



GOLDEN GATE UNIVERSITY

SCHOOL OF LAW

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. GGU is a member of the Bay Area Consortium on Externships (BACE), a collaboration among local law schools that 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 provides faculty supervision and classroom instruction in conjunction with the placement. A faculty member oversees the student's placement to ensure the quality of the educational experience. Likewise, students receive evaluation of their academic performance on assignments given in class.

Supervisor Eligibility:

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

Licensed Attorney: All externship supervisors must be licensed attorneys for at least one year, in good standing with a State Bar, and employed by the hiring agency, court, or firm.

Practice Areas: Students enrolled in the **Civil Field Placement Externship** work for firms or agencies in a wide variety of general civil practice areas. Those in the **Criminal Litigation Externship** work for prosecutors or defenders in government agencies at the trial or appellate level. We also offer practical education in these practice areas:

Immigration
Environmental Law & Justice
Estate Planning (LLM Program)
Judicial

Probate Court (LLM Program)
Pro Bono Tax & Low Income
Taxpayer Clinic (LLM Program)
Veteran's Legal Advocacy

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 or approximately 17 hours per week during the 8-week summer 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 a number of commitments upon agreeing to supervise a Golden Gate extern. These commitments are memorialized in the Site Supervisor, Faculty Supervisor, and Student Extern Agreement that must be completed as the student begins the externship. Among other requirements, supervisors must provide the following:



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Orientation: Externs will receive an orientation of office procedures and confidentiality, in addition to an overview of the work and expectations.

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

Communication: Supervisors must explain the work assigned and give ongoing guidance.

Skills development & Assignments: Externs will be engaged in tasks involving substantive lawyering experience. 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 workspace 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 supervisor may conduct a site visit to ensure that the supervising attorney is providing an appropriate educational experience.

Student Eligibility

Students must successfully complete their first year of law school before enrolling in an externship. Some externships require completion of or co-enrollment in Evidence. For a Judicial Externship, students must have a cumulative GPA of 2.5 for state trial court and 2.75 for appellate and federal court.

Selection Process

To promote your externship free of charge, please complete the attached job listing and certification forms and submit them to lawcareer@ggu.edu. Students will contact you directly.

Please feel free to contact the Director or the Externships Program Coordinator at externships@ggu.edu if you have any questions. We look forward to working with you.

Director of Externships