

Florida Coastal School of Law Externship & Clinic Mini-Handbook SUMMER & FALL 2019

Please note that ALL of the opportunities listed in this book are for externships and clinics.

SUMMER & FALL 2019 CLINIC & EXTERNSHIPS

Clinic & Externship Applications are available in Suite 255

The Clinic & Externship application period for summer 2019: Open February 11, 2019. DUE May 3, 2019.

The Clinic & Externship application period for fall 2019: Open February 11, 2019. DUE July 26, 2019.

Submit Externship Applications to Professor Hammond in Suite 255 or ahammond@fcsf.edu

Submit Clinic Applications to Professor Curran in Suite 255.

Externships and clinics are for-credit opportunities only. None of these opportunities are available for volunteer. You must pay regular tuition for all of the credits received through externships and clinics. For questions regarding tuition and financial aid, please contact the Financial Aid office directly.

EXTERNSHIPS & CLINICS

Positions will include opportunities with Florida Coastal Clinics, judicial chambers, in-house corporate legal departments, public interest organizations, and Federal, State, and Local Government Entities (including State Attorneys Offices and Public Defender's Offices).

How to Apply

Clinic Applications are available in Suite 255 and must be submitted to the Clinic Office (Suite 255), as stated above. For more information about an individual clinic, please contact the supervising faculty member, Professor Ericka Curran (ecurran@fcsl.edu).

Externship Applications are available in Suite 255 and must be submitted as stated above. Externship opportunities will be posted in Suite 255. For more information about a particular externship posting, please contact Professor Ada Hammond (ahammond@fcsl.edu) for an appointment to discuss the requirements and required application material. (Please note that the application requirements and prerequisites are set by the supervising attorney or clinical supervisor.)

Externship & Clinic Student Preference & Agreement Form

In order for your application to be considered complete and sent to an externship or clinic for consideration, you must submit an Externship & Clinic Student Preference & Agreement Form (the "Preference & Agreement Form"). The Preference & Agreement Form includes a section for students to rank their top 5 placement (externship or clinic) choices. The Preference & Agreement Form also includes important information regarding your responsibilities and agreements in submitting applications to externships or to the Immigrant and Family Advocacy Clinics.

You can obtain a Preference & Agreement Form in the Clinic Office (Suite 255), where you can complete the application, sign it, and turn it in.

Students may apply to more than 5 opportunities, but will be limited to ranking only their top 5 choices. Please note that the Experiential Learning Department cannot guarantee you will receive any of the 5 choices; however, we will work to pair you with an externship or clinic that is a good mutual match.

If you have found your own placement, it must be approved for externship course credit by the Externship Director (Professor Hammond) before you will be registered for the externship. Please see items 16-18 in the Frequently Asked Questions section below for more information on student found placements.

Important Dates

In order to make the process as smooth and efficient as possible, strict deadlines have been set. **It is very likely that late applications will not be placed.** Make sure that you meet the deadlines at the beginning of this Handbook for the experiential learning opportunities that interest you.

Accepting a Placement

You are not permitted to accept an offer directly from an externship organization. ***The only official notice of a placement will be through an email from an externship professor or clinic professor.*** Once we notify you of your placement, your application materials will automatically be removed from consideration from all other placements. Similar to a job opportunity, you can only accept one externship or clinic placement each semester. Stringing a placement along or waiting for a “better offer” is unprofessional and will not be permitted. You will **be required** to accept immediately the first offer extended to you.

We strongly recommend meeting with a Center for Professional Development Counselor **before** applying to externships or clinics so that you apply strategically and are happy with the results. Please know that we are ready to assist you with any questions or concerns you may have

Clinic vs. Externship ... Which one is for me?

It really depends on the type of experience you are seeking. Both Clinics and Externships are **EXCELLENT** ways to get experiential learning opportunities. The Immigrant and Family Advocacy Clinic is located on campus and works with clients from the community. Under the direction of Professor Ericka Curran and faculty supervisors, students have the opportunity to actually represent real clients with real legal issues. Take a moment to stop by the Clinic Office (Suite 255) to learn more about this great opportunities!

Practitioner Clinics are 2 credit experiential learning courses held on campus in which students work with community attorneys who teach the courses as adjunct faculty. The subject matter of the Practitioner Clinics varies by semester, and includes Veteran’s Benefits, Trusts and Estates, and Seal and Expungement. Students register for the Practitioner Clinics on their own during the registration period.

Externships are positions located off campus mainly in and around the Jacksonville legal community, but also in other legal communities nationally. Students are selected to work on-site with attorney supervisors in government agencies, public interest organizations, courts, private law firms, corporations and in-house legal organizations. The work in an externship can vary from meeting with clients, researching, drafting legal documents, and even appearing in court if you have your CLI. Externs are supervised by both a faculty and placement supervisor and also are enrolled in an educational course component during the externship.

What is a Certified Legal Intern (CLI)?

Pursuant to Rule 11 of the Florida Supreme Court Rules Regulating the Florida Bar, students in Florida law schools can be certified to appear in certain proceedings on behalf of certain clients. This is commonly referred to as having a CLI. However, as Sec. 1.3 of the rule states, the only way to "make an appearance pursuant" to the rule is to appear "as part of a law school practice program." In other words, in order to become a CLI, students must be enrolled for credit in the Immigrant and Family Advocacy Clinic (“the Clinic”) or a qualifying externship. **You cannot become a certified legal intern to work for a private attorney or to work in non-qualifying externships.** Based on the criteria set forth in Rule 11, the types of

externships that allow a student to be certified include those with the state attorney or attorney general's offices, the public defender agencies, state and local governmental agencies and legal service organizations that represent indigent clients. For more information on Rule 11, please The Florida Bar Website at www.floridabar.org.

What Are The Requirements to Become a CLI?

1. Acceptance into "law school practice program" (see above)
2. Completion of at least 48 credit hours
3. Completion of Application to the Florida Bar or completion of mini "CLI application" to the Florida Bar
4. Receipt of "Notice of Registrant Clearance" from the Florida Board of Bar Examiners
5. Submission to Florida Supreme Court by clinical program staff of (1) Law School Dean's Certification of (1) and (2) above; (2) CLI application and (3) Notice of Registrant Clearance. (4) Disclosure Statement if applicable. Final approval comes from the Florida Supreme Court.

What is a Post-Graduate Certification?

Rule 11-1.9 provides that a student can, upon graduation, be certified to "make appearances for any of the same supervisory authorities under the same circumstances and restrictions that were applicable to students in law school programs pursuant to this chapter..." This is often referred to as a "post-graduate certification." Again, based on the quoted language, this does not include private attorneys and law firms. Further, the section limits this certification to students who have completed a "law school practice program." Thus, in order to be approved under this section, a graduate must have participated in the Clinic or a qualifying externship. Many state attorney and public defender agencies in Florida prefer to hire graduates who can qualify for certification. Therefore, if your career interests are in these areas of public service, you should try to participate in the Clinic or in one of the qualifying externships while a Coastal student.

Need more information regarding CLIs?
Have questions on how to complete the application process?
Confused about what information is required to disclose?

Visit Cleopatra Smith, Clinical Coordinator, in the Clinic (Room 255)

Application Material Review

Externship placement supervisors and Clinic professors use your application materials to evaluate whether you are the right candidate for their organization. Therefore, it is important that your application materials are perfect. The Center for Professional Development (CPD) is there to help you prepare or update any application materials and ensure they are in the best form possible. Appointments can be made in advance with a CPD counselor.

Application Material Tips

1. All **externship** application material **MUST** be submitted through Professor Hammond. **Clinic** application material is submitted to the Clinic Office (Suite 255).
2. **DO NOT** send any application material directly to the externship placement.
3. **DO NOT** submit any additional application materials. If the externship placement did not ask for a document, it will not be sent.
4. Please submit **ALL** application material requested. If you do not submit the required material, your application will not be submitted.
5. Review **ALL** application material and make sure there are no errors!

Resumes – Please keep resumes to 1 page. Make sure you do not have any blank pages attached to the back of the document. Make sure you review your application material once it is uploaded.

Cover Letters – Always label your cover letters with the name of the organization so you don't upload the wrong one. Cover letters should never be addressed "To Whom It May Concern." Use the name provided in the posting to address the cover letters.

Transcripts – Make sure that you obtain an unofficial transcript from your student portal. Do not use a degree audit. Once logged into the student portal, go to Academics, then Degree Audit, and then click on Unofficial Transcript.

Writing Sample – *Writing samples should be between 5 and 12 pages.* Never submit your entire writing sample. Employers do not want to read 30-40 pages per student. You should always include a cover page on your writing sample (there is an example in the Career Handbook). Make sure that you review your writing sample with the professor who assigned it and make all of the suggested changes.

Organization Applications – Some organizations may require an application. Even if the application is a fillable PDF, print out the filled in application and hand sign it. Then bring the document to the CPD (Suite 180) to be scanned. Do not sign any documents electronically.

References – Very few externship placements request references. If references are not specifically requested, do not include them in your application. They will be removed prior to submitting the application material to the externship placement or the Clinic.

CLI Application and Clearance Letter – If you apply to a State Attorney's Office, a Public Defender's Office, or an In-House Clinic, you may submit a CLI Application and Florida Bar Clearance Letter with your application material. If required, the Clinic or externship posting will indicate. The CLI Application form can be obtained from Cleopatra Smith, Clinical Coordinator, in Suite 255.

Externship and Clinic Student Preference & Agreement Form –You **MUST** complete and turn in an Externship and Clinic Student Preference & Agreement Form. The Preference & Agreement Form includes a section for you to indicate your externship and/or the Immigrant and Family Advocacy Clinic

preferences. By signing the Preference & Agreement Form, you agree to adhere to all of the rules stated. You can turn in the Preference & Agreement Form in the Clinic Office (Suite 255).

Frequently Asked Questions

1. Who is eligible to apply to externships and the Clinic?

Requirements for externships and clinics vary by opportunities. At a bare minimum, students who have completed 1 full semester (15 credit hours) and are registered for a full semester currently are allowed to apply for the following semester. **You must have completed at least 28 credit hours prior to beginning the externship or clinic.**

2. How many externship and clinic opportunities can I apply to?

You can apply to as many opportunities as you are interested in. Please make sure you are willing to work in ANY opportunity you apply to.

3. Do 3Ls get preference?

3Ls will get preference in the Clinic. If you have not taken a clinic and apply, you will be placed above 2Ls. 3Ls will **not** get preference in externships. However, most employers are looking for externs who have the most experience, which is usually 3Ls.

4. Can I do an externship/clinic and law clerk position in the same semester?

No, you can only participate in one position (externship, clinic or paid/volunteer position) at a time.

5. How many credits should I take?

The minimum number of credits you can take in an externship is 3. Most externships are based on 3 credit hours, but depending on the amount of work the placement has, you can take more. Some placements like the District Court of Appeal or the Florida Supreme Court require you to live outside of Jacksonville and commit to working 40-hours per week. Opportunities like this are specified in the externship packet. **The maximum number of externship credits you can take during the summer semester is 6. The maximum number of externship credits you take during the fall or spring semester is 10.**

Each clinic differs in the minimum and maximum number of credits a student can take. Please speak with the individual Professors about specific credit requirements.

During your time in law school, you can take up to 15 credit hours of non-course credits (externships, clinics, Law Review, Moot Court, Mock Trial, teaching assistant and research assistant).

6. How do I become a CLI?

Detailed instructions about becoming a CLI are above, but basically you need your Character & Fitness Clearance from the Florida Bar, successful completion of 48 credit hours in law school, and then to be accepted into a clinic or externship placement. You **cannot** become a CLI until you have secured this opportunity. To apply for CLI status through the Florida Supreme Court, your placement supervisor must agree to supervise a CLI (meaning they agree to let you “practice” under their Florida Bar

License). Their license number must be submitted as part of your CLI application done through the clinical office. For more information, please contact Cleopatra Smith, Clinical Coordinator, csmith@fcsl.edu.

7. Why do I have to take the first placement?

While the Experiential Learning Department (“ELD”) will make every effort to match you with your clinic and externship placements in order of your preference (as set forth in your Clinic and Externship Application), you are expected to accept any interview or placement that is offered to you. Externship placements and clinical programs spend time, money and other resources considering your application and conducting interviews. Backing out of an interview, not accepting a placement offer, or dropping an externship or clinic all negatively affect your reputation and the school’s reputation. Therefore, only apply to those the Clinic and externships that you would accept. **Do your research** about each placement before you apply so you understand what they do and will be happy with any offer you receive. Once an offer is made, all other applications become void.

8. Can I accept if an externship placement directly contacts me to offer the externship?

No. Only an Externship Director/Professor or Clinical Professor can offer you a placement. Since you are required to accept the first placement offered, running the offers through the Experiential Learning Department ensures a more consistent application process.

9. How do I find an externship which is not posted in Suite 255 or out of state?

Finding an externship out of state is a great idea, especially if that is where you plan to practice. Please meet with a CPD counselor or with Professor Hammond (ahammond@fcsl.edu) who can help you identify organizations in the area who may take externs. You can make appointments with Professor Loomar in CPD by emailing sloomar@fcsl.edu.

10. Why is the application process early?

To ensure that all students have the opportunity to apply to school sponsored externships, the process starts early in the semester. Most students will find out about their placement prior to the registration period. This also allows FCSL students to be competitive when other Florida schools are submitting their applications to externship placements, since most other Florida schools also have an early application process.

11. Do I have to interview?

This is entirely dependent on the organization(s) you apply to. The Clinic and some externship placements require interviews and background checks. Other organizations will make selections off resumes only. If you do need to interview, the organization will contact you to set up a time.

12. How long will it take to find out if I get an externship or clinic?

That depends on how quickly the clinic or externship placement makes selections. Some organizations will select immediately. Others may require background checks before an offer can officially be made which will take much longer.

13. What are the classroom component requirements for externships and the Clinic?

Students enrolled in an externship must complete a mandatory classroom component via D2L during the semester, submit written assignments that allow them to reflect upon their work, and attend individual meetings with their faculty supervisor.

Each clinic also has a mandatory classroom component. The day and time for the classroom component varies for each clinic. Check with the individual clinic professor for information regarding the class day and time for that clinic.

14. What are Practitioner Clinics and how do I apply to those?

A Practitioner Clinic is a specialized 2 credit clinical course in which students work closely on pro bono cases with a practitioner licensed to practice law in Florida. Practitioners are adjunct faculty who are either working in private practice or with a government or community based organization. Specific prerequisites for each practitioner clinic are available on the master course list. Practitioner Clinics offered (may vary by semester) include Mediation, Wills, Estates & Trusts, Wrongful Convictions, Interviewing & Counseling, Unemployment Compensation Benefits Claims and Appeal Hearings, Florida Appellate Law, Education Law, Naturalization Law, Veteran's Benefits, Child Advocacy and Dependency. Students may register for the Practitioner Clinics through direct registration. There is no application process.

15. Can I find my own externship?

Yes, students can seek to complete an externship at a placement that they find on their own. Once a student has secured a placement, the student must complete an Externship Application and state on it that you have found your own placement and provide the name and address for the placement and the name, email address and phone number for the placement supervisor. An externship professor will contact the placement to determine whether the placement qualifies for externship credit.

16. What are the guidelines for finding a placement that may qualify for externship credit?

There is no guarantee that any particular placement will qualify for externship credit. An externship professor must make an individual determination as to whether any particular placement qualifies. However, in general, the following guidelines are useful in finding a placement that will likely qualify for externship credit:

- a. Must be with a Qualifying Organization
 - i. Non-profit legal service organization
 - ii. Government entity
 - iii. Corporate in-house legal department
 - iv. Judge
- b. Doing the Right Type of Work
 - i. Work must be mainly legal in nature - legal research, legal writing, working on discovery
 - ii. Must be sufficient work to support the required hours
- c. Supervised by an Attorney
 - i. Supervising attorney must be employed by the placement organization

17. Can I do an externship with a private law firm?

If a student is unpaid, he/she cannot do an externship with a private law firm. The only exception to this is when the student works exclusively on non-fee generating pro bono matters at the private law firm and the law firm also follows defined criteria established by the United States Department of Labor and the Fair Labor Standards Act. Approval of a law firm externship is solely at the externship professor's discretion. At a minimum, the law firm must have an established pro bono program with enough currently active pro bono cases to support the student's required hours. Pro bono matters ONLY include non-fee cases (cases where the client does not pay for legal services), and does NOT include contingent fee cases, flat fee cases, lower-fee cases, or cases where the student's time is not billed to the client. Pro bono matters may include cases handled on behalf of a public defender's office. Law firm externships cannot be approved for more than 6-credit hours during the spring and fall semesters, or more than 4-credit hours during the summer without approval of Externship Director.

18. Who should I contact with questions?

For questions about resumes or interviewing techniques contact Professor Shana Loomar at the Center for Professional Development (CPD@fcsi.edu) or at sloomar@fcsi.edu.

For questions about externships, contact the Externship Director/Professor, Ada Hammond (ahammond@fcsi.edu).

For questions about clinical experience, contact the Clinic Director, Professor Ericka Curran (ecurran@fcsi.edu).