

UNIVERSITY OF MEMPHIS SCHOOL OF LAW EXTERNSHIP PROGRAM
ANTICIPATED SUMMER 2015 EXTERNSHIP FIELD PLACEMENTS

JUDICIAL EXTERNSHIPS – U.S. COURTS (2 Credits/16 hours per week)

- U.S. District Court for the Western District of TN (includes Magistrate Judges)
- U.S. Bankruptcy Court for the Western District of TN
- U.S. Immigration Court

JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS (2 Credits/16 hours per week)

- Tennessee Supreme Court
- Tennessee Court of Criminal Appeals
- Shelby County Circuit Court

SUMMER HONORS PROSECUTION EXTERNSHIP (4 Credits/32 hours per week)

- Shelby County District Attorney General's Office*

CRIMINAL JUSTICE EXTERNSHIPS

- U.S. Attorney's Office* (3 Credits/24 hours per week)
- Federal Public Defender's Office* (2 Credits/16 hrs per wk)
- Shelby County Public Defender's Office* (2 Credits/16 hrs per wk)

MUNICIPAL GOVERNMENT EXTERNSHIPS (2 Credits/16 hours per week)

- Memphis City Attorney's Office (Litigation Unit)
- Memphis City Attorney's Office (Transactional Unit)
- Memphis City Attorney's Office (Anti-Blight Litigation Unit)
- Memphis Shelby County Airport Authority*
- Memphis Housing Authority – Legal Department

HEALTH LAW EXTERNSHIPS

- St. Jude Children's Research Hospital* (4 Credits/32 hours per week)
- Baptist Memorial Healthcare Corporation* (3 Credits/24 hours per week)
- Regional One Health* (3 Credits/24 hours per week)
- Shelby County Public Health Department (2 Credits/16 hours per week)

ADMINISTRATIVE AGENCY EXTERNSHIPS

- Equal Employment Opportunity Com'n (Hearings Unit) (3 Credits/24 hrs per wk)
- Tennessee Dept. of Env'n't and Conservation* (Nashville) (3 Cdto/24 hrs per week)

LEGISLATIVE EXTERNSHIPS

- Tennessee Senate Judiciary Committee (Nashville) (2 Credits/16 hrs per week)
(PENDING FACULTY CONSULTATION)

COMMUNITY LEGAL OFFICE EXTERNSHIPS (2 Credits/16 hours per week)

- Memphis Area Legal Services (MALS)
 - Consumer Unit
 - Domestic Violence Unit
 - Fair Housing Center
 - Senior Benefits Unit
 - Tax Unit
- Memphis Immigration Advocates
- Legal Aid of Arkansas

EDUCATION/IN-HOUSE EXTERNSHIPS

- Teach for America, Inc. – Office of Legal Affairs (2 Credits/16 hours per week)
- University of Memphis Office of University Counsel (2 Credits/16 hours per week))
- University of Memphis Office of Athletic Compliance (2 Credits/16 hrs per week))

*For detailed descriptions of each field placement, please go to
<http://www.memphis.edu/law/experiential/fieldplacement.php>*

SUMMER 2015 EXTERNSHIP PROGRAM – FIELD PLACEMENT DESCRIPTIONS

JUDICIAL EXTERNSHIPS – U.S. COURTS

U.S. District Court for the Western District of Tennessee U.S. Bankruptcy Court for the Western District of Tennessee

Students are placed as externs in the United States Courts for the Western District of Tennessee. Each student is assigned to the chambers of a U.S. District Court Judge, a U.S. Magistrate Judge, or a U.S. Bankruptcy Court Judge. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with Court staff and observing in the courtroom. Responsibilities vary from chambers to chambers, but have in common an emphasis on legal research and writing, including the preparation of bench memoranda, and assistance with pretrial, trial and post-trial motions and judicial opinions. Externs gain broad exposure to litigation strategies and advocacy skills, as well as trial court practice and procedure.

Credits Offered: 2 Credits (16 hours per week)

Course Prerequisites/Co-Requisites: Criminal Procedure, Evidence.

Preferred Course(s) (satisfied by prior or concurrent enrollment):

For Bankruptcy Court Judges –Debtor-Creditor and/or Problems in Bankruptcy

Note: For students interested in the U.S. Bankruptcy Court field placement, Judge Latta convenes (consumer cases) court on Thursday mornings at 9:30 and (business or asset cases) every other Wednesday morning at 10:00. Two of the other U.S. Bankruptcy Court Judges convene court on Tuesday mornings.

Executive Office of Immigration Review/U.S. Immigration Court (Memphis)

The jurisdiction of the United States Immigration Courts includes all matters brought before the Court by the Department of Homeland Security. The immigration judges at the Memphis Immigration Court preside over formal immigration hearings to determine whether aliens are deportable, excludable, inadmissible or removable from the United States. In addition, the judges have jurisdiction to consider applications for various forms of discretionary and mandatory relief, including various waivers, adjustment of status, cancellation of removal, asylum, withholding of removal, and protection under the U.N. Convention Against Torture.

This externship will require a commitment of ten hours per week for the length of the fall semester. Externs will engage in in-depth research and analysis of legal issues, as well as preparation of legal memoranda for the immigration judges. Externs will also have opportunities to draft decisions that will be taken under advisement by the immigration judges and that may later be used as writing samples. Externs can expect to develop research and writing skills as well as an understanding of immigration law and procedure as it relates to removal and deportation issues. In addition, they will be able to observe a variety of matters brought before the Court. Externs will work under the supervision of the Court's Judicial Law Clerk but will have substantial interaction with the Immigration Judges.

Credits Offered: 3 Credits (24 hours per week)

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Course Prerequisites/Co-Requisites: Evidence.

Preferred Course(s) (satisfied by prior or concurrent enrollment): Prior or concurrent enrollment in Immigration Law

JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS

Tennessee Appellate Courts

Students are placed as externs in a Tennessee Appellate Court. Each student is assigned to the chambers of a Tennessee Supreme Court Justice, a Tennessee Court of Appeals judge, or a Tennessee Court of Criminal Appeals Judge. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with the Judge and court staff and through observation in the courtroom. Responsibilities vary from chambers to chambers, but have in common an emphasis on legal research and writing, including the preparation of bench memoranda and judicial opinions. Externs gain broad exposure to various appellate advocacy skills as well as appellate court practice and procedure.

Credits Offered: 2 Credits (16 hours per week)

Course Prerequisites/Co-Requisites: Evidence, Criminal Procedure (for Tennessee Court of Criminal Appeals placement only).

Tennessee Trial Courts

Students are placed as externs in a trial-level court in Shelby County. Each student is assigned to the chambers of a Shelby County Circuit Court Judge or a Shelby County Chancery Court Chancellor. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with the Judge and court staff and through observation in the courtroom. Responsibilities vary from chambers to chambers, but have in common an emphasis on legal research and writing, including the preparation of bench memoranda, and assistance with pretrial, trial and post-trial motions and judicial opinions. Externs gain broad exposure to a various litigation strategies and advocacy skills, as well as trial court practice and procedure.

Credits Offered: 2 Credits (16 hours per week)

Course Prerequisites/Co-Requisites: Evidence.

IMPORTANT: Externs must be available on Friday mornings for Circuit Court Motions Dockets.

HONORS PROSECUTION EXTERNSHIP

Shelby County District Attorney General's Office

In this externship, summer students are placed in the Office of the Shelby County District Attorney General. Externs will also enroll in a once-weekly class seminar designed to focus on the substantive, procedural, and ethical issues arising in the day-to-day practice of a criminal prosecutor. Each extern is assigned to one of the many specialized units of the DA's Office and works under the supervision of a prosecutor within the assigned unit. Responsibilities assigned to externs include such tasks as researching and preparing pre-

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trial memoranda, responding to criminal defense motions, and contacting victims and witnesses regarding interviews, trial dates and various other matters. Externs also prepare trial exhibits, and observe felony jury trials. Externs will handle limited court matters (e.g., preliminary hearings) under the supervision of a supervising prosecutor, provided the extern is certified under Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

Credits Offered: 4 Credits (32 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence; Criminal Procedure.

Preferred Course(s) (satisfied by prior or concurrent enrollment): Trial Advocacy

Background Check: Students must be able to pass a rigorous background check that will grant them a security clearance to work in this office

Restriction: Externs placed with the Shelby County DA's Office MAY NOT engage in concurrent employment or volunteer work during the field placements semester.

CRIMINAL JUSTICE EXTERNSHIPS

United States Attorney's Office

In this externship, students are placed in the United States Attorney's Office for the Western District of Tennessee. The United States Attorney's Office serves as the principal litigator for its judicial district and is responsible for coordinating multiple agency investigations within the district. The United States Attorney's Office prosecutes violations of federal criminal statutes, defends the government in civil actions, seeks enforcement of a variety of civil enforcement statutes, and institutes proceedings for the collection of fines and penalties. Typical assignments for externs will involve assisting with all aspects of case preparation, including researching legal issues, drafting/writing motions, briefs, responses and various pleadings, providing trial support to Assistant U.S. Attorneys, and assembling exhibits for trial. Students also observe trials in the District Court and appellate arguments at the United States Court of Appeals for the Sixth Circuit.

Credits Offered: 3 Credits (24 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence; Criminal Procedure.

General Prerequisite: Applicants must have completed their second year of law school by the start of the externship.

Background Check: Students must be able to pass a rigorous background check that will grant them a security clearance to work in this office. The background check will require that students answer questions under oath regarding any illegal drug use (past or present), alcohol abuse, criminal history (including DUI, assault, etc.), credit history, past employment history and mental health.

For detailed descriptions of each field placement, please go to <http://www.memphis.edu/law/experiential/fieldplacement.php>

Federal Public Defender's Office

In this externship, students are placed in the Office of the Federal Public Defender for the Western District of Tennessee. The Federal Public Defender's Office represents indigent clients against convictions at trial, or where appropriate, by bargaining for plea agreements, and if a client is convicted, by obtaining a just and fair sentence. Student externs may have the opportunity to perform legal research, write memoranda, motions, and briefs, and to participate in client interviews and preparation for court appearances. They may also work one-on-one with attorneys and investigators and gain exposure to all stages of criminal cases including initial appearances, plea negotiations with the U.S. Attorneys Office, trials and appellate work.

Credits Offered: 2 Credits (16 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence; Criminal Procedure.

Shelby County Public Defender's Office

In this externship, students are placed in the Office of the Shelby County Public Defender. Each extern is assigned to one of the many specialized units of the Public Defender's Office and works under the supervision of an assistant public defender within the assigned unit. Responsibilities assigned to externs include such tasks as researching and preparing pre-trial memoranda, responding to prosecution motions, and contacting witnesses regarding interviews, trial dates and various other matters. Externs will also observe and participate in court matters under supervision.

Credits Offered: 2 Credits (16 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence; Criminal Procedure.

ADMINISTRATIVE AGENCY EXTERNSHIPS

Equal Employment Opportunity Commission

Students in this placement will serve as externs in the Memphis Field Office of the Equal Employment Opportunity Commission (EEOC). Students will be assigned to either the Hearings Unit or the Legal Unit of the EEOC Office. The Hearings Unit employs three administrative judges who conduct hearings and render decisions with respect to EEO complaints that are brought by Federal workers. The role of the extern in the Hearings Unit will be similar to that of a judicial law clerk. The extern will conduct legal research on specific topics at the direction of the administrative judge, write decisions in conjunction with the administrative, and prepare for and attend hearings, settlement conferences, and other case-related events. Externs in the Legal Unit will work under the supervision of trial attorneys engaged in litigation against employers for violations of Title VII, the ADEA and the ADA. Externs will perform legal research and writing, assist in interviewing claimants or witnesses, help prepare discovery responses based on those interviews, and help prepare claimants or witnesses for deposition. In addition to the legal assignments, externs will be given the opportunity to observe different aspects of agency functions, including

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intake interviews, depositions, mediation sessions, administrative hearings, court hearings, and trials.

Credits Offered: 3 Credits (24 hours per week)

Course Prerequisites/Co-Requisites: Evidence.

Preferred Course(s) (satisfied by prior or concurrent enrollment): Fair Employment Practice or Federal Courts.

Preference: Student(s) should have a sincere interest in employment law or litigation.

Tennessee Department of Environment and Conservation – Office of General Counsel

TDEC is committed to protecting and improving the quality of Tennessee's air, land and water. Department programs and initiatives protect human health and the environment and support economic development and quality of life through education, outreach and effective enforcement of state and federal environmental laws. TDEC is also proud to manage the award-winning Tennessee State Parks system — with 56 state parks hosting more than 25 million visits each year.

Located in Nashville, the TDEC Office of General Counsel provides legal support to the entire department – including environmental regulatory staff, parks and conservation staff, and in-house administrative services. Extern assignments will vary based on the needs of the office at the time of the internship. Examples of assignments include drafting memoranda, briefs, and motions for administrative law matters; reviewing and responding to discovery and open records requests; and completing legal research on issues of importance to any TDEC division. In addition to the regular assignments, externs will be encouraged to attend administrative law hearings and regulatory board meetings, complete a field visit with an environmental division inspector, and tour a state park with park staff.

Credits Offered: 3 Credits (24 hours per week)

Course Prerequisites/Co-Requisites: Evidence, Professional Responsibility

Memphis Housing Authority – Legal Department

The Memphis Housing Authority Legal Department field placement provides legal guidance and representation to the Housing Authority's Board of Commissioners and Executive Director. It handles all legal affairs related to the Memphis Housing Authority, including but not limited to labor negotiations, contracts, employment, construction, evictions, bankruptcies, and civil litigation. The Legal Department also administers the agency loss-prevention program and is responsible for the oversight of the Protective Service Department.

Among other assignments, externs assigned to MHA's Legal Department will perform legal research; draft briefs, memoranda, letters, and other documents; draft and review contractual agreements; and prepare presentations to MHA personnel and departments. Externs will observe and participate in court proceedings, negotiations, meetings, trainings, and counseling sessions. It is anticipated that MHA externs will work on cases pending before both the federal and state courts.

For detailed descriptions of each field placement, please go to <http://www.memphis.edu/law/experiential/fieldplacement.php>

Credits Offered: 2 Credits (16 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence.

Memphis-Shelby County Airport Authority – Office of General Counsel

This Externship course will offer students the opportunity to earn academic credit for legal work performed under the immediate and ongoing supervision of the General Counsel to the Memphis-Shelby County Airport Authority. Students enrolled in this externship will be exposed to the wide variety of legal matters handled by the Airport Authority's General Counsel, examples of which include matters involving business contracting (including contract drafting, negotiation, and interpretation); administrative and regulatory law (e.g., aviation law); risk management (e.g., premises liability issues); labor and employment law (e.g., worker's compensation issues); formulation and implementation of rules and policies (e.g., adoption of a local preference rule for purchasing); and preventative/prophylactic training, advice, and counseling.

Among other assignments, it is anticipated that the extern will perform legal research; draft, review, and opine on contractual agreements; and draft memoranda, letters, and other documents. Externs will also learn through observation of and participation in day-to-day practice activities, including legal proceedings, negotiations, meetings, trainings, and counseling sessions. When possible, externs will work with client departments and departmental staff to gather information and to gain insight into and understanding of the Airport Authority's operations and structure.

Credits Offered: 2 Credits (16 hours per week)

Course Prerequisites/Co-Requisites: Evidence, Professional Responsibility.

HEALTH LAW EXTERNSHIPS

The Health Law Externships will offer students interested in health law and in-house legal practice the opportunity to earn academic credit for legal work performed under the immediate and ongoing supervision of attorneys in the legal departments of local healthcare organizations. Students enrolled in this externship will be exposed to the wide variety of legal matters handled by these offices, examples of which include matters involving administrative and regulatory law, hospital risk management, clinical research compliance, labor and employment law; business contracting; formulation and implementation of hospital and corporate policy; healthcare legislation, policy, and reform; and preventative/prophylactic training and counseling.

Among other assignments, it is anticipated that externs will perform legal research; draft memoranda, letters, and other documents; draft and review contractual agreements; and prepare presentations to hospital personnel. Externs will also learn through observation of and participation in day-to-day practice activities, including legal proceedings, negotiations, meetings, trainings, and counseling sessions. When possible, externs will work with client departments and departmental staff to gather information and to gain insight into and understanding of clinical, business, and health care operations.

Credits Offered: 2, 3, or 4 Credits (8 hrs/week, 12 hrs/week, or 16 hrs/week)

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Anticipated Summer 2015 Placements:

St. Jude Children's Research Hospital (4 Credits/32 hours per week)
Baptist Memorial Healthcare (3 Credits/24 hrs week)
Regional One Health (3 Credits/24 hours per week)
Shelby County Health Department (2 Credits/16 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence.

Preference: Student(s) should have a sincere interest in health law.

MUNICIPAL GOVERNMENT EXTERNSHIPS

Memphis City Attorney's Office

The Memphis City Attorney's Office externship course will introduce students to the legal issues facing attorneys who represent the City of Memphis in civil litigation, transactional, and policy-related matters, and the role of lawyers in municipal government generally. It will also expose students to the intricacies of the City Attorney's role as counselor and advocate for Memphis, its governmental offices, and its employees. Students selected for this placement will be assigned to either the litigation unit or a transaction unit within the City Attorney's Office.

Depending on the division within the City Attorney's Office to which they are assigned, externs may be asked to prepare internal legal memoranda (for example, analyzing legal issues or policy implications for the City Attorney or client agency officials); draft motion papers; assist with discovery; review proposed rules or legislation; or review drafts of transactional agreements. Externs will also have the opportunity to attend and, as appropriate pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule), conduct meetings with government officials, client or witness interviews, legislative hearings, depositions, court appearances, negotiation sessions, or other events relating to their work under the supervision of a licensed attorney. Among other areas of substantive law, externs may be asked to assist on matters relating to employment discrimination; labor relations; housing; tort actions filed against the city; eminent domain; zoning; city politics; and administrative processes.

Credits Offered: 2 Credits (16 hours per week)

Anticipated Summer 2015 Placements:

General Litigation Unit
Anti-Blight Litigation Unit
Transactional Unit

Prerequisite/Co-Requisite: Professional Responsibility, Evidence

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COMMUNITY LAW OFFICE EXTERNSHIPS

Memphis Area Legal Services

The Memphis Area Legal Services Externship allows students to receive academic credit for one semester of work at Memphis Area Legal Services (MALS), a nonprofit law firm that provides free civil legal assistance to eligible elderly and low-income people in Western Tennessee. MALS helps clients who are faced with legal problems that harm their ability to have such basics as food, shelter, income, medical care, and personal safety. The externship course is available to second- or third-year students. Students work under the close supervision of MALS staff attorneys to perform client interviews, undertake factual and legal research; collect and review records; develop witness testimony and evidence; draft pleadings and other written submissions; and participate in the representation of clients at hearings and other court proceedings.

Credits Offered: 2 Credits (16 hours/week)

Anticipated Summer 2015 Placements:

Consumer Unit
Domestic Violence
Fair Housing Center
Senior Benefits
Tax Unit

Course Prerequisites/Co-Requisites: Professional Responsibility; Evidence.

Preference: Fluency or Proficiency in Spanish Language (for Domestic Violence Unit only)

Memphis Immigration Associates

MIA is a non-profit public interest law office whose primary mission is the provision of affordable immigration services to economically disadvantaged non-citizens within the geographic jurisdiction of the Memphis Immigration Court. Within the Memphis metro region, MIA also seeks to facilitate the administration of justice and to increase public awareness on issues related to US immigration and naturalization law.

In particular, MIA assists individuals to obtain immigration status based upon family relationships, domestic violence and persecution, and other non-employment based avenues available in US immigration law. MIA conducts case appeals as resources allow, but does not at this time engage in impact or class-action litigation. MIA also provides community legal rights presentations and consultations 'clinics' in the Memphis area. Finally, MIA engages in administrative advocacy in the Memphis area, organizing and attending meetings with USCIS, ICE, EOIR, local police, local immigrants' rights organizations and attorney stakeholders. Currently our administrative advocacy is focused around the 'U Visa' issue.

Under the supervision of MIA staff attorneys, assigned externs will conduct casework in a select number of cases, of the type listed above. Externs will also assist with client intake interviews, have the opportunity to work directly with clients, assist with immigration applications and filings, and potentially represent clients at immigration court hearings.

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Credits Offered: 2 Credits (16 hours/week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence.

Preferred Course(s) (satisfied by prior or concurrent enrollment): Immigration Law.

Legal Aid of Arkansas – West Memphis Office

Legal Aid of Arkansas (LAA) is a public interest, not-for-profit law firm dedicated to providing equal access to justice in civil matters for low-income Arkansans through legal representation, advocacy, community partnerships, education, and outreach. Substantive practice areas include consumer law, family law, housing, public benefits, expungement, wills, and other related poverty-law issues.

Student externs placed with Legal Aid of Arkansas's West Memphis Office will be presented with opportunities to hone legal writing and researching skills and gain first-hand experience with clients in areas such as client intake, investigation, representation, community education, and outreach. Students who have completed their 2L year (60 credits) may be able to gain in-court experience by obtaining a limited practice license under Arkansas Rule Governing Bar Admission¹⁵ (Student Practice).

Credits Offered: 2 Credits (16 hours/week)

Prerequisite/Co-Requisite: Professional Responsibility; Evidence

EDUCATION LAW/IN-HOUSE EXTERNSHIPS

Teach for America – Office of Legal Affairs

Teach For America (TFA) is a not-for-profit national corps of college graduates, graduate students, and professionals who commit two years to teach in low-income urban and rural public schools and become leaders in expanding educational opportunity. TFA's mission is to build the movement to eliminate educational inequity by enlisting America's most promising future leaders in the effort. Teach For America's network in the 2012-13 school year included 10,000 corps members teaching in 46 regions across the country and nearly 28,000 alumni working in education and many other sectors to create the systemic changes that will help end educational inequity.

TFA's Legal Affairs Team provides legal and strategic advice to the 47 Teach for America regions nationwide and the national functional teams on a wide range of substantive areas including different aspects of law, compliance, and risk. The work of the Legal Affairs Team includes researching complex questions of risk and law; creating materials to ensure the legal compliance of Teach For America operations with various federal and state requirements; preparing draft regulations and legal memoranda; drafting and negotiating contracts with school districts, charter schools and other partner entities; reviewing vendor contracts; partnering with teams to assess risk; and providing legal guidance to and representing Teach For America in a variety of legal matters.

Credits Offered: 2 Credits (16 hours/week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence.

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University of Memphis – Office of University Counsel

The University Counsel Externship course will offer students interested in higher education law and in-house legal practice the opportunity to earn academic credit for work performed under the immediate and ongoing supervision of attorneys in The University of Memphis Office of Legal Counsel. Students enrolled in this externship will be exposed to the wide variety of legal matters handled by the Office of Legal Counsel on behalf of its University client, examples of which include matters involving labor and employment disputes; academic and student issues; athletic and research compliance; business and real estate transactions; contract drafting and review; formulation and implementation of University policies; and intellectual property. Externs will actively engage in legal research and writing while learning through observation of and participation in hearings, negotiations, client meetings, and other practice events.

Credits Offered: 2 Credits (16 hours per week)

Prerequisite/Co-Requisite: Professional Responsibility, Evidence

University of Memphis Office of Athletic Compliance

The University Counsel – Athletics Compliance Externship will offer students interested in higher education law and athletics compliance the opportunity to earn academic credit for work performed under the ongoing supervision of attorneys in The University of Memphis Office of Legal Counsel and members of the University of Memphis Athletics Compliance Staff. The selected extern(s) will immerse themselves within the day-to-day operations of a compliance office operating under both NCAA and SEC regulations, and will gain experience relevant to NCAA bylaws concerning eligibility, recruiting, financial aid, personnel, awards, and other areas as assigned.

Students enrolled in this externship will perform a wide variety of legal and compliance-focused assignments on behalf of the University client, examples of which may include various rules interpretations, research, and filing of waivers. In addition, students will aid the compliance staff with initial eligibility, continuing eligibility, recruiting database oversight, National Letter of Intent processing, review of pre- and post-official visit paperwork, research and creation of rules education, maintenance of various compliance forms, and other duties as assigned.

Credits Offered: 2 Credits (16 hours/week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence.

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