



# FIELD PLACEMENT PROGRAM

REAL-WORLD EXPERIENCE

UNIVERSITY OF THE  
**PACIFIC**  
McGeorge School of Law

## STUDENT HANDBOOK & RULES



University of the Pacific, McGeorge School of Law

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## STATEMENT OF OBJECTIVES

Pacific McGeorge's mission is to prepare future members of the legal profession for responsible service in the many roles that lawyers perform in a rapidly changing world. Part of the School's balanced curriculum is skills training through field placements. Consistent with Pacific McGeorge's mission, the educational goals of the Field Placement Program are to give students who perform supervised legal work at approved government agencies, courts or non-profit entities the opportunity to:

- gain insight into the manner in which legal theory and principles learned in academic courses are applied to solve actual legal problems and controversies;
- develop practical skills in legal research, writing, negotiation, interviewing witnesses, and the many other tasks routinely undertaken by practicing lawyers;
- experience how ethical standards inform the practice of law;
- better understand the lawyer's role in our legal system, explore career interests in a variety of legal settings and begin to build a professional network; and
- learn to balance and satisfy the sometimes competing demands of supervisors and co-workers, as well as other work, study and personal obligations, while performing legal tasks or representing clients in a zealous and professional way.

Pacific McGeorge offers students a broad range of opportunities to engage in supervised practice and to exercise their emerging legal skills. For their part, students should give thoughtful consideration to their options by carefully reviewing the available field placements (see the *Directory of Field Placements*) to determine which placements best suit their interests. Students are invited to discuss field placement opportunities and choices with the Director of the Field Placement Program:

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E-Mail: [ctruden@pacific.edu](mailto:ctruden@pacific.edu)

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## COURSE DESCRIPTION

### STRUCTURE

The Field Placement Program is an experientially based, skills centered course offered after the first year of law school. Students who elect to participate in the Program earn law school credit while externing at approved government agencies, courts or non-profit entities. The Field Placement Program provides the only opportunity law students have to see and work with lawyers as they practice on a day-to-day basis, serving live-clients in an education-focused, yet real-world setting.

The Program has two primary components: (i) on-site legal work performed by students under the supervision of a field placement supervisor, and (ii) a required reflective component which consists of small groups of 6 to 12 students who meet in a group or communicate electronically periodically during the semester with each other and with a faculty member (the “Seminar Leader”). The Seminar Leader may require that students also keep a reflective journal or write periodic reflective essays. Finally, the Seminar Leader may require that students turn in a written work product completed at the placement or an appropriate alternative writing sample prepared after consultation with the Seminar Leader. In addition, students may have a pre-placement interview with the Director of the Field Placement Program (the “Director”) before the semester begins, and attend a mandatory orientation meeting scheduled early in the semester. At the end of the semester, students must complete an evaluation of the field placement, the field placement supervisor, the seminar and the Seminar Leader, and schedule an exit interview with the Director.

Students in non-judicial placements typically earn three units of pass/fail credit while working at the placement for a total of 150 hours during the semester, participating in the reflective seminar and completing the other requirements mentioned in this section. Subject to certain academic restrictions, half-time and full-time judicial externships are also available in the California Supreme Court or Court of Appeal, or in various United States Courts. Other full-time externships for eligible students in distant locations such as Washington D.C. or overseas are also available. Additional information about the Program’s alternatives and requirements is set forth in the remaining sections of this Booklet.

## **PRE-PLACEMENT MEETING WITH THE DIRECTOR**

Prior to enrolling in a field placement course, each student should meet with the Director to assess the educational experience the student is seeking, and to identify field placements which are most likely to be responsive to the student's interests. Each student should bring a current résumé to the pre-placement meeting, and should prepare for the meeting by reviewing the *Directory of Field Placements* (copies of the *Directory* are available on the Pacific McGeorge TWEN site or in the Field Placement Program Office) to identify those placements which seem interesting. At the pre-placement meeting the Director will provide additional information on each placement selected by the student, and may suggest other placements, as well as describing the Program's objectives and rules, and answering student questions.

## **STUDENT INTERVIEWS**

The Field Placement Program Office (the "Field Placement Office") will send the student's résumé to the field placements selected by the student. If the placement has extern slots available, and is interested in the student after reviewing the student's résumé, someone from the placement will contact the student directly to set up an interview. Students should prepare for the interview by doing a little additional research about the agency or entity, and should also consider questions that they want to have answered to help them evaluate whether the placement is likely to provide a good fit. In addition, students are welcome to review copies of field placement evaluations completed by students who previously externed at the site, and site visit reports prepared by the Director, all of which are available in the Field Placement Office. Those resources give students a good overall picture of the placement, but in the end, only the individual student can tell whether the placement is right for him or her.

## **COURSE ENROLLMENT AND WORK SCHEDULE**

When an externship offer has been accepted by a student, the student should return to the Field Placement Office to complete a *Field Placement Enrollment Form*, which must be filed by the Field Placement Office in the Registrar's Office before the student can start working for credit. After registration has been completed and all of the student's other classroom obligations for the semester are fixed, the student should contact the field placement supervisor to reach a final agreement regarding the dates and times the student will work.

## **ORIENTATION MEETING**

All students enrolled in a field placement must attend a mandatory orientation meeting at the beginning of the semester. See Appendix A.

## **PLACEMENT WORK REQUIREMENTS**

### **Standard Placements**

Students in standard field placements typically earn 3 units of pass/fail credit for 150 hours of on-site work (11 hours a week) during the semester. If the request is made when the student enrolls, the Director may occasionally approve a student's request to increase the number of units earned to 4 (requiring 200 hours of on-site work during the semester) or to decrease the number of units to 2 (requiring 100 hours of on-site work during the semester), but only if the field placement supervisor agrees to the change.

### **Full-time and Half-time Placements**

With approval described below, students may elect either a half-time or a full-time externship in a court, government agency or non-profit organization.

Students enrolled in a half-time externship will perform on-site legal work under the supervision of a field placement attorney or judge the equivalent of 20 hours per week during an entire semester or summer session (normally 280 or more total hours) and must also satisfactorily complete a contemporaneous, reflective seminar/tutorial, for which they will normally earn 7 units of pass/fail credit.

Students enrolled in a full-time externship will perform on-site legal work under the supervision of a field placement attorney or judge the equivalent of 40 hours per week during an entire semester (normally 560 or more total hours) and must also satisfactorily complete a contemporaneous, reflective seminar/tutorial for which they will normally earn 14 units of pass/fail credit. With the approval of their faculty supervisor, students who are enrolled in a full-time externship may elect to complete an academic component for two units of graded credit (while receiving 12 pass/fail units for their field-work).

Unless waived, students who wish to enroll in a half-time or a full-time externship must complete pre-placement interviews with the Director of the Field Placement Program and the Assistant Dean for Student Affairs before applying to placement sites and, in any event, a student's enrollment in either a half-time or a full-time externship must be approved by those administrators and

by the Associate Dean for Academic Affairs. Many of the judicial externships have class rank requirements. Other externships may have similar restrictions. Generally, half-time or full-time externships are recommended only for students in the top half of their class. (7 p/f units for half-time; 14 p/f, or 12 p/f units and 2 graded units, for full-time.)

### **Time Sheets**

Students must prepare time sheets which document the time spent working at the field placement. Time sheet forms are available at the Field Placement Office and are also available on the internet at the McGeorge website. The time sheets should report the time spent on each activity, and should also explain the general nature of the assigned task: e.g., specific area of research, writing, or court appearance. The student's field placement supervisor should verify this record of time and assigned tasks by initialing each time sheet. Time sheets must be turned in to the Field Placement Office at the end of the semester. Students cannot count commute time to and from their regular placement site.

### **SEMINAR**

**Although full participation in the reflective component is mandatory, each Seminar Leader will determine the seminar requirements for his or her section.** Some Seminar Leaders may require that students enrolled in field placement courses attend a minimum of four mandatory face-to-face seminar meetings held on a day and time during the semester selected by the Seminar Leader. Students should contact the Field Placement Office if they do not receive a notice setting forth the seminar meeting dates and locations by the second week of the semester. Other Seminar Leaders may require that students use TWEN to complete required readings and guided reflections, with internet postings required on or before specified dates during the semester. Finally, some Seminar Leaders may require a combination of face-to-face seminar meetings, individual meetings and guided reflections.

### **REFLECTIVE JOURNAL**

The Seminar Leader may require that students keep a reflective journal with entries made regularly throughout the semester, or write reflective essays on a periodic basis. In either case, the Seminar Leader will provide additional information and instructions to help students fulfill the reflective journal/essay requirement. The Seminar Leader may also give students outside resource material to further describe the journaling process.

## **WRITING SAMPLE**

The Seminar Leader may require that students turn in a writing sample, completed at their field placement. Before turning in the writing sample, students should obtain the field placement supervisor's consent and if confidential information is contained in the writing sample, the sample should be redacted to delete that information before it is removed from the placement site. If the student is not called on to produce substantive writing at the placement, or is not allowed to circulate a copy outside the placement site, the student must consult with his or her Seminar Leader to select and prepare an appropriate alternative to the placement writing sample. As noted above, the Seminar Leader may also assign writing projects, such as reflective journals, separate and apart from the writing sample produced at the placement site.

## **STUDENT EVALUATION AND EXIT INTERVIEW**

At the end of the semester, each student must complete a Student Evaluation of (i) the placement and field placement supervisor, and (ii) the Seminar Leader, seminar and overall program. Evaluation forms are available in the Field Placement Office, and a copy of the student evaluation form is also reproduced on page 10 of this Booklet. Students should return their completed evaluations to the Director at the exit interview. Each student must meet with the Director at the end of the semester to discuss the individual placement, the related seminar and the Field Placement Program. Students should contact the Field Placement Office to schedule an exit interview during the last four weeks of the semester.

## **GRADING**

With the exception of the graded component, if any, for full-time judicial externships, all field placement courses are graded pass, pass w/honors, fail, or no credit. The grade for full-time judicial externs who have elected to have a 2 unit graded component will be based on a significant paper prepared by the student after consultation with his or her Seminar Leader. As with other courses, at the beginning of the semester students enroll to earn a specific number of units and may not decrease or increase the number of units without the Director's approval. A student who fails to complete the placement work requirement by the end of the semester may request that an "Incomplete" be entered as a grade, and continue to work at the placement until the required number of work hours have been completed (however, all of the placement work hours must be completed by the end of the following semester).

At the end of the semester, the Field Placement Office asks the field placement supervisors to complete an evaluation of each student's performance, which is then returned to the Seminar

Leader (a copy of the supervisor evaluation form is reproduced on pages 11-13 of this Booklet). The field placement supervisors and the Seminar Leaders each assign a grade to the student (pass/pass with honors/fail). If they assign different grades and are unable to resolve their disagreement, the student receives the grade given by the Seminar Leader. Each student should review his or her own evaluation after it has been completed and returned to the Field Placement Office.

In order to receive a final grade of other than “Incomplete” at the end of the semester, all placement work hours must be complete, all documents (i.e., time sheets, writing sample, and student evaluations) turned in and all other requirements completed by the dates set forth in Appendix A.

If the student receives an “Incomplete,” it will be converted to the final grade the student has earned when the student has completed the placement work hours and all other requirements, unless the student does not complete the requisite number of hours and other requirements by end of the following semester (when the “Incomplete” will be converted to a final grade of “No Credit” or “Fail”).

## MISCELLANEOUS RULES

### ELIGIBLE STUDENTS

Field placement courses are open to students who have satisfactorily completed their first year courses and are not on academic probation. Some placements require that students have completed or be enrolled in specified prerequisite courses. The *Directory of Field Placements* lists any prerequisite courses, as well as any special application requirements.

### ENROLLMENT CONDITIONS AND RESTRICTIONS

Students who want to enroll at the same field placement for a second or subsequent semester must obtain a letter from the field placement supervisor documenting the supervisor's commitment to assign different and more advanced or complex work from that given to the student during the prior semester. Students may not enroll in more than one clinical course during a semester, absent exceptional circumstances. In rare instances, the Director may exempt a student from the operation of this rule. A student may not receive compensation from a field placement, including work study funds, while the student is working in that placement to earn units. This rule applies even if the compensated work and the course work are performed in distinct sections of the field placement, and regardless of the physical distance or organizational separation of the sections. Pacific McGeorge rules provide that each student must complete a required number of graded units and total units to graduate, and each student is responsible for monitoring the total number of pass/fail units received, so that those graduation requirements are fulfilled.

### ETHICS AND CONFIDENTIALITY

Students must adhere to the *Rules of Professional Conduct* of the State Bar of California (see [http://www.calbar.ca.gov/state/calbar/calbar\\_generic.jsp?cid=10158&id=3422](http://www.calbar.ca.gov/state/calbar/calbar_generic.jsp?cid=10158&id=3422)). **It is particularly important that office and client confidences be maintained.** Students must be extremely careful not disclose any information that attorneys at the placement site consider to be confidential, whether as attorney work product or otherwise, or which might breach an attorney-client privilege.

### INCIDENTAL COSTS

Incidental costs such as parking and transportation are not reimbursed by the School. However, the City of Sacramento offers a discounted parking program to externs who work within Sacramento's downtown business district. Please request information about this program from the Field Placement Office if your placement site is located in downtown Sacramento.

## CERTIFIED LAW STUDENT

Participation in some field placement courses requires that the student be certified by the State Bar of California pursuant to its Practical Training of Law Students Program. Students who expect to appear in court or to interact with private, non-governmental clients should check with their field placement supervisor to determine whether certification is appropriate. Only students who meet the following qualifications can be certified:

- a. Have successfully completed one full year of studies (minimum 270 hours) at a law school accredited by the ABA or the State Bar of California.
- b. Have been accepted into, and enrolled in, the second or higher year of law school and be in good academic standing.
- c. Have either successfully completed or be currently enrolled in and attending courses in evidence and civil procedure.

The student must attest on the application that he or she meets the above requirements and has read, is familiar with, and will abide by the California State Bar *Rules of Professional Conduct* and the Rules Governing the Practical Training of Law Students. The initial certification fee is \$55, which must be submitted with the required application forms. Students seeking certification should allow up to four weeks for the completion of the process. Application forms are available in the Field Placement Office or on the internet ([calbar.ca.gov](http://calbar.ca.gov)).

Placement \_\_\_\_\_ Placement Supervisor \_\_\_\_\_

Seminar Professor \_\_\_\_\_ Semester \_\_\_\_\_

*McGeorge's highest priority is to provide excellent instruction and support for students. The school, your professor and other students use your responses for evaluation and improvement. Please take the time to provide your information.*

**1=Excellent 2=Good 3=Satisfactory 4=Substandard 5=Poor**

**PLACEMENT & SUPERVISOR**

- 1. Ability to relate to students ..... \_\_\_\_\_
- 2. Ability to provide interesting, meaningful assignments ..... \_\_\_\_\_
- 3. Ability to monitor workload and respond adequately and clearly to questions..... \_\_\_\_\_
- 4. Ability to provide constructive feedback..... \_\_\_\_\_
- 5. Ability to communicate ethical issues and standards ..... \_\_\_\_\_
- 6. Accessibility ..... \_\_\_\_\_
- 7. Overall quality of supervision ..... \_\_\_\_\_

What were the weaknesses of this placement?

\_\_\_\_\_  
\_\_\_\_\_

What were the strengths of this placement?

\_\_\_\_\_  
\_\_\_\_\_

Do you believe the placement gave you a better understanding of the practice of law, and enhanced your ability to begin practice or find a job after graduation? Please explain.

\_\_\_\_\_  
\_\_\_\_\_

Would you recommend this placement to other students? Y  N

Did the placement program meet your expectations? Y  N

Overall evaluation of the placement ..... \_\_\_\_\_

**SEMINAR PROFESSOR**

- 1. Professor's mastery of the subject matter ..... \_\_\_\_\_
- 2. Professor's knowledge of your placement and the challenges you faced..... \_\_\_\_\_
- 3. Professor's ability to encourage thoughtful reflection about your experience ..... \_\_\_\_\_
- 4. Professor's ability to keep students involved in meaningful discussions ..... \_\_\_\_\_
- 5. Professor's responses to your written work products, journal entries, or papers ..... \_\_\_\_\_
- 6. Overall evaluation of the Professor ..... \_\_\_\_\_

**SEMINAR AND GENERAL PROGRAM**

- 1. Value of information provided by other students ..... \_\_\_\_\_
- 2. Value of journal or assigned papers ..... \_\_\_\_\_
- 3. Degree to which seminars helped you to reflect on your work experience ..... \_\_\_\_\_

What could your professor do to better assist you in learning from your field placement? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What could the Field Placement staff do to improve the program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**Writing Skills** SCORE = \_\_\_\_\_

Does the student use proper grammar, spelling, and citation format? Does the student appreciate the differences in style among the different forms of legal writing (e.g. analytical for memoranda, argumentative/advocative for motions/pleadings)? Is the student's work well organized, concise, and clear?

**Legal Knowledge** SCORE = \_\_\_\_\_

Has the student demonstrated adequate familiarity with basic concepts of the applicable law and procedure? Is the student adept at grasping legal problems and at fashioning solutions to them independently? Have you seen progress in these areas?

**Oral Skills/Advocacy** SCORE = \_\_\_\_\_

Is the student able to communicate clearly concerning legal matters? Is the student able to 'think on his or her feet' and respond to extemporaneous questions? Is the student able to communicate in a manner appropriate to the particular audience (e.g., clients, supervising attorneys, staff, judges, etc.) If the student has appeared in court, how would you describe his or her demeanor and efficacy in communicating in the courtroom?

**Attitudes and Work Habits** SCORE = \_\_\_\_\_

Does this student seem eager to learn? Does s/he accept constructive criticism? Is s/he diligent? Has the student's attendance, punctuality, industriousness, and attention to detail been satisfactory?

**Professionalism** SCORE = \_\_\_\_\_

Has the student demonstrated maturity, good judgment and sensitivity in interactions with other staff, attorneys, judges, clients?

**Ethical Concerns** SCORE = \_\_\_\_\_

Does the student recognize ethical problems as they arise, and deal with them appropriately?  
Does s/he seem properly reflective concerning the ethics of judicial decision making or practice?  
Has s/he properly conformed with confidentiality protocols? If applicable: Is s/he able to advocate zealously on a client's behalf while operating within ethical norms?

**What advice do you have for this student for his/her future professional development?**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Return To: Field Placement Program**  
**Address: 3200 Fifth Avenue, Sacramento, CA 95817**  
**Phone: 916-739-7188**  
**Fax: 916-739-7363**  
**E-Mail: [sacexternships@pacific.edu](mailto:sacexternships@pacific.edu)**

This evaluation form was developed and adopted for use by the Bay Area Consortium on Externships (BACE). Participating schools: Golden Gate University, Santa Clara University, Stanford University, UC Berkeley, UC Hastings, University of the Pacific/McGeorge, and University of San Francisco

## **PACIFIC MCGEORGE GRADING STANDARD – (RULE 202B)**

“Honors/Pass/No Credit/Fail” Electives. In those courses designated as “honors/pass/no credit/fail,” the following grading standards will apply:

1. “Honors” will be awarded for work performed at a superior level.
2. “Pass” will be awarded for work performed at an acceptable level.
3. “No Credit” will be given for work performed at the “C”, “C-”, “D+”, “D” levels. (Revised 4/30/85; Revised 3/20/96)
4. “Fail” will be given to students whose work in the course was at the failing (“F”) level.
5. Students earning the grade of “No Credit” or “Fail” will not receive unit credits for the course. (Revised 4/23/93)

## APPROVED FIELD PLACEMENT SITES

The following government agencies, courts and non-profit entities have been approved by Pacific McGeorge to accept students enrolled in the Field Placement Program. Please refer to the latest edition of the Directory of Field Placements, which is available on the Pacific McGeorge website or in the Field Placement Office, for a complete description of each placement. The following list and the Directory are subject to change since current placements undergo continuing review and new agencies may be approved as field placements. Occasionally a student may ask the Director of the Field Placement Program and the Associate Dean for Academic Affairs to approve a one-time special placement in a government agency or non-profit entity which is not included in our pre-approved field placement list, and such a request will normally be approved if the agency or entity is willing to give the student supervised legal work which will further his or her law school education.

### **Administrative Law – Course #950**

Office of Administrative Hearings  
 Public Employment Relations Board  
 Institute of Administrative Justice, California Parole Advocacy Program

### **Business and Tax Law – Course #951**

Attorney General - Business and Tax  
 California Public Employees' Retirement System  
 Department of Corporations - Enforcement Division  
 Department of Insurance - Sacramento Enforcement Bureau  
 Department of Real Estate  
 Franchise Tax Board  
 Internal Revenue Service, Office of Chief Counsel  
 State Board of Equalization - Tax Appellate Program  
 U.S. Department of Justice - Office of the United States Trustee

### **Criminal Justice – Course #952**

Attorney General – Various Sections  
 California District Attorneys Association  
 Central California Appellate Program  
 Criminal Justice Legal Foundation  
 District Attorney – Various Counties

Office of the Federal Defender  
Office of the Judge Advocate General (JAG) – Travis Air Force Base  
Public Defender – Various Counties  
United States Attorney – Criminal Division

**Environmental Law – Course #953**

Attorney General – Various Sections  
California Environmental Protection Agency  
California Natural Resources Agency  
California State Lands Commission  
Department of Fish and Game  
Department of Parks and Recreation  
Department of Water Resources  
U.S. Department of the Interior  
U.S. Department of Justice

**General Civil Law – Course #954**

Attorney General – Various Sections  
California Emergency Management Agency  
City Attorney – Various Cities  
County Counsel – Various Counties  
Department of Corrections and Rehabilitation  
Department of Education  
Department of Fair Employment and Housing  
Fair Political Practices Commission  
National Lawyers Guild  
Pacific Justice Institute  
Pacific Legal Foundation  
United States Attorney – Civil Division

**Health Law – Course #955**

Attorney General – Health, Education & Welfare  
Department of Health Care Services  
Department of Managed Health Care  
Department of Public Health  
Department of Social Services  
U.C. Davis Health System – Legal Affairs Department

**Judicial – Course #956**

Superior Court of California  
United States Bankruptcy Court  
United States Court of Appeals, Ninth Circuit  
United States District Court

**Public Interest Law – #957**

California Rural Legal Assistance, Inc.  
Disability Rights California  
Legal Services of Northern California  
Sacramento Child Advocates  
State Board of Equalization – Tax Appeal Assistance Program

**Special Clinical Externship – Course #958**

Special Clinical Externship

**Government Practice – Course #959**

Attorney General – Licensing  
Department of Insurance – Government Law Bureau  
Department of Personnel Administration  
Governor’s Office of Legal Affairs

**Legislative Process – Course #960**

California Legislature – Assembly Committee on Judiciary  
Department of Managed Health Care - Office of Legal Services

**Full-Time Externship – Course #961**

Including Judicial Externship

Additional opportunities available through the Field Placement Office

## FIELD PLACEMENT PROGRAM APPENDIX “A”

### **ORIENTATION MEETING:**

All students enrolled in a field placement must attend a mandatory orientation meeting at the beginning of each semester. The orientation meetings for the 2010/2011 school year will be held on the following dates: Students will be notified by e-mail of the orientation date, time and location.  
Fall 2011.

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*Judicial Placements*

Monday, August 15, 2011

9:00 a.m. - 4:00 p.m.

Location TBD

Please check in by 8:45

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*Non Judicial Placements*

To be announced

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Spring 2011

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*Judicial Placements*

Monday, January 9, 2012

9:00 a.m. - 4:00 p.m.

Location TBD

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*Non Judicial Placements*

To be announced

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Summer 2011

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*Non Judicial*

Time and Location TBD

### **FALL 2011 SEMESTER DEADLINE DATES:**

Pre-Placement Meetings..... June 6 – July 8, 2011

Registration Deadline ..... August 5, 2011

### **SPRING 2012 SEMESTER DEADLINE DATES:**

Pre-Placement Meetings..... September 6 – October 21, 2011

Registration Deadline ..... December 16, 2011

### **GRADING DATES:**

In order to receive a final grade of other than “Incomplete” at the end of the semester, all placement work hours must be complete, all documents (i.e., time sheets, and evaluations) turned in and all other requirements completed by the following dates for the 2010/2011 academic year:

December 2, 2011 for the Fall 2011 Semester

April 27, 2012 for the Spring 2012 Semester

July 27, 2012 for the Summer 2012 Semester

## WHEN AND HOW TO APPLY FOR A PLACEMENT

You should normally contact the Field Placement Program Office early in the semester before the semester in which you want to extern begins. However, some agencies have much earlier cut-off dates for receiving applications. For example, we must send student résumés to the U.S. Attorney's Office at least 12 weeks before the beginning of the semester. Although we forward late applications, the agencies may refuse to accept them, or may have filled their positions by the time we submit your résumé (or you may have to delay starting work until you have been selected or until your background check has been completed).

You should schedule a pre-placement interview with Colleen Truden, Director of the Field Placement Program, by contacting the main office at (916) 739-7188 or E-mail: [sacexternships@pacific.edu](mailto:sacexternships@pacific.edu) or Denai Burbank, Administrative Assistant, at (916) 739-7188 or E-mail: [dburbank@pacific.edu](mailto:dburbank@pacific.edu). Before the interview, you should read the *Field Placement Program Student Handbook & Rules* booklet, which is available on the TWEN site at [FIELD PLACEMENT PROGRAM: GENERAL PROGRAM INFORMATION, OFFICE HOME AND CALENDAR](#) or in hard copy in the Field Placement Program Office, to become familiar with the application procedure and the requirements of the Program. You should also review the placement sites described in this *Directory* so you will have an idea of where you want to do your externship. Please bring a copy of your résumé to the interview, since it will be sent to the agencies you select after discussing your interests with the Director. You may be asked to an interview at one or more of the agencies you choose. Although the Field Placement Program personnel will do everything they can to help you, a placement cannot be guaranteed—the decision to offer an externship to a student lies with the field placement site, just as the final decision to accept an offer lies with the student.

When you have been accepted by, and agree to work for, an approved placement site, you must stop by the Field Placement Program Office to complete a *Field Placement Course Enrollment Form*, which will be signed by the Director and forwarded to the Registrar. After your class schedule for the coming semester is fixed, you should contact your field placement supervisor to agree on the days and times you will work at the placement site. If you expect to appear in court or to interact directly with non-governmental clients, you may also need to send a certified law student application to the State Bar of California. You should do that as soon as you have accepted the externship offer since the process takes approximately three weeks.