

# EMPIRE COLLEGE SCHOOL OF LAW

## CLINICAL EDUCATION PROGRAM

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### A WORD ABOUT THE CLINICAL EDUCATION PROGRAM

1. Clinical Education is available to **third and fourth year** students who have approval from either the Clinical Education Supervisor or the Dean.
2. The student must submit the “Application and Proposal” document describing intended work to the Clinical Education Supervisor for approval. The application is normally submitted to the Clinical Education Supervisor at the first Clinical Education meeting.
3. The student has the option to register with the California State Bar through the Practical Training of Law Students Program. (Forms are available in the office).
4. One (1) hour of credit is granted for each 48 hours of participation.
5. Up to (5) units of credit are granted for participation in the program. The maximum units per academic year is three (3) units.
6. In order to receive credit for your internship, at the conclusion of each semester, the student must submit the following:
  - Completed Supervisor's Evaluation- (Note: the supervising attorney must submit an evaluation report on forms provided by the Empire College School of Law.)
  - Completed Student's Evaluation
  - Proof of Hours Worked
  - Approved Writing Sample
7. Approved clinical education units will be charged the same tuition rate as all other academic units.

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## GUIDELINES FOR SUPERVISORS OF CLINICAL EDUCATION STUDENTS

The attorney who undertakes the supervision of clinical students directly participates in the legal education of the student. This undertaking requires commitment and agreement to expend the time necessary to analyze and evaluate the student's work. The following guidelines have been prepared by Empire College School of Law to assist you in meeting the School's requirements.

The School of Law permits students in good standing to earn academic credit for legal work performed in an office, in court, and/or in the legal department of a government agency. The organization must agree to accept full responsibility for the student, designate a specific supervisor to whom the student must answer, and evaluate the student's performance for the student and the Law School.

Forty-eight (48) hours of clinical work must be performed for each unit of academic credit awarded. Students may earn up to five (5) units of clinical education, with no more than three (3) units being awarded in any given academic year.

### **SUPERVISION**

1. Students working in clinical or extern programs are expected to receive the **personal supervision** of a practicing attorney or judge. There must be an attorney to whom the student is primarily responsible and who regularly reviews his or her work to see that it meets the standards of the profession and of the particular office.
2. The school of Law expects the research and writing skills of the student be evaluated. Guidance should be given so the student may learn the quality of work demanded of the competent practitioner working in the area of law involved.
3. Supervisors should exercise their sound consideration on whether and to what extent students should participate in giving advice to, or representing, clients.

For information on specific State Bar rules in this area, supervisors should contact the State Bar of California.

4. At the conclusion of the semester, the supervisor will be asked to evaluate the student on forms provided by the School of Law. We ask that this be objective and based on the quality of the work done. Only by receiving accurate evaluation can we better prepare students for clinical positions in the future and determine whether the particular student's

A "No-Credit" designation is the equivalent to a grade of C- or lower and shows that the student has done unsatisfactory work. A "credit" is equivalent to a C or above and indicates work demonstrating at least minimal acceptable competence in successfully completing the assigned tasks.

### **ASSIGNMENTS**

1. Students should be given professional assignments, i.e. an assignment that would be given to a new attorney, rather than to an office assistant, secretary, or paralegal. It is therefore, anticipated that students will not normally be called upon to do typing or office filing, nor will a substantial amount of their work involve merely summarizing depositions.
2. The students should be given assignments reflecting the variety of work done in the office both as to procedural and substantive areas of law.
3. Where feasible, the student should be allowed to observe or participate in client interviews and court or administrative appearances.

### **OTHER CONSIDERATIONS**

Working with a practicing attorney or judge is often the most stimulating experience in a student's law school career; the enthusiasm felt in this type of work carries over into the student's other courses. We encourage supervisors to acquaint the student on an informal basis, with the practical demand of practice in terms of time, economics, office management, etc.

Finally, should a problem occur during the semester with a student's performance, punctuality, or attitude, the supervising attorney should contact either the Assistant to the Dean or the Dean of the Law School at 707/ 546-4000. The School of Law is willing to work with the supervising attorney and to assist him or her in any way possible so that accepting clinical students will be a rewarding and profitable experience for student and supervisor alike.

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**APPLICATION AND PROPOSAL**

Name \_\_\_\_\_ Student ID No \_\_\_\_\_

Class of \_\_\_\_\_

Name and type of agency where clinical education will be performed:

Address of Agency: \_\_\_\_\_

Name of Direct Supervisor: \_\_\_\_\_

Supervisor's Direct Telephone Number: \_\_\_\_\_

**SUPERVISOR MUST SIGN THE FOLLOWING:**

I have received, read, and agree to abide by the Empire College School of Law Guidelines for Supervisors of Clinical Education Students

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

What is the nature of the work you will be doing? \_\_\_\_\_

Date you will begin: \_\_\_\_\_ Units of Credit Requested: \_\_\_\_\_

Total of Previous Clin Ed Units: \_\_\_\_\_

Credit to be given for \_\_\_\_\_ semester, 200\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

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**FOR LAW SCHOOL OFFICE USE ONLY**

APPROVED BY:

\_\_\_\_\_  
Dean or Clinical Education Supervisor

\_\_\_\_\_  
Date

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**SUPERVISOR'S EVALUATION OF STUDENT**

Name of Student: \_\_\_\_\_

Supervising Judge/Attorney: \_\_\_\_\_

Time Period Covered: \_\_\_\_\_

Total Number of Hours Worked During the Period: \_\_\_\_\_

This is a learning experience for the student. Please take the time to evaluate the student by answering the following questions:

1. How would you rate the student's ability to get along and work with the office staff?
  
  
  
  
  
  
  
  
  
  
2. How would you rate the student's professional attitude and overall appearance?
  
  
  
  
  
  
  
  
  
  
3. Does the student possess the ability to assume responsibility and to perform within a deadline?

4. How did the student approach tasks? Describe your impression of the student's standards for work production.
  
5. What is your opinion of the student's knowledge and understanding of the law?
  
6. Was the student able to interpret, apply, and organize facts in written form?
  
7. If applicable, was student professional in conducting interviews with clients?
  
8. Is there a course that you feel should be required of the student that would enhance the student's effectiveness if it were taken during the time he or she is with your organization?
  
9. Overall, how would you rate the student and the quality of work involved?

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Supervising Attorney/Judge

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Date

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EVALUATION BY STUDENT

Name of Student: \_\_\_\_\_

Supervising Agency/Firm: \_\_\_\_\_

Address of Agency/Firm: \_\_\_\_\_

Telephone of Agency/Firm: \_\_\_\_\_

Semester and Year Covered: \_\_\_\_\_

PLEASE ANSWER THE THREE QUESTIONS THAT FOLLOW IN DETAIL.

1. Describe the kinds of cases on which you worked.

2. Please describe the accessibility of judges, clerks, and/or attorneys for questions, criticism, and/or observations.



3. Please describe the hours spent performing research and writing tasks v. the hours spent observing, the volume of work and other general comments.