- (f) Quality of work-product and professional standards: \_\_\_\_\_

2. How often did you interact with your supervisor?

\_\_\_ Daily    \_\_\_ 2-4 times per week    \_\_\_ Once a week    \_\_\_ Less than once per week\*

*\*If you met less than once per week, please specify in your attached Summary why and whether you think this impacted your experience.*

3. Should this person continue to supervise students as part of the field placement program? \_\_\_ yes \_\_\_ no

*\*If not, please explain why in your attached Summary.*

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**ASSIGNMENTS**

4. In general, did you find your assignments challenging and worthwhile for the advancement of your legal education?     yes     no\*

*\*If not, please explain why in your attached Summary.*

5. Generally, how much time did you devote to the following activities? (1=**VERY LITTLE**, 5=**GREAT AMOUNT**) \* *Please elaborate on your specific assignments and tasks in your attached Summary.*
- 

Legal Research	1	2	3	4	5	n/a
Legal Writing	1	2	3	4	5	n/a
Analyze legal documents	1	2	3	4	5	n/a
Non-Legal Research /Writing	1	2	3	4	5	n/a
Client Contact	1	2	3	4	5	n/a
Negotiation	1	2	3	4	5	n/a
Case Strategy /planning	1	2	3	4	5	n/a
Fact-gathering / investigation	1	2	3	4	5	n/a
Attendance at meetings	1	2	3	4	5	n/a
Deposition observation	1	2	3	4	5	n/a
Court/other hearing observations	1	2	3	4	5	n/a
Administrative work	1	2	3	4	5	n/a

6. Would you recommend this office for a future placement?     Yes     No

*\*If not, please explain why in your attached Summary.*

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**SUMMARY**

7. Please prepare, attach hereto and submit a typed, detailed summary in which you:
- summarize your overall experience;
  - describe (without compromising confidentiality) several of the actual work assignments you completed and, most importantly, what you learned from those assignments;
  - explain the strengths and weaknesses of the placement;
  - elaborate on the quality of the supervision received and how it contributed to your learning experience;
  - list any problems you faced and suggestions for improvement for future placements; and
  - comment on the value of the experience to your professional development.

*\*Please attach your Summary to this evaluation. The Summary should be no less than one-page. Please be as detailed as possible.*

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**CERTIFICATION**

*I hereby certify that I completed at least two-hundred and twenty-five (225) hours of work at the field placement office listed above and that I did not receive pay for this work.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX E:**  
**EVALUATION OF STUDENT EXTERN**

*Santa Clara University School of Law*  
**CIVIL & HIGH TECH LAW EXTERNSHIP PROGRAM**  
*Evaluation of Student Extern*

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Thank you for participating in the Santa Clara University School of Law Civil & High Tech Law Externship Program. Below you will find an evaluation form that we need you to complete. The rules established by the ABA and Santa Clara University School of Law require the completion of such an evaluation before academic credit can be given to the student for the fieldwork component of the externship program. Students receive a grade of either “credit” or “no credit” for their externship. Thus, your candid comments will not endanger the student’s grade or ability to receive credit for their externship-related work. Also, we encourage you to discuss this report with the student.

Please complete and return this evaluation via fax or mail to: **Director, Law Externship Programs • Santa Clara University School of Law • 500 El Camino Real • Santa Clara • CA • 95053-0448 • (408) 554-5015 (phone) • (408) 554-5274 (fax)**

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**GENERAL INFORMATION**

Supervisor’s Name: \_\_\_\_\_ Company / Firm: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Student’s Name: \_\_\_\_\_ Last Date of Student Work: \_\_\_\_\_

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**EVALUATION OF STUDENT EXTERN**

Please rate the student extern on a scale of 1-5, “1” indicating **superior, excellent work** that exceeded your expectations and “5” indicating **unsatisfactory work**. If a particular duty does not apply, please select n/a. If you did not form an opinion, please select n/o.

<b>LAWYERING SKILLS</b>	Excellent . . . . Unsatisfactory							
Academic Preparation / substantive knowledge	1	2	3	4	5	n/a	n/o	
Research Skills	1	2	3	4	5	n/a	n/o	
Writing Skills	1	2	3	4	5	n/a	n/o	
Analytical Ability	1	2	3	4	5	n/a	n/o	
Client Relations	1	2	3	4	5	n/a	n/o	
Case Strategy/Planning/Investigation	1	2	3	4	5	n/a	n/o	
Communication Skills	1	2	3	4	5	n/a	n/o	
Quality of Work	1	2	3	4	5	n/a	n/o	

<b>PROFESSIONALISM/WORK HABITS</b>	Excellent . . . . . Unsatisfactory						
Reliability	1	2	3	4	5	n/a	n/o
Attitude	1	2	3	4	5	n/a	n/o
Productivity	1	2	3	4	5	n/a	n/o
Attention to Detail	1	2	3	4	5	n/a	n/o
Initiative	1	2	3	4	5	n/a	n/o
Interpersonal	1	2	3	4	5	n/a	n/o
Ethical	1	2	3	4	5	n/a	n/o
Judgment	1	2	3	4	5	n/a	n/o
Willingness to accept supervision	1	2	3	4	5	n/a	n/o
Attendance	1	2	3	4	5	n/a	n/o
Responsiveness	1	2	3	4	5	n/a	n/o

**OVERALL EVALUATION OF STUDENT:** (please elaborate on any of the scores given above, give your overall assessment of the student and his or her work in your office and any additional comments you may have in the space provided below or as an attachment):

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**EXTERNSHIP PROGRAM EVALUATION**

1. How would you rate SCU's Externship Program? \_\_\_ Excellent \_\_\_ Needs Improvement

**If you checked needs improvement,** please explain why and what we can do to improve the program in your opinion. (Please feel free to provide your feedback on a separate attachment)

2. Would you supervise another SCU law student as an extern in your office? \_\_\_ Yes \_\_\_ No

a. If yes, please indicate which semesters: FALL SPRING SUMMER

b. **If not,** please explain in detail why:

3. What suggestions do you have to improve the program?

4. Can you refer us to other attorneys / colleagues (either in your office or at other companies) that may be interested in having a student extern from SCU work in their office?

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Thank you again for your participation in the program and for completing this evaluation, which is essential to the success of the program in the future.

**APPENDIX F:**  
**WRITING SAMPLE APPROVAL FORM**

*Santa Clara University School of Law*  
**CIVIL & HIGH TECH LAW EXTERNSHIP PROGRAM**  
*Writing Sample Approval Form*

Student Name: \_\_\_\_\_

Semester of Placement: \_\_\_\_\_

Externship Placement: \_\_\_\_\_

Supervising Attorney: \_\_\_\_\_

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I hereby certify that the attached document is appropriate for submission as the required writing sample for the above-named student extern in the Santa Clara University School of Law Civil & High Tech Law Externship Program. The attached document has been redacted as necessary. I understand that this writing sample will remain a permanent part of the above-named student's file, but that it will not be distributed outside of that file.

\_\_\_\_\_  
Supervising Attorney's Signature

\_\_\_\_\_  
Date

**APPENDIX G:**  
**STUDENT REGISTRATION FORM**

