

RUTGERS LAW SCHOOL
Spring 2008

INFORMATION ABOUT EXTERNSHIPS WITH JUDGES, THE NEW JERSEY ATTORNEY GENERAL'S OFFICE, THE OFFICE OF CORPORATE LIAISON AND TECHNOLOGY TRANSFERS AND THE NLRB

Rutgers Law students who have completed their first year of full-time studies, or their first two years of part-time studies, may enroll in the Externship Program with judges, with the New Jersey Attorney General's office, the Rutgers University Office of Corporate Liaison and Technology Transfers, or with the National Labor Relations Board. The procedures for enrollment differ for each type of externship, and are described in this memo.

GENERAL REQUIREMENTS

Externships for 3 credits require about 15 hours of work per week during the semester, for a total of about 210 hours in all over 14 weeks. Judicial externships for 2 credits require about 10 hours of work per week, for a total of about 140 hours over 14 weeks.

Externship students are usually required to have a grade point average of at least 2.67. Students with a lower grade point average need special permission from Assistant Dean Pascal Walker, the supervisor of the extern program, to enroll.

All students who enroll in a Judicial Externship or the Attorney General Externship will be required to attend regular seminars at the Law School during the semester in which they are enrolled. Please note the seminar class is scheduled for the sixth period on Thursday for the Spring 2007 semester. Students who extern at the Attorney General's office and the Office of Corporate Liaison will be required to attend in-house seminars offered by the Attorney General's office and the Office of Corporate Liaison, respectively.

Students are also required to complete evaluation forms on the completion of the externship. At the completion of the externship, students must also submit to the Program Supervisor two examples of writing that they did during the externship. (Portions of the writing may be redacted if that is needed to preserve confidentiality.)

JUDICIAL EXTERNSHIPS

Students who wish to take a judicial externship must on their own find a judge willing to supervise them. Many judges post externships with the Career Services Office. Students have served as externs with judges of the United States Court of Appeals, the United States District Court, the United States Bankruptcy Court, the New Jersey Supreme Court, the New Jersey Superior Court, Appellate Division, the New Jersey Superior Court, Law Division and Chancery Division, and the New Jersey Tax Court. Students who wish to serve with a judge of another court need to obtain prior permission from Dean Walker. A memorandum describing the Law School's standards and requirements for the program will be forwarded to the supervising judge by the Program Supervisor.

Our standards provide that judicial externship students should be assigned a progression of challenging, varied and increasingly complex legal projects associated with ongoing work in chambers. We prefer that a substantial portion of the student's work includes legal research and legal writing, but other judicial-related work, such as participation in settlement conferences, attendance at trials, and the introduction of new management techniques in the courts, can also be included in the time spent. Students should make sure that their work assignments will generate the writing examples that they need.

Enrollment Students who wish to enroll in the judicial externship program **must complete** the Judicial Externship Form (available in Dean Garbaccio's office, Room 170), have it approved by Dean Walker, the Program Supervisor, and submit it to Dean Garbaccio. Students may register for Judicial Externship at the time of registration, using the proper course number and title in the registration material, if they have by that time made arrangements with a judge and had their form approved. Students who have not made such arrangements by the time the registration materials are due should register for a full course load without the externship. They should then make their arrangements, obtain their approvals, and add the Judicial Externship using the Add/Drop process at the beginning of the semester.

ATTORNEY GENERAL EXTERNSHIPS

Students are selected for this program after a review of their resumes and their writing, and after interviews. Students wishing to enroll in the Attorney General Externship Program for the spring must submit a resume, a transcript, and a writing sample to Dean Walker no later than December 8, 2007. Dean Walker and the externship supervisor at the Attorney General's office will review these materials and select the students. Students may not enroll in the externship program until they have been selected. Students seeking to enroll in the Attorney General Externship program should enroll for a full load without the externship. If selected for an externship, they will enroll through the procedure for adding a course.

FEDERAL PUBLIC DEFENDER EXTERNSHIP:

This externship with the Federal Public Defender for the District of New Jersey places students in the Newark branch of the office. The externship is designed to increase a student's knowledge and insight of the criminal justice system through observation of and intensive interaction with attorneys, judges, and other personnel. It is also designed to further the students' understanding of criminal law and criminal procedure, and to assist them in developing a number of lawyering skills such as legal research and analysis, writing, interviewing, fact investigation, and the strategic use of evidence. The externship is offered in both the fall and spring semesters, and requires the student to spend 12-15 hours per week at the office to total 210 hours. Responsibilities include extensive research and writing on various issues relating to criminal law and criminal procedure, including preparation of pretrial motions, sentencing memoranda, and appellate briefs. At the conclusion of the externship, students must submit a minimum of 30 pages of their work for review both by the supervising attorney in the Federal Public Defender's Office and a faculty member. Students are also required to attend a minimum of four hours of classroom instruction conducted by the staff of the Federal Public Defender's Office during the semester in addition to meeting regularly with a faculty member. Students wishing to enroll in the Federal Public Defender Externship must submit a resume, a transcript, and a writing sample.

FIELD PLACEMENT

Placement in a governmental or non-profit legal services organization sponsored and inspected by a full-time member of the faculty.

IMMIGRATION & NATURALIZATION LAW EXTERNSHIP

The objectives of the immigration law externship program are to improve legal analysis and practice skills in the field of immigration law, through placement in either the Office of District Counsel of the Bureau of Citizenship & Immigration Services (formerly the INS) or the Immigrants Rights Program of the American Friends Service Committee, located in Newark. The externship is supplemented by seminars conducted by the law school's director of externships that will address subjects such as asylum, cancellation of removal, adjustment of status, 212(c) relief, the different types of visas, and immigration court procedure.

INTELLECTUAL PROPERTY EXTERNSHIP

Students are selected for this program after a review of their resumes and their writing, and after interviews.

Students wishing to enroll in the Intellectual Property Externship Program must submit a resume, a transcript, and a writing sample to Dean Walker no later than December 8, 2007. Dean Walker and the externship supervisor at the Office of Corporate Liaison and technology Transfers (New Brunswick) will review these materials and select the students. Students may not enroll in the externship program until they have been selected. Students seeking to enroll in the Intellectual Property Externship program should enroll for a full load without the externship. If selected for an externship, they will enroll through the procedure for adding a course.

NLRB EXTERNSHIPS

Externships at the National Labor Relations Board, for 3 credits, are supervised by Professor James Pope. Application requires a resume, a transcript, a writing sample, and several forms necessary for work with the Board. Students interested in enrolling for the spring semester must obtain an application packet from Professor Pope's secretary, and submit it to her (by mail or in person) no later than December 8, 2007.