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A. Introduction

The externship program provides students the opportunity to obtain practical legal experience while earning course credit. Our externships provide students a setting where, under close supervision of an attorney or judge and with a faculty mentor/guide, they contribute to the ongoing work of the office, giving students the chance to learn the law by being active participants in the legal process. We also seek to ensure that externs are afforded the opportunity to observe legal proceedings in which the office is engaged in order to receive the broadest possible exposure to the legal system. Each student will also set learning goals for their externship, attend seminars, submit timesheets, and interact with faculty who will guide and assist them with learning from their experience.

Some externships will allow (or may require) students to obtain a Legal Intern Certificate, which affords students the opportunity to appear and represent clients in court, under the supervision of a licensed attorney.

Cleveland-Marshall College of Law currently has more than 40 externship placement locations, including government agencies at the federal, state, and local level; judicial chambers; non-profit and public interest organizations; and corporate legal offices. A current listing of available placement sites can be found online at https://www.law.csuohio.edu/careerplanning/externships/placements.

The Office of Career Planning coordinates the externship application process using Symplicity. Please read Section D, Application Procedures, in this handbook for full details and instructions for applying to externship sites.

Externship Program Rules and Requirements

1. Eligibility

A student must be currently enrolled at C|M|LAW.

For all externships the student must have completed 29 semester hours, substantially all of our Required Core Curriculum,\(^1\) have a GPA of 2.0 or better, and obtain approval of the site supervisor. Completion of the 29 semester hours allows full-time first year students to participate in externships the summer after their first year. Some externships have additional requirements such as background investigations, additional required courses or a different minimum GPA.

Students must complete an Externship Pre-application in Symplicity and meet with an OCP adviser before applying to individual externship sites.

2. Guidelines

To ensure that each student has an appropriate externship experience and to comply with ABA Standards and the Ohio Rules of Professional Conduct, the Externship Program has several restrictions. The restrictions are:

---

\(^1\) Our Required Core Curriculum consists of the first year courses (Civil Procedure, Contracts, Criminal Law, Property, Torts, and Legal Research Writing and Advocacy) as well as Constitutional Law.

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A. In compliance with ABA Standard 305, no student participating in the externship program shall request or accept compensation from the placement site. Under certain circumstances students may be reimbursed for any out of pocket expenses they incur in carrying out their duties at the placement sites.

B. Students may not participate in an externship and a clinic during the same semester. See Academic Regulation 4.8.

C. Students may not enroll in the same externship more than once, including Judicial Externships.

D. Students may not enroll in more than one externship per semester.

E. Placements at private law firms are not permitted.

F. Students may only enroll in a total of 17 credits in externships and clinics throughout their law school career. See Academic Regulation 4.3.

G. Students may not apply for externships that will result in a conflict of interest including, but not limited to:

   1. Simultaneous work for a public defender’s or prosecutor’s office and a judicial externship in the same court system;

   2. A judicial Externship in a court where the student is involved in a case pending before the court;

   3. Such other work or circumstances as the Office of Career Planning or the Director of Engaged Learning determine constitutes a conflict.

Students have an on-going responsibility to report potential conflicts of interest throughout their externship experience. Once students begin their externship they are required to report any change of employment or other change in circumstance which might result in a potential conflict of interest to the Director of Engaged Learning.

Students that do not adhere to the rules and requirements of the externship program may be prohibited from participating in future externships.
3. Credits

Students must complete 50 hours of fieldwork for each academic credit (see chart below). Each student should consult with the Externship Site to jointly determine how many hours of fieldwork will be available during a semester.

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Total Work Hours</th>
<th>Suggested Hours Per Week – Summer Semester</th>
<th>Suggested Hours Per Week – Fall &amp; Spring Semesters</th>
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<tr>
<td>3</td>
<td>150</td>
<td>21.5</td>
<td>10</td>
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<td>4</td>
<td>200</td>
<td>28.5</td>
<td>14</td>
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<td>5</td>
<td>250</td>
<td>36</td>
<td>17</td>
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<tr>
<td>6</td>
<td>300</td>
<td>43²</td>
<td>20</td>
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4. Externship Seminar

Students are required to participate in an externship seminar in order to receive credit for the course. The seminar is taught by full-time faculty members at the law school. Students must submit weekly timesheets, participate in seminars and complete written assignments and make a presentation on their externship experience.

5. Grading

The externship seminar is graded Pass/Fail. The grade is based on several course requirements:

a. Satisfactory completion of the requisite number of working hours for credit hours;
b. Satisfactory completion of timesheets and written assignments;
c. Satisfactory participation in externship seminars and presentations;
d. Receipt of site supervisor’s evaluation of your work (which must be satisfactory); and
e. Receipt of your evaluation of the externship and the course.

6. Withdrawal

Judicial Externships. The Office of Career Planning will allow students to withdraw applications to judicial externships prior to the application deadline date. Once the application deadline has passed, the student must contact the Office of Career Planning for permission to withdraw their application. Once the Office of Career Planning has granted the student permission to withdraw, the student must contact the placement site directly.

² We suggest that students taking 6 credits during a Summer semester plan on completing their work hours over 9 weeks versus the 7 week semester. Spreading the hours over 9 weeks would result in working 33.5 hours per week.

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to withdraw their application. Because Externship employers rely on commitments made by our students, withdrawal after your application has been forwarded should be made only under extraordinary circumstances.

Government/Public Interest/General Counsel Externships. Applications to these externship sites are submitted to the site immediately upon submission of the application materials through Symplicity. As such, a student wishing to withdraw their application must contact the Office of Career Planning for permission. Once the Office of Career Planning has granted the student permission to withdraw, the student must contact the placement site directly to withdraw their application. Because Externship employers rely on commitments made by our students, withdrawal after your application has been forwarded should be made only under extraordinary circumstances.

C. Externship Placement Types

1. Judicial Externships

During Judicial Externships, externs are integrated into the work of the Judge’s chambers: writing bench memos, drafting opinions, researching issues during trials, observing settlement conferences and mediations. Students also have the opportunity to observe proceedings in the courthouse which may include trials, sentencing hearings or oral arguments. Students may receive credit for a Judicial Externship with the following courts:

Federal district court judge or magistrate judge (Northern District of Ohio)

Federal appellate court judge (6th Circuit)

We have externships with certain other judges in other courts (e.g., Supreme Court of Ohio, Eighth District Court of Appeals, Cuyahoga County Court of Common Pleas). A list of judges participating as Judicial Externship Placement Sites is maintained in the Office of Career Planning.

2. Government/Public Interest/General Counsel

These externships are placements with public interest, governmental, nonprofit or for-profit entities (but not a law firm engaged in the private practice of law). There are numerous subject areas (civil, criminal, education, health, immigration, labor/employment, and tax) and types of legal practices (litigation, in-house counsel). During an externship a student may have the opportunity to delve into substantive areas of law, investigate claims, research and write motions or briefs, draft contracts, and participate in hearings, observe trials, hearings, settlement conferences, and negotiations.

A list of approved Government/Public Interest/General Counsel Placement Sites is maintained on the Externship webpage and in the Office of Career Planning.

3. Independent

C|M|LAW encourages students to pursue externships that relate closely to their personal career goals. Frequently, this can be achieved through placement in an existing externship. From time to time, however, students seek a more particularized experience. C|M|LAW supports students in their exploration of alternative

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placements through its Independent Externship program. The goals of the Independent Externship are to provide flexibility regarding the placement opportunities available for students while simultaneously maintaining C|M|LAW’s high standards for externships. We expect students to engage in work and receive supervision comparable to that of students in other externships. If interested, please talk with OCP first to make sure it would be an appropriate externship.

D. Application Procedures

1. Judicial Externships

Timing. Because of the popularity of judicial externships, the application period for these placements occurs before and separately from the application period for all other externship sites. Judicial externship applications generally open in late May for the fall semester, in October for the spring semester, and in February for the summer.

Application Process.

1. Submit an Externship Pre-Application in Symplicity, indicating your preference of location and level of court.
2. Schedule an appointment with an OCP adviser to discuss your preferences and address any questions or concerns.
   a. Important Note: Your Externship Pre-Application will not be approved and you will not be able to apply to the judicial externship posting until you have met with the OCP. Please schedule this meeting asap after submitting your Pre-Application.
3. Once you have met with an OCP adviser and had your Pre-Application approved, you will be able to view the Judicial Externship posting and submit your application materials.
   a. A complete application to a judicial externship will include a: resume, writing sample, and Judicial Externship Placement Questionnaire.
   b. Remember that any changes to your resume will require review by the OCP before approval for use in applications; please allow 24-48 business hours for this review to take place. Plan accordingly to ensure you do not miss the application deadline.
4. Once the application deadline has passed, the OCP will use your application materials to match you to one or more judges and submit your application to those judges for consideration. Some judges will conduct formal interviews before extending offers while others will not.
5. Once you accept an externship offer, you must notify the OCP of your acceptance and for how many credit hours you would like to register. The OCP will then notify Prof. Heyward and Academic Services, who will authorize you to register for the externship course in CampusNet.
   a. All registrations must be complete by the Add/Drop deadline for each academic term. Any changes in the number of credit hours being registered for must also be made by the Add/Drop deadline for each academic term. Once the Add/Drop date has passed, changes to the number of credit hours will only be permitted under exigent circumstances and must have the approval of both Prof. Heyward and Academic Services.
*Expectation of Acceptance.* While students are permitted and encouraged to continue applying for other opportunities while their externship application is pending, the submission of an externship application is viewed by the College of Law and by the placement sites as an indication of your intention to accept the externship offer if it is given.

*Expectation of Notification.* Should you accept other employment during the time that you have one or more externship applications pending, it is your responsibility to notify the Office of Career Planning of your employment immediately so that the externship site may be notified and another student can be given the opportunity to apply.

### 2. Government, Public Interest, and General Counsel Externships

*Timing.* The application period for these placements opens approximately two weeks after the Judicial Externships application period closes each semester. Applications generally open in late June for the fall semester, in November for the spring semester, and in March for the summer.

*Application Process.*

1. Submit an Externship Pre-Application in Symplicity, indicating your placement site preferences.
2. Schedule an appointment with an OCP adviser to discuss your preferences and address any questions or concerns.
   a. **Important Note:** Your Externship Pre-Application will not be approved and you will not be able to apply to any externship postings until you have met with the OCP. Please schedule this meeting asap after submitting your Pre-Application.
3. Once you have met with an OCP adviser and had your Pre-Application approved, you will be able to view the available externship postings and submit your application materials.
   a. **Important Note:** You are permitted to apply to only two externship sites per term, and applications are sent to the sites as soon as you click “Submit” in Symplicity. Therefore, it is crucial that you carefully discuss your goals with your OCP adviser and carefully consider your options before submitting your applications.
   b. Remember that all cover letters and any changes to your resume will require review by the OCP before approval for use in applications; please allow 24-48 business hours for this review to take place. Plan accordingly to ensure you do not miss the application deadline.
4. Government, Public Interest, and General Counsel externships are filled on a rolling basis. Applications are not held by the OCP and placement sites can extend offers at any time they like. As a result, the OCP encourages applying early in order to give yourself the best opportunity at securing your preferred externship placement.
5. Some externship sites will make offers based on application materials alone, and others will interview students first. Calls or emails to set up an interview should be returned promptly by students within 48 hours.
6. Once you accept an externship offer, you must notify the OCP of your acceptance and for how many credit hours you would like to register. The OCP will then notify Prof. Heyward and Academic Services, who will authorize you to register for the externship course in CampusNet.

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a. All registrations must be complete by the Add/Drop deadline for each academic term. Any changes in the number of credit hours being registered for must also be made by the Add/Drop deadline for each academic term. Once the Add/Drop date has passed, changes to the number of credit hours will only be permitted under exigent circumstances and must have the approval of both Prof. Heyward and Academic Services.

**Expectation of Acceptance.** While students are permitted and encouraged to continue applying for other opportunities while their externship applications are pending, the submission of an externship application is viewed by the College of Law and by the placement sites as an indication of your intention to accept the externship offer if it is given.

**Expectation of Notification.** Should you accept other employment or an externship placement during the time that you have one or more externship applications pending, it is your responsibility to notify the Office of Career Planning of your employment immediately so that the externship site may be notified.

2. Independent Externships

Cleveland-Marshall encourages students to pursue externships that relate closely to their personal career goals. Frequently, this can be achieved through placement in an existing externship. From time to time, however, students seek a more particularized experience. Cleveland-Marshall supports students in their exploration of alternative placements through its Independent Externship program. The goals of the Independent Externship are to provide flexibility regarding the placement opportunities available for students while simultaneously maintaining Cleveland-Marshall’s high standards for externships. If you are interested in pursuing an independent externship, please contact OCP prior to contacting the potential placement site in order to discuss the opportunity and review the process and procedure for independent externships.

**Summary of Independent Externship Policies and Procedures:**

a. Student must identify an organization that addresses one’s desired area of interest
b. Student must contact the organization to determine whether an attorney is available to assign and mentor the student’s work and to coordinate with the Faculty Advisor
c. Student must submit two documents to the Associate Dean for Administration at least 30 days before the first day of registration for the term (1) a written proposal detailing the externship and (2) a Statement of Understanding signed by the Supervising Attorney.
d. Upon approval of an Independent Externship, the Faculty Advisor will meet with the Supervising Attorney to further discuss the goals and objectives of the externship program.

See Appendix B for a memorandum that fully explains independent externship policies and procedures.

E. Registering for an Externship

Students may not register for the Externship Seminar class until the Office of Career Planning has received confirmation from the student and the placement site regarding acceptance and hours/credits requested. Once confirmation is received the student will be sent an email from the Academic Services Office with a link for registration in the Externship Seminar.

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F. Ohio Legal Intern Certificate

Students who have completed 60 credit hours may be eligible to obtain certification from the Ohio Supreme Court to represent, with certain restrictions and limitations, individuals in civil or criminal cases (including felony cases). The student must be “employed by or associated with a law school clinic, legal aid bureau, public defender's office, or other legal services organization that provides legal assistance primarily to financially needy individuals, or is responsible for handling civil cases or prosecuting criminal misdemeanor cases for the state of Ohio or a municipal corporation.” Rule II of the Ohio Supreme Court Rules for the Government of the Bar of Ohio, Limited Practice of Law by a Legal Intern. This rule specifies the eligibility requirements, application process, scope of representation, and other related matters:

Rule II: The Office of Bar Admissions may issue a legal intern certificate to an applicant who is eligible under the rule and files a completed application. The Legal Intern has limited scope of authority and may not request or accept compensation for him/her.

Organizations that may participate in this program include, but are not limited to, the Students who are doing an externship with a State agency or public interest organization (e.g., Cuyahoga County Prosecutor’s Office, Cuyahoga County Public Defender, Lorain County Prosecutor’s Office, and The Legal Aid Society) may wish to apply early in their third year for the Legal Intern Certificate.

For more information please review the full text of Rule II, which can be found at http://www.supremecourt.ohio.gov/AttySvcs/admissions/interns/default.asp

G. Evaluations

1. Student Performance Evaluations

The supervising attorney at each externship site will complete a student performance evaluation at the end of the semester. The survey shall be completed online via a link the supervisory attorney will receive from the Office of Career Planning. Students will not be awarded a grade until the site’s performance evaluation is completed and returned. Students are responsible for ensuring that a timely evaluation is forwarded from their site supervisor.

2. Student Site Evaluations

Student externs must complete two externship site placement evaluations. The first is a general evaluation of the externship experience, completed in Symplicity, for the Office of Career Planning. The second, completed in TWEN, is a more in-depth evaluation intended to provide feedback to both your faculty and site supervisors. Students will not be awarded a grade until both site placement evaluations are completed.
3. Seminar/Faculty Advisor Evaluations

Student externs must also complete an evaluation of the course.
Appendix A

List of Existing Externship Sites, including descriptions, preferences & pre-requisites

**JUDICIAL SITES**

Cuyahoga County Court of Common Pleas: Judges Donnelly, Jackson, Calabrese, Russo

Ohio Court of Appeals, Eighth Appellate District: Judges Stewart, McCormack & E. Gallagher

U.S. District Court, Northern District of Ohio: Judges Adams, Baughman, Boyko, McHargh, Oliver, Nugent, Pearson, Polster

*Note: Judge Polster will only accept students enrolled for 5 or 6 credit hours.*

Judicial externships offer a unique opportunity for students to observe and participate in how our legal system works from within a Judge’s chambers. Students experience the entire judicial process: from observing proceedings, both in chambers and open court, to researching and drafting memoranda for the court as well as assisting with writing judicial opinions.

While responsibilities will vary from judge to judge, students will be exposed to all phases of practice and procedure. Externship students usually work with Judges and their clerks or staff attorneys to prepare bench memoranda, assist with pretrial, trial and post-trial motions and research issues relating to motions and final orders.

Students have the opportunity to observe proceedings of all kinds including case management conferences, hearings, jury selection, trials as well as other interactions between court personnel and attorneys. Those observations will provide students with an opportunity to observe a wide variety of litigation strategies and advocacy skills. Through that observation and by reviewing motions and pleadings submitted to the court, students can develop a sense of what effective advocacy skills are.

Supreme Court of Ohio: Justice O’Connor, Justice O’Neill

Our externship with the Ohio Supreme Court offers students the opportunity to engage in the work of the highest court in Ohio. This externship is a telecommute opportunity, requiring only two days attendance at the Court’s chambers in Columbus - one at the beginning of the term for training, and another day to observe oral arguments and other court proceedings. All other work is able to be completed remotely from Cleveland, though office space is available in the Justice's chambers should students prefer to work more frequently in Columbus.

Excellent research and writing skills are required for this position, as the majority of the work involves drafting bench memoranda, researching issues relating to motions and final opinions and orders, etc.

The work completed in this externship will provide students with an opportunity to observe a wide variety of litigation strategies and advocacy skills. Through that observation and by reviewing motions and pleadings submitted to the court, students can develop a sense of what effective advocacy skills are.
GOVERNMENT/PUBLIC INTEREST SITES

City of Cleveland Law Department

Externship placement is in the City of Cleveland Law Department, with rotation through the six sections.

- **Litigation:** Represent the City in matters pending in various forums, including matters involving civil-rights and police misconduct claims, contracts and construction disputes, environmental issues, and victim of property damage.

- **Labor and Employment:** Counsels City departments on labor and employment matters, defends departments in employment litigation and administrative hearings, and negotiates with labor unions.

- **Health, Environment, Port Control & Utilities:** Protects the health of residents and the environment, and provides environmental support for Brownfield projects and development at Cleveland Hopkins International Airport. In addition, this section counsels and represents the City’s electric and water utilities.

- **Legislation and Finance:** Counsels the City regarding municipal law and finances, drafts legislation and contracts, and prosecutes tax cases.

- **Real Estate and Development:** Helps the City’s economic-development efforts by counseling and crafting real-estate and development transactions for job creation.

- **Public Safety:** Counsels the Department of Public Safety in all areas of law.

City of Lorain Law Department - Background check required; preference for students with/eligible for Legal Intern Certificate

Students will be assigned to work in the City Prosecutor’s Office. Students will work with the City Prosecutor’s Administrative Staff and Prosecutors to review cases and prepare cases for trial.

Work will include review of police incident reports, identification of witnesses and relevant evidence, preparation of witnesses and assembly of other relevant evidence for trial and assistance at trial. Legal research will be performed as required by the Prosecutors.

City of Sheffield Lake, Law Department

The extern will gain practical experience in numerous aspects of municipal law, including criminal prosecution. The student will participate and work closely with the Law Director in drafting legislation, reviewing City contracts and advising the City Administration, Council, Boards and Commissions on a wide-range of legal topics. The student will also participate in litigation involving zoning, lakefront property rights and employment law.

The extern will gain experience in collective bargaining law, civil service law, local tax law, workers’ compensation, commercial real estate development and numerous other topics. Students will help research and draft zoning legislation and will be specifically working on projects with a “green” component, including wind energy. The extern will also assist in the prosecution of misdemeanor and felony cases, including witness/victim interviews, as well as preliminary hearing and trial preparation.

Third year students with certification from the Ohio Supreme Court allowing them to appear, with certain restrictions and limitations, as counsel on misdemeanor matters may be allowed to prosecute criminal defendants in courts where such representation is permitted.
Cleveland Municipal Court, Housing Division – Must have interest in housing law

The Cleveland Municipal Court/Housing Division handles a range of civil and criminal housing matters including evictions and criminal complaints alleging violation of Cleveland Codified Ordinances relating to housing matters. Students will perform legal research of criminal and civil matters; draft opinions, judgment entries, and decisions upon request; conduct settlement conferences and or mediations and maintain the Court library. Students may also work on special projects as requested by the judge and/or magistrates.

Cleveland State University, Office of General Counsel

Students will have an opportunity to work with the Office’s in-house attorneys in a variety of areas, including but not limited to: employment, workers’ compensation, student affairs, academic affairs, construction, contracts, patents, immigration, copyright, and purchasing.

Under the supervision of the in-house attorneys, students will be expected to utilize their research and writing skills, as well as practice problem solving techniques by engaging in the following activities:

1) Analyze and process public record requests and subpoena responses, and handle related correspondence

2) Research and draft legal memoranda and/or correspondence on pending issues

3) Conduct research on various topics affecting higher education and assist in preparation of training materials and/or PowerPoint presentations directed towards the University stakeholders affected by the topic, and if time permits, serve as one of the presenters

4) Assist in-house and special outside counsel with answers, position statements and discovery requests for pending litigation and administrative claims

5) Assist in-house attorneys with University policy review and drafting

6) Assist with legislative filing of Board of Trustees approved University Policies

Cuyahoga Community College, Office of General Counsel

Externship placement in the Office of General Counsel and Legal Services (OLS) at Cuyahoga Community College is available fall, spring and summer terms. The OLS mission is to provide innovative, practical and high quality legal advise to the entire college community.

Through the program, externs will be exposed to a wide spectrum of legal issues and projects undertaken by the OLS team. Emphasis will be placed on providing externs, under the supervision of in-house attorneys, with hands-on experiences and real assignments.

Assignments may include:

- Performing legal research and drafting memoranda and/or other documents
- Conducting record reviews and productions in connection with public records requests, subpoenas and/or litigation
- Issuing preservation notices and ensuring record retention compliance
- Reviewing and drafting contracts
- Attending client meetings
- Participating in due process proceeding
• Policy and procedure development
• Assisting with internal complaints and/or investigations
• Attending administrative or court hearings, mediations and other proceedings
• Participating in College-wide meetings

Law students who are considering legal careers in education, government, nonprofit, corporate or employment law sectors will have ample opportunity to explore their interests through this externship program.

Cuyahoga County Court of Common Pleas, Probate Division - Strong preference for students who have taken or are taking Estates & Trusts

Students will have an opportunity to observe and assist Judges and Magistrates with probate hearings and trials. These hearings may include, but are not limited to: estate administrations, release of assets, name changes, will contests, trust contests, concealment of assets and guardianships. This externship will provide hands-on experience with all aspects of the Probate Court, and will involve shadowing experience in all main departments. Externs will have the opportunity to interact with the public by learning to take in applications and accounts and familiarize themselves with all aspects of the estate administration process. Externs will assist the Judges, Magistrates, and staff attorneys by performing legal research, drafting legal memoranda and providing case law updates.

Cuyahoga County Law Department - Drug test and background check required; minimum GPA of 2.50

This externship offers students the opportunity to gain a wide range of legal and practical experience and to participate in Cuyahoga County’s newly reorganized government at its foundational stages.

Externs will have the opportunity to:

• Gain practical legal experience in litigation, including employment discrimination, contract, personal injury, foreclosure and liens, and civil rights among others.
• Gain practical legal experience in economic development, government contracting, and negotiating and drafting contracts.
• Gain practical legal experience in employment matters, including drafting responses to charges of discrimination, attending meetings of the Personnel Review Commission (civil service), and researching FMLA, ADA, and FLSA matters, among others.
• Gain practical legal experience in labor matters, including helping prepare for and attending grievance arbitrations, collective bargaining negotiations, and fact-finding and conciliation hearings.
• Research complex legal questions and draft legal memoranda and opinions, including constitutional questions and issues of home rule under the County’s Charter.
• Gain practical legal experience in Ohio’s Sunshine Law governing public records and open meetings.
• Draft and review policies and procedures.
• Attend County Council meetings, including executive sessions.

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Cuyahoga County Prosecutor's Office - Drug test and background check required; Constitutional Law either completed or taking concurrently; completed either Evidence and/or Criminal Procedure

Externs are placed in the Appeals Unit, General Felony Unit, and Major Trial Unit of the Criminal Division of the Cuyahoga County Prosecutor's Office. Externs will assist in preparing cases for trial, drafting trial motions, preparation of post-conviction motions in the Court of Common Pleas, briefs in the Eighth District Court of Appeals, and/or memoranda in response to jurisdiction in the Ohio Supreme Court.

Externs will first attend a training program that includes a presentation by Appeals Unit Supervisory staff, an overview of the State appellate process, a discussion of common legal issues and a discussion of preferred methods of brief preparation. Students may also meet with the Chief Trial Counsel or Major Trial Unit Supervisor, who will discuss trial preparation and conduct an informal discussion on the intricacies of litigating high-profile homicide cases.

All students will have an opportunity to assist with and/or observe criminal trials and to observe an oral argument before the Eighth District Court of Appeals. Externs will work on cases and/or pleadings with an Assistant Prosecuting Attorney who will supervise all legal research and brief preparation.

Cuyahoga County Public Defender's Office

Students will have an opportunity to work in at least one of the Cuyahoga County Public Defender’s four divisions: juvenile, municipal, felony, and appellate.

Externs will assist attorneys in all stages of trial preparation, including client interviews, legal research, and motion writing. Students will observe staff attorneys, work with them, and participate in, when possible, all stages of the trial process, including appellate proceedings before the Eighth District Court of Appeals. Students will be encouraged to practice problem solving skills within the context of various legal issues and engage in discussions and strategy planning with the attorney.

Ohio Supreme Court Legal Intern Certificate: Third year students with certification from the Ohio Supreme Court allowing them to appear, with certain restrictions and limitations, as counsel on misdemeanor matters may be allowed to represent defendants in courts where such representation is permitted.

Cuyahoga County Sheriff’s Department – accepted students may be required to sign a confidentiality agreement

The Cuyahoga County Sheriff’s Department under the leadership of Sheriff Frank Bova is responsible for a variety of court, law enforcement and criminal justice functions in Cuyahoga County including: conducting foreclosure sales, operating the Cuyahoga County Corrections Center which houses approximately 1700 inmates, processing requests to carry concealed weapons, serving court orders, warrants and subpoenas, conducting criminal investigations, supervising offenders on home detention, and apprehending offenders who have violated the terms of their probation.

The externship student will work with Philip Angelo, the Special Assistant to Cuyahoga County Sheriff Frank Bova. The student will perform a variety of tasks including researching and writing policies for departmental functions, reviewing records and other data to suggest appropriate policies, updating policies, assisting with investigations, assisting with the development and implementation of training programs, identifying best practices for correctional facilities, etc.
Eliza Jennings Senior Care Network, Office of General Counsel

The Director of Legal Affairs provides legal counsel to the corporate office and all Eliza Jennings senior care facilities and service operations. Externs will be exposed to the wide variety of matters handled on a daily basis by General Counsel at the corporate office of the senior care provider, which operates multiple facilities on the west side of Cleveland. Students can expect to conduct legal research, review contracts, prepare legal memoranda, draft legal correspondence and briefs, assist with litigation management and regulatory compliance activities, and gain exposure to the day-to-day activities of general counsel, with particular emphasis on labor, employment and health care law issues.

Students also will have the opportunity to interact with network employees, participate in the risk management process and the policy development and review process and also will be introduced to issues particular to unionized workforce.

Students with an interest in pursuing a career as in-house counsel or in nonprofit, labor, employment and health care law will find this experience to be a great introduction to these areas of practice.

Federal Public Defender, Northern District of Ohio - completion of Criminal Law and Criminal Procedure; background investigation; preference will be shown for second-semester, second-year students or third-year students.

The Office of the Federal Public Defender provides legal, investigative, expert and other services in federal criminal cases and related matters to people in need of such assistance who are unable to retain private counsel. This externship program will give students an opportunity to observe and participate in many facets of federal criminal procedure and practice.

Under the supervision of the Federal Public Defender and his staff, students placed in the Litigation Unit will work on a variety of cases, including drug, firearm, fraud and white collar crime cases by researching and drafting legal memoranda, pre-trial motions, sentencing motion and appellate briefs. Students may also have the opportunity to assist in trial and hearing preparation.

Students placed in the Capital Habeas Unit will work on cases involving clients who are currently on death row by researching unique legal issues and assisting in the review and analysis of documents associated with capital habeas cases. Students may also have the opportunity to assist with preparation for clemency proceedings.

Students in both the Litigation Unit and the Capital Habeas Unit will also have the opportunity to observe myriad federal court proceedings.

Federal Trade Commission - Background check required; minimum 3.0 GPA preferred; moot court/mock trial or journal experience preferred; fall and summer terms only

Students will assist and support attorneys and investigators in various Commission enforcement actions. The Federal Trade Commission investigates and litigates consumer protection matters involving violations of the Federal Trade Commission Act and trade regulation rules. Duties will include contacting consumer victims and drafting their statements, maintaining contact with consumer witnesses, document review, performing legal research, and writing memoranda.

While students do not have to be U.S. citizens, additional documentation may be required, at a minimum will include copies of the student’s visa and passport.
Internal Revenue Service, Office of Chief Counsel – Fall semester only; minimum GPA 3.00; completion of Tax I; background investigation, including tax clearance

The Office of Chief Counsel, Internal Revenue Service, provides legal assistance to the Internal Revenue Service, represents the Internal Revenue Service in the United States Tax Court, and provides assistance to the U.S. Department of Justice in the litigation of federal tax cases in the Federal District Courts and Bankruptcy Courts.

Following an initial introduction and training, externs will prepare or assist with the preparation of basic pleadings in a Tax Court proceeding, including answers to taxpayer’s petitions, basic jurisdictional motions, and decisions. This will provide them with the opportunity to become familiar with Tax Court litigation. Externs will also be assigned to assist attorneys in preparing cases for the office’s upcoming Tax Court calendar. Depending on the date of the trial calendar, they assist with the cases through trial preparation, settlement conferences, and trial.

In addition to Tax Court litigation, externs will be assigned cases involving collection activity. Depending on the office’s workload, the extern will be assigned legal advice requests involving more routine collection issues. The Cleveland Office has a very active bankruptcy practice, including the handling of IRS claims in the Cleveland Bankruptcy Courts. Externs will be assigned the preparation of Chapter 13 bankruptcy referrals to the U.S. Attorney’s Office and will be able to attend hearings in the Cleveland Bankruptcy Courts.

Legal Aid Society of Cleveland

The Legal Aid Society of Cleveland provides free, high quality legal assistance to low income clients in civil matters and serves the communities of Ashtabula, Cuyahoga, Lake, Lorain and Geauga counties. Students will be exposed to a variety of cases and projects. The extern may assist attorneys at all stages of representation including interviewing applicants and clients, engaging in legal research, drafting memoranda, motions, pleadings, affidavits and other correspondence, assisting in trial preparation, attending court and administrative hearings, and participating in community legal education and outreach events.

About Cleveland Legal Aid: Our mission is to secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions. Founded in 1905, Legal Aid is the fifth oldest legal aid organization in the United States. Legal Aid’s 45 staff attorneys, 70 staff members, and 1,400 volunteer lawyers ensure access to justice for low income people.

Lorain County Prosecutor's Office - Background check required; Legal Intern Certificate or Clinic experience preferred; proficiency in Lexis preferred

Students will have the opportunity to work in the criminal, civil and/or domestic relation divisions of the office. Students will have the opportunity to observe all phases of courtroom proceedings from arraignment through trial as well as have the opportunity to observe Ninth District Court of Appeals arguments. Students will undertake research projects, draft responses to various types of Motions, including Motions to Suppress and Motions to Dismiss, and organize and/or summarize evidence for complex cases. Students may have the opportunity to directly assist in trial preparation, including witness interviews, research and evidence review. Students will be encouraged to issue spot and practice problem solving skills within the context of various legal issues and engage in discussions and strategic planning with the attorneys.
National Labor Relations Board, Region 8 - Preference will be given to students who have taken at least one labor/employment or arbitration class or who have had some exposure to the subject area, either in undergraduate work or other relevant practical experience.

The NLRB is an independent federal agency responsible for enforcing the National Labor Relations Act (NLRA). Region 8, as one of the more than 50 NLRB field offices, has two basic responsibilities: (1) to investigate and, when necessary, to prosecute before an Administrative Law Judge violations of the NLRA (charges alleging unfair labor practices – conduct prohibited by the NLRA – that are filed by unions, employers and individuals), and (2) to process election petitions and, when appropriate, to conduct secret ballot elections among employees that resolve various questions concerning the representation of those employees.

An extern in Region 8 works under the direction of an experienced supervisor and is expected to assist Board agents in matters as diverse as interviewing witnesses, researching both substantive and procedural issues of law, preparing internal documents, taking part in settlement conferences and attending hearings and trials held in their offices. An extern might also be asked to assist in the conduct of representation elections outside the office.

Nueva Luz Resource Center

Nueva Luz Urban Resource Center is an organization providing case management services to people living with HIV/AIDS through the cornerstone program Proyecto Luz (meaning "project light" in Spanish). Most clients are low income. To learn more, please go to: http://www.nuevaluzurc.org.

NLURC's mission is the challenge the root causes of systemic poverty. NLURC partners social work with legal work to serve its clients. All clients are low-income and living with HIV/AIDS. When a client comes into the office, she or he can see a medical case manager, housing case manager, lawyer, and food pantry coordinator.

Legal externs will assist the staff attorneys with direct client matters in the areas of social security, landlord/tenant, advanced health care directives, and other minor legal matters. Externs will meet with clients to conduct a legal assessment and discuss legal needs of the client. For legal matters NLURC does not take in-house, externs will help find volunteer attorneys to take cases pro bono. Externs will also plan a Know-Your-Rights clinic open to the general public.

Ohio Attorney General's Office

The Cleveland Regional Office represents 13 sections of the AGO, has 40 attorneys on staff and an office total of approximately 85-90 persons. Student externs receive a comprehensive experience, including two mentors, a writing coach, external events coordinators and generational diversity. Students may have the opportunity to work with different attorneys in various sections. The Cleveland office is litigation-intensive and the students will write motions, memos and briefs, attend depositions and court hearings and learn to network and enhance their collegial and professional skills in an open, gracious and warm environment in Cleveland.

Externs will have the opportunity to work with skilled attorneys that represent State of Ohio agencies, public officials, boards and commissions.

The Cleveland office of the Ohio Attorney General contains the following sections: Charitable Law, Civil Rights, Collections Enforcement, Consumer Protection, Crime Victims Services, Criminal Justice, Employment Law, Health and Human Services, Health Care Fraud.
Saber Healthcare Group - Demonstrated interest in health law preferred

This externship is available for students to work directly with the General Counsel at Saber Healthcare Group, one of the largest long term care organizations in Ohio and the Midwest. Students interested in health care law, business law, or general practice will find this externship to be a valuable experience. Externs will be exposed to a variety of legal issues affecting the long term care environment, including:

* Licensure and certification issues relative to skilled nursing and assisted living facilities
* Acquisitions and mergers, corporate organization and development, contract negotiation and drafting
* Insurance implications at all levels of the organization
* Litigation management
* Unemployment matters
* Externs would get to experience how a dynamic health care company is run from the top down and have the opportunity to interact with decision makers at all levels of the organization

SPIRE Institute

SPIRE Institute’s mission is to unlock the full potential of the human spirit through athletics, academics and service to others. It is a non-profit organization. The extern will be exposed to practical hands-on experiences in sports law, nonprofit law, education law and general practice. Externs will handle a wide variety of assignments including conducting legal research, legal review of national-level event bids, legal review of contracts with potential sponsors and partners, drafting host agreements and drafting and reviewing policies and other corporate documents.

Law students who are interested in exploring sports law positions, corporate law, nonprofit law, education law or general practice in a fast paced environment will find that the SPIRE externship is an excellent learning experience.

U.S. Coast Guard, Ninth District Legal Office - Background check required

The Coast Guard’s Ninth District legal office has four military attorneys (judge advocates) and one civilian attorney. The Coast Guard judge advocates advise Coast Guard decision makers throughout the Great Lakes in such areas as federal criminal law, military justice, administrative law, government ethics, environmental law, international law, and the interpretation and enforcement of various federal statutes and regulations on boating, navigation, and shipping. All attorneys, civilian and uniformed, also provide legal assistance to active duty military members, military dependents, and military retirees in matters ranging from consumer protection, wills, living wills, powers of attorney, landlord/tenant law, and family law.

Externship placement in the Coast Guard’s Ninth District legal office is available in the fall, spring and summer semesters. Students will be given the opportunity to work in any of the practice areas discussed above. Student work will typically involve legal research and writing but may also include drafting of federal regulations, participation in administrative hearings, and observation of proceedings in federal court.
U.S. Department of Education, Office for Civil Rights

The Office for Civil Rights (OCR) is responsible for enforcing federal civil rights laws prohibiting discrimination on the basis of race, color, national origin, sex, disability and age in educational institutions that are recipients of federal financial assistance from the Department and, with respect to disability, in certain other public entities.

OCR is also responsible for enforcing the Boy Scouts of America Equal Access Act, which prohibits public elementary school or state or local education agencies from denying equal access to or discriminating against any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

Externs will participate in casework and legal research in a variety of OCR’s areas of practice. Past students with OCR Cleveland have worked on the following projects:

- In-depth research and analysis of novel legal issues
- Investigation of individual civil rights complaints, including witness interviews, data analysis and drafting of case correspondence and dispositions
- Preparation and delivery of presentations to office staff on issues affecting the agency’s work

U.S. Department of Homeland Security, ICE Deputy Chief Counsel - Background check required, which can take up to 60 days to complete; Fall and spring semesters only

Students will be introduced to a range of activities and types of cases, including appeals, handled by the Chief Counsel Office. The Chief Counsel Office represents the United States Immigration and Customs Enforcement, Customs and Border Protection, and U. S. Citizenship and Immigration Services in alien removal and deportation proceedings before the Executive Office for Immigration Review, which includes the Immigration Court in Cleveland, Ohio and the Board of Immigration Appeals in Falls Church, Virginia.

Students will be introduced to the entire immigration court process, grounds of removability and relief from removal. Students will observe court hearings, perform research, answer motions, draft exhibits, and draft appellate briefs.

U.S. Department of Justice, Executive Office for Immigration Review

Prior knowledge of immigration law is helpful but not absolutely necessary. Strong research and writing skills are required.

Issues commonly before the Court include eligibility for asylum, cancellation of removal, and adjustment of status as well as issues regarding whether an individual is removable from the United States based on a criminal conviction. The types of projects assigned to legal interns vary depending on the Court’s docket, and may entail:

* Drafting decisions on applications for relief from removal or removability
* Performing in-depth research and analysis of novel legal issues
* Preparing bench memoranda

The internship provides students with an excellent opportunity to develop their research, writing, and analytical skills and increase their knowledge of immigration law. The interns will be able to observe removal hearings and work on cases involving several forms of relief including asylum, adjustment of status, and cancellation of removal. The interns will work directly under
the supervision of the Judicial Law Clerk / Attorney Advisor and will also work with individual immigration judges.

**U.S. Department of Justice, U.S. Attorney’s Office, Northern District of Ohio** – Background check required; Minimum 2.5 GPA; Criminal Division in fall semester; Civil Division in spring semester

Externship placement is in the Cleveland office of the United States Attorney. Students are assigned either to the Civil Division during spring semester or to the Criminal Division during fall semester. Students will be introduced to the range of activities and types of cases, including appeals, handled by the division in which they are placed. Application deadlines for this site are often quite early, due to the background check process.

In the Civil Division, the goal is to have students work in an area of their interest; students will work on ongoing cases with a number of attorneys. Students who extern in the Civil Division must be able to work either full days or in blocks of time (four hours minimum). In both Divisions, students will be expected to attend court proceedings.

Students who extern in the Criminal Division must be available to participate in a weekly seminar led by an Assistant United States Attorney. The seminar will cover substantive practice and ethical issues. In the Criminal Division, the goal is that each student participates in at least one criminal case from arraignment through sentencing. Each extern will complete one major writing project.

**U.S. Department of Labor, Office of the Solicitor**

This legal externship is designed to provide the student extern with exposure to the labor and employment laws enforced by the United States Department of Labor and provides practical litigation experience before administrative tribunals and in United States District Court.

The Office of the Solicitor, Region V, Cleveland, Ohio is responsible for litigation of statutory and regulatory enforcement actions. These matters are litigated under various statutes that include, but are not limited to, the Occupational Safety and Health Act, the Fair Labor Standards Act of 1938, as amended; the Employee Retirement Income Security Act, and the Mine Safety and Health Act. A legal extern in our office gains practical legal experience by assisting program counsels and staff attorneys with various projects. These projects include: 1) legal research; 2) developing cases for litigation through the use of written discovery, including drafting discovery requests and responses, and participating in discovery depositions; 3) drafting substantive motions, pleadings, settlement agreements, and other court filings; and 4) trial/mediation preparation and participation.

The student extern will meet with counsels for the different program areas and staff attorneys to develop an understanding of our primary client agencies’ enforcement work. The student also meets regularly with an attorney from the Office of the Solicitor, Region V, Cleveland, Ohio—an “Externship Coordinator”—assigned to facilitate the workload for the extern and coordinate externship training. The student extern also attends internal training sessions for attorneys, including participation in Continuing Legal Education opportunities provided by the Office of the Solicitor.

**CORPORATE SITES**

**Eaton Corporation, Office of General Counsel** – Minimum 3.0 GPA

Eaton is a power management company with 2013 sales of $22.0 billion. Eaton provides energy-efficient solutions that help our customers effectively manage electrical, hydraulic and
mechanical power more efficiently, safely and sustainably. Eaton has approximately 103,000 employees and sells products to customers in more than 175 countries. For more information, visit www.eaton.com.

Eaton’s in-house attorneys specialize in a variety of practice areas, including mergers and acquisitions, corporate governance, environmental health and safety, intellectual property, competition and trade regulation, securities, government contracts and litigation management.

The student extern will work on a variety of matters including legal research and writing, drafting contractual provisions, assisting with contract review and negotiations, preparing training materials and corporate policies, and participating in Law Department administrative strategic efforts. Law student externs will also be given the opportunity to observe Eaton attorneys work with the Company’s business units to achieve strategic business goals and attend departmental meetings.

Forest City Enterprises, Inc.

Forest City Enterprises, Inc.’s lawyers specialize in the areas of corporate and commercial real estate development, finance, mergers, acquisitions and sales, together with related environmental, insurance and construction matters. In addition, due to the fact that the company is a publicly traded corporation, some members of the legal team have expertise in SEC compliance, corporate governance and disclosure matters.

The extern will work on various projects related to the above, including legal research and writing, contract review and negotiations, participation in legal department initiatives and administrative matters.

Parker-Hannifin Corporation - Background check and drug test required; minimum 3.0 GPA required; undergraduate transcripts also requested

With annual sales exceeding $10 billion, Parker Hannifin Corporation is the world’s leading diversified manufacturer of motion and control technologies and systems, providing precision-engineered solutions for a wide variety of mobile, industrial and aerospace markets. The company’s products are vital to virtually everything that moves or requires control, including the manufacture and processing of raw materials, durable goods, infrastructure development and all forms of transport. Traded on the New York Stock Exchange under the symbol “PH,” Parker is strategically diversified, value-driven and well positioned for global growth as the industry consolidator and supplier of choice.

Parker Hannifin’s in-house lawyers specialize in a wide variety of practice areas, including labor and employment, mergers and acquisitions, SEC compliance and disclosure, corporate governance and corporate finances, intellectual property, commercial contracts, real estate, environmental, litigation (primarily product liability, mass tort and commercial matters), executive compensation, employee benefits, and antitrust marketing and distribution.

The extern will work on various projects, including legal research and writing, contract review and negotiations, preparation of training materials, and participation in legal department initiatives and administrative matters.

University Hospitals Ethics & Compliance Department - Strongly prefer students who have taken Health Care Law or Health Care Fraud & Abuse; background check required

The Compliance and Ethics (“C&E”) Department at University Hospitals Health System (“UH”) is responsible for ensuring that all health care providers and business units within the system are
operating in full compliance with all federal, state, and local regulations. In 2012 and 2014, UH received the prestigious World’s Most Ethical Company Award from Ethisphere. Law students working in the C&E Department will have the opportunity to be involved in all the facets of the Department's work. Some of projects that student externs can expect to be engaged in include:

- Supporting the auditing and monitoring function by reviewing medical and business records, evaluating them against policies and regulations, and writing reports of their findings
- Conducting legal research and drafting new policies based on new or revised laws and regulations
- Updating existing policies by reviewing new case law, statutory revisions, and administrative interpretations, and drafting revisions to policies based on that research
- Assisting with investigations stemming from reports to the compliance hotline
- Assisting with the development and implementation of new training programs

The C&E Department has six attorneys on staff and works very closely with the UH Law Department. Students in this externship will be directly involved in the compliance operations of one of the region’s largest health care systems. No previous health care or compliance experience is required; an eagerness to learn and a positive attitude are the most important qualities of a successful applicant.

University Hospitals Law Department - Background check required; students with a demonstrated interest in health law and with journal and/or clinical experience preferred

University Hospitals is one of the nation’s leading health care systems, providing high-quality, patient-centered medical care at locations throughout Northeast Ohio. More than 24,000 physicians and employees constitute University Hospitals and its partnership hospitals, ranking it Northeast Ohio’s second largest private sector employer. University Hospitals Law Department provides advice on a broad array of legal matters involving University Hospitals Health Systems, Inc., including, contracting, corporate governance, corporate transactions, healthcare operations, healthcare licensure and accreditation fraud and abuse compliance, general legal compliance advice, labor and employment, physician credentialing and discipline, intellectual property, IRB issues, education on medico-legal issues, and consultation on bioethical issues.

The Law Department offers interns the opportunity become directly involved with the broad range of legal matters that affect University Hospitals Health System, Inc. The Law Department’s “small law firm” environment enables an intern to experience a wide range of topics, including, general corporate practice, tax and nonprofit issues, employment law, real estate, health care regulatory matters (e.g. Stark law, Anti-kickback, EMTALA, and HIPAA), hospital policy, patient care issues, and corporate governance.

A legal intern, with appropriate supervision, would be expected to be able to conduct research projects, draft memoranda, draft correspondence, review agreements and otherwise assist Law Department as needed. The successful applicant will be expected to work with all department lawyers, and will report to the Vice President & Deputy General Counsel for Corporate Legal Services. Interns will also have the opportunity to work and meet with the Chief Legal Officer. Although interns will work primarily on transactional matters, there is opportunity for litigation and mediation experience.
I. Policy Statement

C|M|LAW has a long tradition of providing externship programs for its law students. For more than a decade, students have been placed with the U.S. Attorney’s Office, the Federal Public Defender’s Office, state appellate court judges and federal district and appellate court judges. These placements provide students with a unique opportunity to improve their writing, research and oral communication skills, to appreciate the significant ethical issues facing the profession, and to integrate what they learn in the classroom with the actual practice of law. For the externs to fully achieve these goals, and in order for the program to meet ABA/AALS accreditation standards, significant supervision is required by an attorney at the placement site (referred to as the “Supervising Attorney”) and the Faculty Advisor responsible for the externship program during the relevant term. Externships are further distinguished from other employment situations in that compensation cannot be paid for the student’s services.

C|M|LAW encourages students to pursue externships that relate closely to their personal career goals. Frequently, this can be achieved through placement in an existing externship. From time to time, however, students seek a more particularized experience. C|M|LAW supports students in their exploration of alternative placements through its Independent Externship program. Students have secured Independent Externships at various sites, including the Cleveland NAACP, Fair Housing Council of Northeast Ohio, HUD, IMG, Lincoln Electric, the Alaska Public Defender’s Office, the Ohio American Civil Liberties Union, and in many other governmental and nonprofit settings across the country.3

The goals of the Independent Externship are to provide flexibility regarding the placement opportunities available for students while simultaneously maintaining C|M|LAW’s historically high standards for externships. We expect students to engage in work and receive supervision comparable to that of students in other externships. Most often, students conduct legal research and draft motions, memoranda of law, or appellate briefs. When working in a judge’s chambers, they may write bench memos in preparation for hearings on cases or draft orders and opinions. In some placements, they may conduct client or witness interviews, or engage in discovery and

3 Most externship placements are in the Greater Cleveland metropolitan area or within reasonable driving distance of Cleveland. We will consider Independent Externship in a more remote location, on the condition that suitable arrangements can be made for participation in the Externship Seminar and appropriate supervision of the student’s work.

3 Students need to talk to OCP first before arranging an externship with a judge with whom we do not have an existing relationship in order to ensure the externship fits within C|M|LAW’s criteria for judicial externships.
document review or other types of fact investigation. A key aspect of every externship is close supervision by a designated attorney at the placement. We expect that the supervisor will keep track of the quantity and quality of the student’s assignments throughout the semester. As is true in any law setting, we expect the student will discuss her findings with the person who made the assignment, if different from the supervisor. In addition, the supervisor will review and comment on the student’s work throughout the term so that the student hones her/his professional skills, be they written or oral, and expands her/his understanding of professional responsibilities.

We also encourage supervisors to involve externs in the work of the office outside of the particular assignments, e.g., observing depositions, trials, sentencing hearings, or other appropriate proceedings.

With those objectives in mind, we have adopted the procedures stated below to govern the approval and implementation of Independent Externships.

II. Procedures

A. Prerequisites:

1. Completion of 29 semester hours.
2. Completion of substantially all of our Required Core Curriculum.
3. Have a cumulative GPA of 2.00 or above.
4. Obtain approval from site supervisor.
5. Obtain approval from the Associate Dean for Administration.

B. Procedures for obtaining approval of an Independent Externship:

1. A student who has identified a particular area of law in which he or she would like to gain experience—for example, poverty law or civil liberties—should identify an organization that addresses that area of law. Placements at private law firms are not permitted.

2. The student should contact the organization to determine whether an attorney is available who is willing and able to assign and mentor the student’s work and to coordinate supervisory efforts with the Faculty Advisor for externships.

3. The student must submit two documents to the Associate Dean for Administration at least 30 days before the first day of registration for the term in which the proposed externship, if approved, will commence: (a) a written proposal detailing the externship and (b) a Statement of Understanding signed by the Supervising Attorney.

The written proposal shall include the following:

a) a description of the organization;

b) a description of the legal work the extern will do (e.g., client interviews, legal research, drafting documents or memos, court appearances, etc.).

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4 Students may only accompany an attorney to observe unless the student has obtained a Legal Intern Certificate.
c) the tentative work schedule the extern has negotiated with the organization, including the days of the week and the hours on those days;\textsuperscript{5}

d) an explanation of the educational benefits that the extern believes will result from the placement;

e) the Supervising Attorney’s name, position within the organization, address, e-mail address, and phone number;

f) a statement that the student and Supervising Attorney have considered and discussed any anticipated conflicts of interest, impact on the attorney-client privilege between the organization and its clients, and other ethical concerns that the placement might raise; and

g) any other information the student deems relevant to the proposal or specifically requested by the externship committee or member thereof.

h) A copy of the Statement of Understanding that the Supervising Attorney must sign is attached.

4. Upon receipt of the written proposal, the Associate Dean for Administration will review the proposal and either approve it, deny it, or return it to the student with a request to provide additional information.

5. The Associate Dean’s denial of a proposal is final and is not appealable to the Dean of the law school, the faculty, or any committee thereof.
STATEMENT OF UNDERSTANDING

I have read the Policies and Procedures for Independent Externships at C|M|LAW and agree to serve as a Supervising Attorney pursuant to the requirements set forth therein for

__________________________________________________
(Student’s Name)

__________________________________________________
(Attorney’s Name) (please print)

__________________________________________________
(Address)

__________________________________________________
(Phone)

__________________________________________________
(E-mail)

__________________________________________________   __________________
(Attorney’s Signature)      (Date)

Version 5/6/2015