HANDBOOK FOR OFF-CAMPUS EXTERNS

SUMMER SESSION 2010

Mandatory Meeting
Wed., May 26, 5:10 – 5:50 pm
Robinson Courtroom

Course Requirements, Policies and Forms
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OFF CAMPUS EXTERNSHIP HANDBOOK
SUMMER SESSION 2010

DATES DOCUMENTS DUE

June 15  Journal 1 (all hours to date)
Reflection 1

July 1  Journal 2 (hours from 6/15 to 6/30)
Reflection 2
Signed timesheet for May and/or June

July 15  Journal 3 (7/1 – 7/15)
Writing Sample 1 if two are due

Aug. 6  Journal 4 (all remaining hours)
Signed timesheet for July and any August hours
Reflection 3
Writing sample 2 if 2 are due
Writing sample 1 if 1 is due
Supervisor and student evaluations

DEADLINE DATE FOR SPRING CREDIT: August 10, 2010

Remember:

- Timesheets must be signed by your supervisor or you will not receive credit for those hours. Do not submit unsigned timesheets.
- You may submit journals and reflections as email attachments, by fax (213/487-7856) or by hard copy (mailed or delivered). Late documents will incur a time penalty.
- If you are enrolled for 3 or fewer units, only one critiqued writing sample is required, and you may wait until the end of the semester to submit it. If you are enrolled for 4 or more units, two critiqued writing samples must be submitted.
- It is your responsibility to submit required documents. We are not required to notify you of deficiencies. You may fail the course if you don’t submit the required documents and signed timesheets when due.

Email to: Camille Toomer
Assistant to the Director
213/736-1103
Camille.toomer@lls.edu

Barbara A. Blanco
Faculty Externship Director
Clinical Professor of Law
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Externship Course Requirements Summary

1. **Mandatory Performance Agreement**
   - The Performance Agreement must be signed to receive course credit.
   - You must verify that you understand the professional obligation of confidentiality.
   - You must verify that you understand communication with the Externship Department must be done by email.
   - You must verify that you will check your Loyola email at least one time per week while performing your course hours.
   - You must verify that a printed copy of any email in your student file sent to you by the Externship Department is presumptive notice you received that email and are aware of the contents of it.
   - You must verify that you understand it is your responsibility to complete all course requirements, including timesheets, journals, reflection questions, writing samples and evaluations. *The Externship Department is not obligated to notify you of deficiencies before entering a failing grade if you do not comply with course requirements.*

2. **Course components**
   - Perform all hours
   - Submit signed time sheets
   - Submit timely activity journals
   - Submit critiqued writing samples
   - Submit all Reflection Questions, even if course hours are complete
   - Submit evaluations

3. **Hours**
   - Each unit requires 56 hours of supervised legal services.
   - You may add one hour per journal for preparation time; you may not add additional time if a Reflection Question is due with a particular journal.
   - Training hours count.
   - This is a “billable hours” system: if you work through lunch, count it. If you don’t work on a holiday, those hours don’t count.
   - There are no restrictions on when or where you work if your work is approved by your supervising attorney.
   - It is your responsibility to provide your supervisor with a memo indicating your schedule: the days and times you will work, any time you plan to take off (e.g., OCI or Spring Break) and when you plan to complete your hours.

4. **Timesheets**
   - Timesheets are kept monthly and must be signed by your supervising attorney.
   - Law clerks in judicial chambers may sign time sheets.
   - Unsigned timesheets will not be accepted. The hours will not count.
   - Timesheets are due on the first school day after the completion of the month.

5. **Activity Journals**
   - Journals are kept for two-week periods, the 1st - 15th and the 16th - 31st
   - Journals are due on the dates indicated on the face sheet of the packet.
   - Journals need not be signed by your supervisor.
   - Journals may be submitted by email to the Externship Administrator.
   - Late journals are subject to a time penalty; notification of a penalty is by email.
   - If you know a journal will be late (e.g., your hard drive crashes) notify the Externship Administrator of the problem and no penalty will be imposed
   - Journals must be typewritten
• Journal entries must be on a daily basis. Entries must reflect the variety of your assignments, each meeting with your supervisor or judge, your approach to your assignments and your overall impressions of the lawyers or judges you observe.
• Journals insufficient to apprise the Faculty Director of the nature of your experience will be returned to be re-written.
• Journals must be prepared according to the confidentiality policies of your placement.
• Journals must be prepared according to the format provided in this packet.
• Journals may be faxed (213/487-7856), submitted via email, mailed, or delivered to the Externship Office or the Information Center. No other method is appropriate.

6. Writing Samples
• If you are enrolled in 3 or fewer units, one writing sample is due on the last document due date indicated on the face sheet of this packet.
• If you are enrolled in 4 or more units, two writing samples are required and are due as indicated on the face sheet of this packet.
• Writing samples must be critiqued by your supervising attorney. A critique has taken place if your supervisor has marked up your copy with corrections and suggestions.
• No one is exempt from writing sample requirements.
• If your supervisor will not authorize release of your work, contact Professor Blanco.
• All submitted writing samples must comply with the confidentiality policy of your workplace.
• Use the “Writing Sample Cover Sheet” when submitting your writing sample.

7. Reflection Questions
• Reflection questions are a mandatory component of the course. They are due as indicated on the face sheet of this packet, even if all course hours are completed.

8. Evaluations
• Your evaluation of your workplace is due as indicated on the face sheet of this packet.
• It is your responsibility to provide your supervising attorney with the evaluation form to evaluate your work.
• It is your responsibility to advise your supervising attorney of the due date as indicated on the face sheet of this packet.

9. Questions All Field Externs Should Ask Frequently
• How long should I spend on this project?
• When do you need this? Is there a deadline?
• When can we meet to discuss my work or progress? I’m here on Mondays, Wednesdays and Thursdays. Is there a good time for you that I can schedule now?
• Where should I start my research?
• Are you looking for a polished memo, or just a draft? Is there an office format that I should follow?
• Would you prefer that I attach hard copies of any cases I cite? Or would you prefer a list of authorities that I relied on?
• Are there any examples of this type of motion, brief, declaration? Where can I find it?
• What are the rules regarding extern requests of clerical or support staff?
Loyola Law School
Off-Campus Externship Policies and Procedures
Responsibilities of Externs

1. Off-campus externships: Off-campus externships are subject to application deadlines and course enrollment limits established each academic year. All externship offers must be confirmed in writing by the attorney or judge extending the offer. Applicants must be verified for GPA eligibility and choice of placement approved in advance by the Externship Department. Students who do not follow application procedures will not be permitted to enroll.

2. On-campus externships: Off-campus application deadlines do not apply to on-campus clinical placements such as the Center for Conflict Resolution, the Disability Rights Legal Center, the Cancer Legal Resource Center or the Center for Juvenile Law and Policy. Students should apply directly to the office of interest.

3. Off-campus Externship Application Deadlines: Application deadlines for off-campus externships change each year. Deadlines are posted on the Loyola Law School Externship web site. Remember, you do not have to have an externship confirmed by the deadline date. The application deadline date is the deadline to verify eligibility and begin the process of looking for an externship.

4. Externship Eligibility: Students are eligible for an externship after completing the first year of studies. The minimum eligible cumulative GPA for a part-time externship is 2.33. A minimum verified cumulative GPA of 3.33 is required for an externship of more than six units. Students on Academic Probation may not enroll in an externship, including the Volunteer Income Tax Assistance (VITA) course. Academic probation is a GPA lower than 2.33. The maximum number of externship units a student may complete during his/her legal education is 14.

5. Approved Opportunities: Externship opportunities must be selected from the approved Externship list or be approved in advance by the Faculty Externship Director for any placement not on the approved list. Unapproved externships may not be confirmed.

6. Time Commitment: An externship unit requires a minimum of 56 hours of legal services performed under the supervision of a licensed attorney. Part-time externships may range from 2-6 units. Full-time judicial externships may range from 7–10 units and require participation in a concurrent tutorial or online guided reflection course taught by the Faculty Externship Director. All hours must be completed during the term in which the extern is enrolled. There are no exceptions or waivers to the concurrent tutorial course requirement for full-time externs.

7. Professional Obligations/Confidentiality/Unauthorized Practice of Law: Externs must perform all legal services professionally under the direct supervision of a licensed attorney. Externs shall not reveal information designated as confidential by supervising attorneys or judicial chambers. Externs shall not reveal information relating to the representation of a client, disclose the identity of a client or reveal information leading to the disclosure of the identity of a client without the express advance authorization of the supervising attorney. Externs shall redact all written work submitted to the Externship Department to comply with the confidentiality rules of the workplace and legal profession. Externs are not permitted to give legal advice to any person or client unless supervised by an attorney or expressly authorized to give advice by a supervising attorney.

8. Mandatory Class Meeting: All first-time off-campus externs must attend a mandatory classroom meeting at the beginning of the term with the Faculty Externship Director. Meeting dates will be posted in advance in the Externship Department. All externs will receive a copy of the Law School Externship Policies and Procedures and must be familiar with course requirements.

9. Email Notification: During the term of enrollment, the preferred method of contacting off-campus externs for any reason by Externship faculty and staff is through Loyola Law School individual student email accounts. Off-campus externs agree to check Loyola Law School email frequently, but not less than one time per week. A printed copy of an email indicating the student name, date and time it was sent amounts to presumptive notice on the part of Externship faculty and staff that a student received the email and is aware of the contents. Any administrative notice regarding delinquent performance or imposition of time penalties may be sent by email and is governed by this paragraph.
10. **Second Year Judicial Externships:** Second year students may not enroll in a full-time judicial externship in the Fall semester of the second year of studies. Second year students may not enroll in a full-time judicial externship in the Spring semester of the second year if the externship conflicts with a required course such as Ethical Lawyering. Second year students receive no preference in registration for required classes, nor will enrollment in required classes be waived if required classes conflict with a full-time judicial externship or any part-time externship.

11. **Course Requirements:**

   **Activity Journals:** Externs must prepare and submit regular activity journals and time sheets on established due dates. The journal must be typewritten and preferably emailed to the Administrative Assistant. Time sheets are due at the end of each month and must be signed by the supervising attorney for the hours to be credited towards course completion. Journal entries must be organized on a daily basis and rounded off to the nearest quarter hour. Each entry must contain a description of the legal work performed that day, broken down into discrete tasks or events, such as memorandum drafting, legal research, observation of courtroom proceedings, etc. Journals must also include events such as meetings with supervising attorneys and other matters related to the operation of the workplace. Journals should include reflections on the quality of advocacy observed and how ethical issues are handled. The Faculty Externship Director reviews each journal for the purpose of ensuring that the work performed meets the educational goals and objectives for externships adopted by the Loyola faculty. Reflective assignments are due from time to time.

   **Written work:** Externs must submit samples of written work generated during the externship. Written work must demonstrate legal research, legal writing and analysis, and the application of legal principles. Written work must be critiqued by the supervising attorney or judge. Externs must redact work prior to submission to comply with confidentiality rules of the workplace. Externs must keep copies of all written work submitted.

   **Evaluations:** At the conclusion of the semester, externs must evaluate the placement and the supervising attorney must evaluate the extern. Externs must provide supervisors with the evaluation form and the relevant due date.

12. **Late Penalty:** Late journals are subject to a time penalty of 1/2 hour per externship unit for each school day beyond the due date that the document is late. The submission date is determined by the date of the postmark, fax date, email date or date of submission to the Information Center or Externship Department.

13. **Withdrawal:** No student may withdraw from an externship until adequate safeguards for the handling of cases and/or client problems assigned to the student have been arranged in advance with the Faculty Externship Director and the extern’s supervising attorney.

14. **Externships/Public Interest Graduation Requirement:** Completion of a minimum of two units at a qualified public interest placement automatically fulfills the public interest graduation requirement. Completion of the one unit Volunteer Income Tax Assistance (VITA) course automatically satisfies the requirement.

15. **Prohibition on Compensation:** Externs may not receive compensation for legal services performed in the externship other than reimbursement for incidental expenses such as parking or photocopying.

16. **First Year Summer Limitations:** Students who have completed the first year of day or evening studies may enroll in a maximum of six Summer Session externship units. If finalized first year grades place an extern on academic probation, a maximum of four externship units are permitted.

17. **Transfer Students:** Transfer students may enroll in six or fewer units of an externship during the academic year in which they have no official Loyola GPA. Transfer students may not enroll in a full-time judicial externship (seven or more units) until they have completed a full academic year and have a Loyola GPA of 3.33 or higher.
Responsibilities of Supervising Attorneys

1. **Offers:** Externship offers must be in writing. Offers may be sent or faxed directly to the Externship Department at Loyola or delivered to the student as early as is practical.

2. **GLACE Supervision Standards:** Supervising attorneys and/or judges must be familiar with the Greater Los Angeles Consortium on Externships’ (GLACE) “Joint Standards for Supervision of Externship Students.” The manual is provided to each supervisor when a placement is confirmed.

3. **Workplace Confidentiality:** Supervisors must ensure that externs are aware of the confidentiality policies of the workplace.

4. **Certified Law Students/Supervision Ratio:** Supervision of a certified law student requires compliance with Rule 5 of the State Bar of California Rules Governing the Practical Training of Law Students. Part A of the Rules specify that a supervising attorney shall be an active member of the California State Bar, have practiced law for a minimum of two years, and may supervise no more than five students. GLACE law schools recommend a one-to-four supervisor-to-student ratio as appropriate for adequate supervision in part-time field placements. For full-time externships, GLACE law schools recommend a one-to-one ratio between students and supervisors.

5. **Designated Supervisor:** Each placement shall designate an attorney as the supervisor of externs. This supervisor is responsible for the overall supervision of the extern’s experience, and must be available to the extern and the Law School for consultation about the externship. This does not preclude externs from working for attorneys other than the designated supervisor.

6. **Required Signatures:** Time sheets must be signed by a supervising attorney. Externs will not receive course credit for hours worked absent a signature.

7. **Range of Activities:** Externships in which students do only library research and prepare memoranda will not be approved or continued. GLACE “Joint Standards” require student involvement in as many aspects of a placement’s practice as possible. Direct client contact, opportunity for development of practical skills, including courtroom-type experiences, the amount and quality of supervision and individual responsibility are the primary criteria used by Loyola faculty in evaluating continuing and new externship placement agencies. Research and bench memos may be the primary tasks for judicial externs, however it is expected that externs will frequently engage in interaction with bench officers. This interaction might involve discussion of the extern’s work, the judicial decision-making process (including the performance of the attorneys), and attendance at oral arguments, etc.

8. **Critique of Written Work:** Supervisors must provide a written critique of written work prepared during the externship. Written work must demonstrate legal research, legal writing and analysis, and application of legal principles. There is no required format for the critique. Supervisors are encouraged to focus on such issues as the difficulty of the assignment, the persuasiveness and clarity of the work product, areas of needed improvement and areas where the extern excelled.

9. **Evaluation:** Supervisors must evaluate the performance of the extern at the end of the academic term on forms provided by the extern.

10. **Work Schedule:** Externs may establish a work schedule consistent with the needs of supervisors and the workplace, including work off-site if approved in advance by the supervisor.

11. **Termination:** Termination of an extern requires advance warning to the extern by the supervisor of inadequate performance, coupled with sufficient time for correction of inadequacies. Upon a decision to terminate an extern, a supervisor must provide oral or written notice of the termination to the student which details inadequate performance, and concurrently provide written notice of the termination to the Faculty Externship Director.
quests for reflection, Summer Session, 2010

These reflection questions are a mandatory component of this externship for all externs. You will not complete your course unless you submit the assigned question with the designated journal. They are not for review by your supervising attorney or judge; they are entirely your candid and confidential observations and thoughts. Your reflections must be typewritten. They need be no longer than several well-thought out paragraphs. The purpose of this component is to encourage you to thoughtfully and critically explore various issues within the context of your field placement agency. I read every one; if it appears to me that little reflection was actually involved in preparation of the assignment, I will return it to you for elaboration.

Reflection No. 1 (due with Activity Journal #1):

Write down at least five specific goals you hope to accomplish during your semester; more if you wish. Discuss your goals with your supervising attorney so s/he knows what you want from the externship and what kinds of experiences might lead you to those goals. Are they realistic? Report on your conversation with your supervisor: did s/he suggest any changes, additions, or deletions to your list?

Reflection No. 2 (due with Activity Journal #2):

Discuss the steps taken in your workplace or judicial chambers to familiarize you with your professional obligations regarding chambers' or attorney-client confidentiality rules. Did you receive formal training? Were you provided anything in writing regarding the rules or your workplace policy? Do you feel the training was adequate to meet your comfort level in terms of fully understanding the implications of confidentiality? If not, why not? What do you understand the policy of your workplace to be?

Reflection No. 3 (due with last Activity Journal):

If you felt your placement significantly contributed to your legal education, tell the faculty and Dean how it did so in several well crafted and thought out paragraphs. If your placement did not contribute significantly to your legal education in your opinion, why didn’t it? What did you expect that you didn’t receive? Could you have prepared yourself better for the experience? Could the law school have prepared you better? If preparation by you or the law school turned out to be an issue, how could preparation have been improved?
# Loyola Law School
## Extern Time Sheet

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Student Signature

___________________________  
Supervising Attorney or Judge
LOYOLA LAW SCHOOL EXTERNSHIP DEPARTMENT

OFF-CAMPUS ACTIVITY JOURNAL

Student:

Journal #:

Placement:

Total hours this journal:

For each daily entry:

Date: Time started/time stopped Total hours:

Nature of work:
Date: 6/22/ Time: 9:00 – 4:30 Total Hours: 6.5

Nature of work: Today I spent the day working on a demurrer. The complaint stated two causes of action: fraud and negligent misrepresentation. There were a number of parties that P sued. Apparently, P loaned significant sums of money to Ds based on the representations that one of the Ds was an attorney in good standing. P later found out this was not true, and that this D had been disbarred and indicted on other grounds. He argued that the other Ds knew about this, and that he would not have loaned the money if he knew the truth. He stated that all of the Ds were liable based on an alter ego theory. Ds demurred on the ground that they were not parties to the loan agreement, and that they were not therefore liable under an alter ego theory. The problem with Ds argument was that they were demurring, which means they had to accept as true everything that P alleged in the complaint. They could not argue that the complaint was factually inaccurate. Based on this, I recommended that the demurrer be overruled. The judge agreed.

Date: 6/23 Time: 9:30 – 3:00 Total Hours: 5

Nature of work: Today I worked on a motion to transfer a case to Municipal Court. The lawsuit came about because of a car accident, which caused injuries to P and his wife, who sued for loss of consortium. Ds argued that there was no way that P and his wife could recover more than $25,000, and as such, the case should be transferred to Municipal Court. Plaintiffs responded by stating that the Defendants did not investigate P's damages, and that discovery was needed to establish the amount of both P and P’s wife’s damages. The law says that an action should only be transferred if there is basically no chance that there will be an award of more than $25,000. In this case, there did not seem to be enough evidence to make that decision, and the case was not transferred.
Nature of work: In the morning I worked on a motion to withdraw by one of the attorneys of record. P filed an action for medical negligence, lack of informed consent, and battery. P alleged that she agreed to surgery performed by a particular doctor, but after the surgery, found out that another doctor had performed it. P’s attorney moved to withdraw based on irreconcilable differences with the client, but service of the motion was defective. In addition, it was unclear whether the attorney was withdrawing based on CCP 284(1) or 282(2). Finally, there was no proposed order that must comply with CRC 376(d) and LR 9.26(e). I recommended that the motion be denied without prejudice.

Nature of work: Today I began working on a rather long and complicated case. I worked on a demurrer and a motion to strike. The complaint alleged eight causes of action that stemmed from loans that an individual and his companies loaned to a foreign company. P alleged that he made the loans because the D accounting firm audited the company and said the company was in good shape. P had used the D accounting firm in the past, so he relied on it. P alleged that after making the loans, the president of the foreign company, with the help of the accounting firm, began looting the company. P is suing the accounting firm on eight causes of action. The papers for this case were very detailed, so it took me awhile to get through them. This was the only case I worked on all day.

End of Sample
Nature of work: I spent the day researching a DNA issue and writing case summaries that resulted from the research. I was asked to look for recent court opinions concerning the admissibility of DNA evidence derived from mitochondrial or short tandem repeat testing. I learned that courts mostly use the Frye or Daubert standard in order to decide the admissibility of DNA evidence. Apparently, DNA evidence derived from short tandem repeat testing has been widely accepted by courts across the nation since it has been established as a valid scientific method and it has been useful in assisting juries. Mitochondrial DNA testing, used for testing hair samples, seems to be more subject to judicial scrutiny. Mitochondrial DNA (mtDNA) does not produce results as conclusive as the regular DNA test because mtDNA only reflects the DNA sequence of a person’s mother. Thus, more people could share the same mtDNA sequence.

Nature of work: today I worked on a motion to admit habit evidence under Evidence Code Section 1105. That section allows the admission of habit evidence to prove that a person acted in conformity with a particular habit on a specific occasion. The victim in one of the murder cases had distinct habits concerning cleanliness and safety. These habits are central to the case because certain physical evidence found at the scene of the crime were inconsistent with the victim’s known habits. The victim’s place was left in a disorderly manner and the suspect’s DNA was found on some misplaced items in the apartment. Proving that the victim conformed to her habits on the day in question would lend support to the People’s argument that the suspect was at the victim’s apartment on the day of her murder. I listed all of the victim’s habits and compared them to the type of habit evidence that CA courts have admitted in the past. I concluded that the habits in our
case fall within the class of habits that the courts have been willing to admit. I also started to read an arrest warrant for another cold murder case that our office is working on.

Date: 8/13/ Time: 9:30 – 4:00 Total Hours: 6.5

Nature of work: I was supposed to go to a bail hearing today, but the defense attorney asked for a continuance. I started revising the 35 page arrest warrant that I read last week. My DDA explained that it is important to have a good warrant just in case the defense contests its validity. The revisions took awhile because the parties and the witnesses in the case have similar names and I wanted to make sure that the warrant was clear. After I revised the warrant, the DDA read it again and made additional adjustments. He gave me the final copy so that I would get an idea of what a warrant is supposed to look like.

Date: 8/15/ Time: 10:00 – 4:00 Total hours: 6

Nature of work: I worked on the 1105 motion again. We got additional information concerning the victim’s habits from the investigating officers and the new information strengthened our case even more. It established how chronically clean, organized and safe the victim was. Before I started writing the motion, I re-read the statute and researched a few cases that were mentioned in the annotated codes. None of the cases in the codes added anything new to what I have learned in my past research, so I did not use any of these cases.

Date: 8/20/ Time: 10:00 – 6:00 Total hours: 8

Nature of work: I spent the entire day writing the 1105 motion because the DDA was going to file it on 8/23. After I finished the 1105 section, I had to write sections on Evidence Code 352 and 800. 352 was included in the motion because the defense attorney might seek to exclude the habit evidence by claiming that its admission would cause undue prejudice or undue consumption of time. Section 800 was included since it concerned limitations on non-expert witnesses who testify as to their opinion about a certain subject. I concluded that the 1105 motion should be granted because virtually all CA Supreme Court and Appellate Court decisions have admitted habit evidence in cases where it would be relevant. The habit evidence in this particular case is crucial to the prosecution’s arguments.
LOYOLA LAW SCHOOL EXTERNSHIP DEPARTMENT

WRITING SAMPLE COVER SHEET

Name: _______________________________ Stud.I.D: ____________

Placement: ___________________________________________________

Date: __________________________

Writing sample 1____ (3 or fewer units)  2____(4 or more units)

Critique enclosed?  Yes_____  No_____  

Supervisor critique or comments, if desired:
LOYOLA LAW SCHOOL

STUDENT EXTERNSHIP EVALUATION

PLACEMENT: ____________________________________________________________

SUPERVISOR OR JUDGE: ________________________________________________

STUDENT: ____________________________________________________________

1) RATE YOUR EXTERNSHIP EXPERIENCE:
   (Check (✓) box most appropriate)

<table>
<thead>
<tr>
<th>Activity</th>
<th>N/A</th>
<th>POOR</th>
<th>FAIR</th>
<th>GOOD</th>
<th>EXCELLENT</th>
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<tbody>
<tr>
<td>Amount of legal research/writing/analysis</td>
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<td>Drafting legal documents</td>
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<td>Oral advocacy, observation or participation</td>
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<td>Client interviewing, counseling</td>
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<td>Observing or participating in negotiations</td>
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<td>Observation of courts, judges, attorneys</td>
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<td>Exposure to professional responsibility issues</td>
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<td>Specific, well-defined assignments</td>
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<td>Range of different types of assignments</td>
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<td>Availability of your supervisor for assistance</td>
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<td>Usefulness of guidance to complete assignments</td>
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<td>Student work environment</td>
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THANK YOU!

2) What types of activities did your externship involve the most? Are there types of activities you expected to do but did not get the chance? How would you describe the general work of your placement to a student unfamiliar with the placement?
3) If you rated your supervisor as inaccessible for guidance and assistance (poor or fair), what are your thoughts on why (ex: too busy, unorganized, not interested)?

4) What was the supervisor’s attitude towards you? Receptive, understanding, interested in your education, intolerant?

5) What are your impressions of the quality of the training you received? Excellent, good, fair, poor?

6) What are your overall impressions as to the value of the training you received? Excellent, good, fair, poor?

7) How was your overall workload? Did the externship take more or less time than you expected? Did you learn what you thought you would?

8) Would you recommend that other students be trained by this supervisor? State your reasons specifically, either positive or negative.

9) Other comments or suggestions:

PLEASE RETURN COMPLETED FORM(S) TO:

LOYOLA LAW SCHOOL
EXTERNSHIP DEPARTMENT
919 Albany Street
Los Angeles, CA 90015
FAX: 213/487-7856

or email to: Camille.Toomer@lls.edu
LOYOLA LAW SCHOOL EXTERNSHIP PROGRAM
FIELD SUPERVISOR’S EVALUATION FORM

Externship Placement: ________________________________________________________________

Supervisor(s): _____________________________________________________________________

Student Extern: ____________________________________________________________________

 Unless otherwise requested, this evaluation may be shared with your student.

<table>
<thead>
<tr>
<th>LAWYERING SKILLS</th>
<th>Not Applicable</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
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<td>Legal Knowledge</td>
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<td>Investigation</td>
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<td>Negotiation</td>
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<td>Other Skills</td>
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<th>PROFESSIONALISM/ WORK HABITS</th>
<th>Not Applicable</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
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<td>Client Relations</td>
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<td>Office and Staff Relations</td>
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<td>Professional Ethics</td>
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<td>Initiative</td>
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<td>Judgment</td>
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<td>Thoroughness and Attention to Detail</td>
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<td>Dependability</td>
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<td>Attitude toward Supervision, Criticism</td>
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<td>Productivity and Time Management</td>
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1 This evaluation form was developed by the Greater Los Angeles Consortium on Externships (“GLACE”), made up of member schools Loyola, USC, Pepperdine, UCLA, Southwestern, Whittier and Chapman.
STRENGTHS: Please describe the extern’s contributions to your chambers or office, such as the type of projects completed or areas in which the extern showed particular strength or skill:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

NEEDS IMPROVEMENT: For each category in which you rated the extern “Poor” or “Fair,” please provide examples or otherwise describe the reason for the rating:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

EXTERNSHIP PROGRAM: Do you have any suggestions for improving our externship program in general, or ways in which we may assist you better in the future?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

I have ________ have not ________ discussed this evaluation with the student.

Date: __________________

SIGNATURE OF JUDGE OR ATTORNEY SUPERVISOR

PRINT OR TYPE NAME

TITLE

Thank you for participating in the Loyola Law School Externship Program.

Please return the completed form to:

Loyola Law School
Attention: Camille Toomer
919 Albany Street
Los Angeles, CA 90015
Tel: 213/736-1103
Fax: 213/487-7856
or email to: Camille.toomer@lls.edu
LOYOLA LAW SCHOOL EXTERNSHIP PROGRAM
STUDENT PERFORMANCE AGREEMENT

As a Loyola Law School off-campus extern, I agree that:

1. I am familiar with law school externship programs and policies as set forth in the document provided to me entitled Externship Policies and Procedures. I agree to comply with law school off campus policies and procedures.

2. I will check my Loyola Law School e-mail at least one time per week during the semester and keep the mail cleared so that I can receive new mail. I agree that any email sent to me about my externship course from the Externship Department, which is printed out and in my student file, amounts to presumptive notice that I received that email and am aware of its contents.

3. I will make myself aware of my professional obligations at all times in my workplace. I am familiar with the confidentiality policy of the Externship Program and will adhere to the policy. The confidentiality policy requires that I shall not reveal information designated as confidential by the supervising attorney or judicial chambers. I shall not reveal information relating to the representation of a client, disclose the identity of a client or reveal information leading to the disclosure or identity of a case or client without the express advance authorization of the supervising attorney. I agree to redact all written work as necessary to preserve client confidentiality. I understand that I am not permitted to give legal advice to any person or client unless I am supervised by an attorney or expressly authorized to give advice by a supervising attorney.

4. I understand that it is solely my responsibility to submit all documents on time that are required to complete this externship course. It is solely my responsibility to verify with the Externship Administrator that I have completed all course requirements on or before the last due date for the semester or summer session. The Externship Department has no obligation to notify me of any deficiencies in advance of entering a failing grade if I fail to adhere to this paragraph.

5. I agree that if my grade point average puts me on Academic Probation during the term of my externship, or in the event that I disqualify from the Law School during the term of my externship, the units for which I enrolled may be adjusted or denied. In no event will any student with a GPA below 2.33 receive credit for more than four summer session units.

I have read this Student Performance Agreement and understand it. My signature reflects my agreement with the terms herein and acknowledges receipt of the document entitled Loyola Law School Externship Policies and Procedures.

____________________________________  Date: __________________________
Print Name

____________________________________  Stud.I.D._____________________
Signature
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