

# **2012 SUMMER EXTERNSHIP PROGRAM COURSE #634**

## **APPLICATION PACKET**

The University of Alabama School of Law (Law School) is committed to offering its students the highest quality of legal education. In fulfillment of that goal, the Law School recognizes the value of employing a variety of methodologies and experiences. One such experience is the placement of students in practical legal settings outside of the Law School.

Externships assist the Law School in meeting its overall educational objective by permitting students to engage in the practical application of the legal knowledge gained in the classroom and practical skills learned in the classroom and in clinical settings. Externships provide students with an environment in which they can test the theories which they have learned in Law School and obtain verification of the practical application of the body of law and legal skills taught by the Law School. The supervision by field instructors and by Law School faculty additionally increase that student's level of knowledge in both substantive law and in development of legal skills. Externships further enhance a student's learning opportunities by offering "real life" problems, including professional responsibility issues, that are difficult to simulate or replicate through traditional classroom experiences.

Educational Objectives. Participation in the Summer Externship Program fulfills the educational objectives of the Law School in several ways.

1. Enhancement of legal research and writing skills. Students are expected to engage in legal research and writing on complex issues involving constitutional, statutory, and procedural law. Students will generally have the opportunity to prepare memoranda, drafts of briefs or pleadings, or otherwise assist the attorneys with legal research and writing tasks.
2. Enhancement of knowledge of substantive and procedural law. Students learn procedural (including evidentiary) and substantive law through observation of trials and hearings and by assisting the with court and other proceedings.
3. Appreciation of professional responsibilities. Students are exposed to practical ethical and professional responsibility issues. The type, variety, and complexity of these issues, coupled with the student's own involvement with the case, aid students in obtaining greater comprehension of and respect for the standards by which they must practice.

4. Knowledge of the federal or Alabama judicial, administrative, or legislative systems. Students will gain valuable knowledge and insight into the procedures of various stages of the federal or Alabama judicial, executive, or legislative branches. This knowledge helps provide an understanding of the mechanics of how cases and other matters are handled by courts, agencies, or legislative bodies.
5. Acquisition of practical knowledge. Students also benefit from learning the customs and courtesies that exist among lawyers and within law offices but which generally do not lend themselves to teaching through most law school courses.

Please keep in mind that timely submission of all course requirements and attendance at all scheduled classes is mandatory. Failure to comply will result in a penalty.

Students also have the possibility of arranging their own freelance summer placements with an office or agency not in Alabama or on the program's pre-approved list of placements and getting course credit through the Externship Program. This will involve both the placement office and the supervising attorney agreeing to certain guidelines and requirements. If you would like to pursue this option, please see Steve Emens.

## **CONTENTS**

1. Course Requirements.
2. Application (Due **February 24** - submit electronically to Erica Nicholson, Room 343).
3. List of Available Placements.
4. Schedule for 2012 Summer Externship Program Application Process.

## **ADDITIONAL APPLICATION REQUIREMENTS**

1. For students placed in the Jefferson County District Attorney's office, the Jefferson County Acknowledgment and Agreement **must be executed and returned** to Erica Nicholson, upon notification of placement. Copies are available from Erica Nicholson, Room 343.
2. For students placed in the U.S. Attorney's Office, an Application for Security Clearance **must be completed and returned** to Erica Nicholson. Please review this application before listing a U.S. Attorney's office as a preference. *Copies are on reserve in the library.* If selected for this office, you will receive this application and should be prepared to return it ASAP.

***Please be advised that pursuant to Law School policy a student may take up to two externship courses for not more than 7 credit hours.***

**SUMMER EXTERNSHIP PROGRAM --  
UNIVERSITY OF ALABAMA SCHOOL OF LAW  
COURSE # 634  
(5 Credit P/D/F Placement)**

**I. EDUCATIONAL OBJECTIVES:**

1. Enhancement of legal research and writing skills. Students are expected to engage in legal research and writing on complex issues involving constitutional, statutory, and procedural law. Students will generally have the opportunity to prepare memoranda, drafts of briefs or pleadings, or otherwise assist the attorneys with legal research and writing tasks.
2. Enhancement of knowledge of substantive and procedural law. Students learn procedural (including evidentiary) and substantive law through observation of trials and hearings and by assisting the attorneys with court and other proceedings.
3. Appreciation of professional responsibilities. Students are exposed to practical ethical and professional responsibility issues. The type, variety, and complexity of these issues, coupled with the student's own involvement with the case, aid students in obtaining greater comprehension of and respect for the standards by which they must practice.
4. Knowledge of the federal or Alabama judicial, administrative, or legislative systems. Students will gain valuable knowledge and insight into the procedures of various stages of the federal or Alabama judicial, executive, or legislative branches. This knowledge helps provide an understanding of the mechanics of how cases and other matters are handled by courts, agencies, or legislative bodies.
5. Acquisition of practical knowledge. Students also benefit from learning the customs and courtesies that exist among lawyers and within law offices but which generally do not lend themselves to teaching through most law school courses.

**II. COURSE REQUIREMENTS:**

1. Work in your placement office full-time (40 hours/week) for one of the two six-week summer externship sessions and receive a favorable evaluation at the end of your placement from your field supervisor.
2. Attend two class sessions. The first session will be held on Sunday, April 15, 2-5pm, and the second session will be held on Sunday, August 15, 4-7pm.

3. Complete two, 4-5 page Reflective Essays (see guidelines) during your placement, one at the end of the second week of the placement and the other at the end of the fourth week of the placement.
4. Complete a 10-12 page Externship Paper (see guidelines), a course evaluation, and “thank you letter” forms at the end of your placement.
5. Be available by phone for any discussions with the Summer Externship Program directors about your placement and facilitate any requested discussions between the program directors and your field placement supervisor.
6. Be present during any visit to your placement office by the program directors.
7. Please keep in mind that timely submission of all course requirements and attendance at all scheduled classes is mandatory. Failure to comply will result in a penalty.
8. This course is graded on the High Pass/Pass/D/Fail scale. Students must comply in full with all course requirements to receive a "Pass" grade. Up to one-third of students in the course may receive a "High Pass" grade for outstanding performance on work in the judge's chambers and on written assignments.

### **III. GUIDELINES FOR REFLECTIVE ESSAYS:**

- Each Reflective Essay should be 4-5, double-spaced pages (1400-1750 words).
- Each Reflective Essay should be in three parts:

Part I should briefly describe what the extern has been working on and participating in during the externship (or since the last reflective essay). This Part should be 1 double-spaced page.

Part II will be the bulk of the essay and should be 2-3 double-spaced pages. A list of topics (“Ideas for Reflective Essays”) will be provided by the Directors of the Summer Externship Program prior to the due date for the first essay. Each student should choose one topic from the list or can propose an alternative topic to the Directors.

Part III should identify any potential problem(s) with the placement (if any) and should be 1 page.

- The Reflective Essay must be emailed by 5:00 pm on the due date to Professors Emens (semens@law.ua.edu) and Bostick (bbostick@law.ua.edu), who will provide comments and questions back within a few days.

#### **IV. GUIDELINES FOR EXTERNSHIP PAPER:**

- The Externship Paper should be 10-12, double-spaced pages (3500-4200 words).
- The Externship Paper should be in three parts:

Part I will be the bulk of the Externship Paper. This Part should be at least 6-8 pages and should address two to three legal or ethical issues. Each student should choose the topic(s) from matters observed or worked on during the externship (omitting names or other references that might breach confidentiality if the matter was not public record). In conducting and writing this portion of the paper, be sure not to “cut and paste” work done during the externship or in connection with other courses.

This Part should contain the extern's thoughts about some aspect of judging, court, agency or legislative procedures, or the practice of law. For example, if the extern sees poor performance by an attorney, one topic might be to look at the standards for ineffective assistance of counsel, incompetent representation, or legal malpractice. The paper could focus on the requirements in the applicable rules of professional responsibility or analyze how ethics boards or courts have treated similar situations. Or, the paper could look at legal standards: when will a judgment be reversed for ineffective assistance of counsel or when will a client be able to recover for malpractice. Or, it could cover both. The topic could even be similar to (but not the same as) those addressed in a reflective essay, but in more depth. The Directors of the Summer Externship Program are happy to help identify a topic.

Part II of the paper should be 2-4 pages. It should describe what the externship experience was like. Include the good and bad experiences (if there are any bad). Be sure to include the names of people who helped during the placement and information about their assistance. This Part should also offer any suggestions for improving the externship program.

Part III should be 2-4 pages and should offer advice for future externs going to the same placement office. Include big and small suggestions.

- Your paper must be emailed by 5:00 pm on the due date to Professor Emens ([semens@law.ua.edu](mailto:semens@law.ua.edu)) and Professor Bostick ([bbostick@law.ua.edu](mailto:bbostick@law.ua.edu)).

## EXTERNSHIPS - SUMMER TENTATIVE PLACEMENTS AVAILABLE - SUMMER 2012

| Office  | No. of Positions |     | Session            |
|---|------------------|-----|--------------------|
| <b><u>CRIMINAL PROSECUTION - STATE</u></b>  |                  |     |                    |
| 1. Calhoun County District Attorney's Office (Anniston)   | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| 2. Jefferson County District Attorney's Office (Bessemer Division)  | 2                | for | May 14 - June 22   |
| 3. Jefferson County District Attorney's Office (Birmingham)<br><br>(Students must sign "Acknowledgment and Agreement" if selected for this placement) | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| 4. Madison County District Attorney's Office (Huntsville)   | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| 5. Marshall County District Attorney's Office (Guntersville)  | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| 6. Mobile County District Attorney's Office (Mobile)  | 4                | for | May 14 - June 22   |
|   | 4                | for | June 25 - August 3 |
| 7. Montgomery County District Attorney's Office (Montgomery)  | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| 8. Morgan County District Attorney's Office (Decatur)<br><br>(Second session is available only if you have your third year practice card)             | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |

**EXTERNSHIPS - SUMMER  
TENTATIVE PLACEMENTS AVAILABLE - SUMMER 2012**

| Office  | No. of Positions |     | Session            |
|---|------------------|-----|--------------------|
| 9. Shelby County District Attorney's Office (Columbiana)  | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| 10. Tuscaloosa County District Attorney's Office (Tuscaloosa)   | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| <b><u>CRIMINAL DEFENSE - STATE</u></b>  |                  |     |                    |
| 11. Shelby County Public Defender's Office (Columbiana)   | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| 12. Tuscaloosa County Public Defender's Office (Tuscaloosa)   | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| <b><u>CIVIL LITIGATION/STATE</u></b>  |                  |     |                    |
| 13. Legal Aid of Birmingham<br><br>(This office provides misdemeanor criminal defense as well as family law services; most work is in-court.) | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| 14. Legal Services/Birmingham<br><br>(This office provides exclusively civil representation to clients from Alabama's low income community.)  | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| <b><u>CRIMINAL DEFENSE - FEDERAL</u></b>  |                  |     |                    |

**EXTERNSHIPS - SUMMER  
TENTATIVE PLACEMENTS AVAILABLE - SUMMER 2012**

| Office  | No. of Positions |     | Session            |
|---|------------------|-----|--------------------|
| 15. Federal Defender's Office (Montgomery)  | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
| <b><u>CRIMINAL/CIVIL PROSECUTION - FEDERAL</u></b>  |                  |     |                    |
| 16. U.S. Attorney's Office (N.D.AL), Birmingham<br><br>(This office rotates students through its Civil, Criminal and Appellate divisions.)  | 2                | for | May 14 - June 22   |
|   | 2                | for | June 25 - August 3 |
| <b><u>ATTORNEY GENERAL - STATE</u></b>  |                  |     |                    |
| 17. Attorney General's Office (Montgomery)<br><br>CAPITAL LITIGATION DIVISION<br><br>CONSTITUTIONAL DEFENSE<br><br>CONSUMER PROTECTION<br><br>CRIMINAL APPEALS<br><br>cont. next page | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
|   | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
|   | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
|   | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |

**EXTERNSHIPS - SUMMER  
TENTATIVE PLACEMENTS AVAILABLE - SUMMER 2012**

| Office  | No. of Positions |     | Session            |
|---|------------------|-----|--------------------|
| ENVIRONMENTAL DIVISION  | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
| FAMILY PROTECTION UNIT  | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
| GENERAL CIVIL DIVISION  | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
| OPINIONS DIVISION   | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
| PUBLIC CORRUPTION / WHITE COLLAR DIVISION   | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
| <b><u>JUDICIAL CLERKSHIPS - FEDERAL</u></b>   |                  |     |                    |
| 18. The Honorable Karon Bowdre, U.S. District Court, N.D. AL<br>(Birmingham)              | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |
| 19. The Honorable Judge Callie V.S. Granade, U.S. District Court, S.D.<br>AL (Mobile)     | 1                | for | May 14 - June 22   |
| 20. The Honorable Chief Judge William H. Steele, U.S. District Court,<br>S.D. AL (Mobile) | 1                | for | May 14 - June 22   |
|   | 1                | for | June 25 - August 3 |

| <b><u>JUDICIAL CLERKSHIPS - STATE</u></b>                      |   |     |                    |
|--|---|-----|--------------------|
| 21. The Honorable Jill Ganus, 10th Judicial Circuit (Bessemer) | 1 | for | May 14 - June 22   |
| <b><u>CIVIL</u></b>  |   |     |                    |
| 22. National Labor Relations Board (Birmingham)                | 2 | for | May 14 - June 22   |
|  | 2 | for | June 25 - August 3 |
| 23. UA Office of Counsel (Tuscaloosa)                          | 1 | for | May 14 - June 22   |
|  | 1 | for | June 25 - August 3 |
| 24. UA Office of Counsel (Birmingham)                          | 1 | for | May 14 - June 22   |
|  | 1 | for | June 25 - August 3 |
| 25. UA Office of Counsel (Huntsville)                          | 1 | for | May 14 - June 22   |
|  | 1 | for | June 25 - August 3 |
| 26. Alabama Civil Liberties Union (Montgomery)                 | 1 | for | May 14 - June 22   |
|  | 1 | for | June 25 - August 3 |

## 2012 SUMMER EXTERNSHIP PROGRAM SCHEDULE

- Tuesday, February 7:** Information Session at Noon. Application information available. (If questions, contact Bill Bostick, Co-Director of Externship Program ([Bbostick@law.ua.edu](mailto:Bbostick@law.ua.edu); 348- 0173) or Steve Emens, Co-Director of Externship Program ([semens@law.ua.edu](mailto:semens@law.ua.edu); 348-0316; Room A161).
- February 7-24:** Application period.
- February 7:  
2:00pm - 4:30pm** Bill Bostick available in Externship Program office (Room A160).
- February 10:  
10:00am - 2:00pm  
BY APPT. ONLY** Bill Bostick available in Externship Program office (Room A160).
- February 20:  
9:30am - 3:30pm** Bill Bostick available in Externship Program office (Room A160).
- February 24:** All applications due (submit electronically).
- March 5&6:** Interviews for applicants held (Interviews will be conducted at the Law School by Bill Bostick in Room A160).
- April 2:** Students notified of selections. Students selected for U.S. Attorney's office should submit application for security clearance as soon as possible.
- April 2:** Registration for Summer 2012 classes.
- Sunday, April 15:** Three hour class session (2 - 5 p.m.)
- May 14 - June 22:** First Half Placements
- June 25 - August 3:** Second Half Placements
- Wednesday, August 15:** Final Class Session (4 - 7 p.m.)