

**UNIVERSITY OF MEMPHIS SCHOOL OF LAW EXTERNSHIP PROGRAM**  
**ANTICIPATED SPRING 2017 EXTERNSHIP FIELD PLACEMENTS**

**JUDICIAL EXTERNSHIPS – U.S. COURTS**

- ☐ U.S. Court of Appeals for the Sixth Circuit (3 Credits/12 hours per week)
  - ☐ U.S. District Court for the Western District of TN (2 Credits/8 hours per week)
  - ☐ U.S. Bankruptcy Court for the Western District of TN (2 Credits/8 hours per week)
  - ☐ U.S. Immigration Court (Memphis) (3 Credits/12 hours per week)
- \*\* Application for U.S. Immigration Court Due By Wednesday, October 19, 2016

**JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS (2 Credits/8 hours per week)**

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

**CRIMINAL JUSTICE EXTERNSHIPS (2 Credits/8 hrs per week, except U.S. Atty's Office)**

- ☐ U.S. Attorney's Office (3 Credits/12 hours per week) (Must be 3L Student)
- ☐ Federal Public Defender's Office
- ☐ Shelby County District Attorney General's Office (Must have 45 credits to apply)
- ☐ Shelby County Public Defender's Office

**MUNICIPAL GOVERNMENT EXTERNSHIPS (2 Credits/8 hours per week)**

- ☐ Memphis City Attorney's Office (Litigation Unit)
- ☐ Memphis City Attorney's Office (Transactional Unit)
- ☐ Memphis-Shelby County Airport Authority – Office of General Counsel

**ADMINISTRATIVE AGENCY EXTERNSHIPS**

- ☐ U.S. Dept. of Homeland Security, Immigration and Customs Enforcement, Office of Chief Counsel (3 Credits/12 hrs per week)
- ☐ Equal Employment Opp'y Commission-Hearings Unit (3 Credits/12 hrs per week)
- ☐ National Labor Relations Board (2 Credits/8 hours per week)

**HEALTHCARE PRACTICE EXTERNSHIPS**

- ☐ St. Jude Children's Research Hospital (4 Credits/16 hours per week)
- ☐ Baptist Memorial Healthcare Corporation (3 Credits/12 hours per week)
- ☐ Methodist Le Bonheur Healthcare (3 Credits/12 hours per week)
- ☐ Regional One Health (The Med) (3 Credits/12 hours per week)
- ☐ Shelby County Public Health Department (2 Credits/8 hours per week)

**COMMUNITY LEGAL OFFICE EXTERNSHIPS (2 Credits/8 hours per week)**

- ☐ Community Legal Center – Immigrant Justice Program
- ☐ Latino Memphis – *Derechos* Immigration Program
- ☐ Legal Aid of Arkansas – West Memphis Office
- ☐ Memphis Area Legal Services (MALS)
  - ☐ Education Law/Partnership for Educational Advocacy and Parity
  - ☐ Family Law Unit
  - ☐ Low Income Taxpayer Unit
- ☐ Mid-South Immigration Advocates

**IN-HOUSE EXTERNSHIPS**

- ☐ Ducks Unlimited (3 Credits/12 hours per week)
- ☐ Orion Federal Credit Union – Office of General Counsel (2 Credits/8 hours per week)
- ☐ University of Memphis Office of Athletic Compliance (2 Credits/8 hours per week)
- ☐ University of Memphis Office of University Counsel (2 Credits/8 hours per week)

## **SPRING 2017 EXTERNSHIP PROGRAM – FIELD PLACEMENT DESCRIPTIONS**

### **JUDICIAL EXTERNSHIPS – U.S. COURTS**

#### **United States Court Appeals for the Sixth Circuit – The Honorable Bernice B. Donald**

Students are placed as externs in the chambers of U.S. Circuit Judge Bernice Donald on the United States Court of Appeals for the Sixth Circuit. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with the Judge, the Judge's law clerk(s), and court staff, and through observation in the courtroom. Responsibilities will include assisting law clerks in drafting Rule 34 and en banc recommendations. Externs gain broad exposure to essential appellate advocacy skills as well as appellate court practice and procedure.

*General Eligibility Preference:* GPA > 3.0; Staff membership on The University of Memphis Law Review

#### **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.

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

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

For U.S. Magistrate Diane Vescovo – Civil Rights or Federal Courts

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

This externship is with the United States Department of Justice, Executive Office for Immigration Review at the Memphis Immigration Court in downtown 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.

The position will entail in-depth research and analysis of legal issues, as well as preparation of legal memoranda for the immigration judges. Externs will 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 Clerks but will have substantial interaction with the Immigration Judges.

The position requires that applicants be United States citizens. Immigration experience is preferred but not required. Selected candidates must pass a background security check conducted by the Department of Justice.

Through Professor Schaffzin, and **BY WEDNESDAY, OCTOBER 19<sup>TH</sup>**, interested students should submit (preferably in pdf form) **a cover letter, resume, transcript, and writing sample** (unedited by others to the extent possible) addressed to:

**Kaylee Klixbull and Kaitlin McKenzie**  
**Judicial Law Clerks**  
**Memphis Immigration Court**  
**80 Monroe Ave., Suite 501**  
**Memphis, TN 38103**  
**901-528-5883**  
**memphisintern@usdoj.gov**

Preferred Courses: Professional Responsibility, Evidence, 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.

Anticipated Spring 2017 Placements:

Tennessee Supreme Court (Justice Holly Kirby)  
Tennessee Court of Criminal Appeals (Judge Camille McMullen)

*Preferred Courses:* Evidence, Criminal Procedure

#### **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.

*Preferred Courses:* Evidence.

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

## **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.

*Preferred Courses:* Evidence, Professional Responsibility, Criminal Procedure.

*General Prerequisite:* Applicants must have completed their second year of law school (i.e., must be 3L students) 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.

### **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.

*Preferred Courses:* Evidence, Professional Responsibility, Criminal Procedure.

## **Shelby County District Attorney General's Office**

In this externship, students are placed in the Office of the Shelby County District Attorney General. 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 may include such tasks as researching and preparing pre-trial memoranda, responding to criminal defense motions, and contacting victims and witnesses regarding interviews, trial dates and various other matters. Externs may also prepare trial exhibits and observe felony jury trials. In most instances, externs 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:* 2 Credits (8 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

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

## **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.

*Preferred Courses:* Professional Responsibility, Evidence; Criminal Procedure.

## **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 may also have the opportunity to attend and participate in 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. If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

Anticipated Spring 2017 Placements:

General Litigation Unit  
Transactional Unit

*Preferred Courses:* 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.

*Preferred Courses:* Evidence, Professional Responsibility.

### **ADMINISTRATIVE AGENCY EXTERNSHIPS**

#### **U.S. Department of Homeland Security, Immigration and Customs Enforcement, Office of the Chief Counsel (Memphis OCC Litigation Unit)**

The U.S. Department of Homeland Security, Immigration and Customs Enforcement (ICE), Office of the Chief Counsel in Memphis, Tennessee (Memphis OCC Litigation Unit) handles all litigation for ICE involving administrative removal/deportation, asylum and Torture

Convention claims from many different countries throughout the world, and other relief from removal. The Office of Chief Counsel also provides legal advice to operational components of the Department of Homeland Security, and to the U.S. Attorney's Office throughout its area of responsibility. Memphis OCC Assistant Chief Counsels are in court an average of four to five days per week, covering a docket in excess of 6,000 administrative cases each year.

Externs placed with the Memphis OCC Litigation Unit will gain insight into immigration law from the perspective of the federal government. Assigned externs will also observe the manner in which immigration law touches on many different legal areas. Among other opportunities, externs will perform legal research and writing; work on and assist in the preparation of court filings, and assist in the preparation for and attend immigration hearings. Externs may also be given the opportunity to litigate hearings under the supervision of an Assistant Chief Counsel.

*Credits Offered:* 3 Credits (12 hours per week)

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

*General Prerequisite:* Candidates must rank in the top 50% of their respective class.

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

### **Equal Employment Opportunity Commission – Hearings Unit or Legal Unit**

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

*Preferred Courses:* Evidence, Fair Employment Practice or Federal Courts.

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

## **National Labor Relations Board Externship**

Students in this placement will serve as externs in the Regional Office of the National Labor Relations Board (NLRB) in Memphis. Assigned externs will work on unfair labor practice cases and may assist on matters relating to challenges and objections in representation elections. It is anticipated that externs will perform research of labor law issues, conduct factual investigations, draft relevant documents, and assist in the preparation and handling of hearings and elections.

*Credits Offered:* 2 Credits (8 hours per week)

*Preferences:* Professional Responsibility; Labor Law. Student should have a sincere interest in labor law.

## **HEALTHCARE PRACTICE 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.

*Anticipated Spring 2017 Placements:*

St. Jude Children's Research Hospital  
Baptist Memorial Healthcare  
Regional Medical Center at Memphis  
Shelby County Health Department

*Preferred Courses:* Professional Responsibility, Evidence.

***NOTE: RISING 3L STUDENTS (OTHERS NOT ELIGIBLE) WHO WISH TO APPLY FOR THE EXTERNSHIP WITH ST. JUDE CHILDREN'S RESEARCH HOSPITAL MUST REVIEW A SEPARATE HANDOUT DESCRIPTION OF THE ST. JUDE OFFICE OF LEGAL SERVICES INTERNSHIP. PLEASE CONTACT PROFESSOR SCHAFFZIN IMMEDIATELY IF YOU PLAN TO APPLY FOR PLACEMENT WITH ST. JUDE.***

## **COMMUNITY LAW OFFICE EXTERNSHIPS**

### **Community Legal Center – Immigrant Justice Program**

The Community Legal Center's Immigrant Justice Program offers a variety of legal services to low-income immigrants living within the jurisdiction of the Memphis Immigration Court (Tennessee, Arkansas, northern Mississippi, and western Kentucky). Externs placed with the IJP will assist staff attorneys on a variety of family and humanitarian-based immigration cases, including applications for adjustment of status, asylum, U nonimmigrant visas for victims of certain crimes, and Special Immigrant Juvenile status. Responsibilities will include conducting and participating in client interviews, legal research and writing, preparation of pleadings and applications for immigration relief, assistance with and attendance of hearings before the Memphis Immigration Court and interviews with U.S. Citizenship and Immigration Services ("USCIS"). Externs will also have the opportunity to represent clients in guardianship proceedings before the Shelby County Probate Court, an initial step in the process of applying for Special Immigrant Juvenile status.

*Preferred Courses:* Professional Responsibility; Evidence.

### **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.

*Anticipated Spring 2017 Placements:*

Education Law/PEAP

Family Law

Low Income Taxpayer Unit

*Preferred Courses:* Professional Responsibility; Evidence.

### **Latino Memphis – *Derechos* Immigration Program**

Latino Memphis is a nonprofit 501(c)(3) organization that has served Latino clients throughout the Mid-South for the past 20 years. Its mission is to assist Latinos in this region by connecting, collaborating and advocating for health, education and justice. Latino Memphis addresses the needs of the Latino community by offering three core programs that range from direct client services and immigration assistance to collecting household items for flood victims. As one of the only agencies in the region dedicated specifically to serving Latinos, Latino Memphis has become a resource for individuals struggling to navigate life in the U.S. and to understand their place in the legal system.

*Derechos* Immigration Program, Latino Memphis' in-house immigration legal practice,

provides accessible legal representation to low-income people within the jurisdiction of the Memphis Immigration Court. In addition to direct representation, Derechos also engages in outreach and community programs to disseminate information and build relationships and coalitions throughout the region.

The students enrolled in this field placement will work in devoted space at the office of Latino Memphis. Latino Memphis attorneys Casey Bryant and Stacie Hunhoff will be the primary field supervisors for this externship. Under ongoing supervision, externs will assist in representing clients in immigration matters, defensively in Immigration Court and affirmatively with petitions to the U.S. Citizenship and Immigration Services. Externs will have the opportunity for hands on experience interviewing clients, compiling client information, drafting correspondence, preparing applications, performing legal research, and attending Immigration Court. Additionally, externs will be assigned a project to be completed over the course of their term.

Preferred Courses: Professional Responsibility; Evidence, 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 Admission<sup>15</sup> (Student Practice).

Preferred Courses: Professional Responsibility; Evidence

### **Mid-South 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.

*Preferred Courses:* Professional Responsibility, Evidence, Immigration Law

## **IN-HOUSE EXTERNSHIPS**

### **Ducks Unlimited -- Office of Land Protection**

Ducks Unlimited, the world's largest nonprofit, waterfowl and wetlands conservation organization, has an opportunity for placement of a legal extern in its National Headquarters in Memphis, Tennessee. DU is an accredited land trust with a portfolio of nearly 500 conservation easements and a fee-title portfolio of 23,000 acres. DU's land protection efforts conserve habitat across a diverse array of landscapes, from native prairie ecosystems in the Dakotas to bottomland hardwood forests in the Mississippi Delta to wetland systems along the coasts.

The assigned legal extern will work closely with the Director of Land Protection, whose primary responsibility is to guide, draft, and negotiate easement and fee-title transactions for the organization's nationwide land protection efforts.

Specifically, the extern will assist with the following:

- Draft, review, and perform due diligence for conservation easement and fee-title transactions.
- Ensure DU's land protection efforts comply with federal and state statutes and regulations. Because most conservation easements are either fully or partially donated, it is particularly concerned with IRC § 170 and the associated regulations on Qualified Conservation Contributions, 26 CFR § 1.170A-14.
- Ensure compliance with all internal guidelines and policies, as well as the Land Trust Alliance accreditation standards.
- Interpret Conservation Easement Deed language to determine if a landowner's request to exercise a reserved right is permissible under the terms of the easement.
- Interpret Conservation Easement Deed language when potential violations arise and determine the organization's response to easement violations.
- Work with General Counsel's office to implement easement defense strategies.

The extern may also have the opportunity to work with the General Counsel's office on matters related to nonprofit fundraising, charitable regulations and governance, and trademarks.

*Preferred Courses:* Professional Responsibility

## **Orion Federal Credit Union ----- Office of Legal Counsel and Compliance**

Founded in 1957 as Memphis Area Teachers' Credit Union, Orion Federal Credit Union has grown to become the largest credit union in Western Tennessee. Orion FCU is a not-for-profit financial cooperative owned Orion offers a full spectrum of banking options ranging from savings and checking accounts to auto, mortgage and personal loans to almost everyone who lives or works in the greater Memphis area.

Student externs placed with Orion FCU's Office of Legal Counsel and Compliance will support the Office's work in the area of banking law. Among other charges, the Office works to ensure compliance with all applicable banking statutes and regulations from the Federal Reserve, NCUA, HUD, and the Consumer Financial Protection Bureau; review of loan documents and modification for specific loan promotions; draft modification and forbearance agreements for commercial loans; file claims against estates and review other probate matters; and create procedures for state law matters related to decedents' accounts, safe deposit boxes, etc.

Beyond exposure to the Office of Legal Counsel and Compliance's banking law practice, student externs will assist in the Office's general practice, which includes contract drafting, review, and modification; review of possible EEOC-law violations; management of litigation referred to outside counsel and handling of smaller litigation matters; and provision of legal opinions on general business matters.

*Credits Offered:* 2 Credits (8 hours/week)

*Preferred Courses:* Professional Responsibility

## **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.

TFA's Legal Affairs Team provides legal and strategic advice to over fifty Teach For America regions nationwide and the central functional teams – Program, Regional Operations, Finance, Marketing and Communications, Growth Strategy and Development and Human Assets. Our team of attorneys consists of lawyers that practice in a wide range of substantive areas including employment law, administrative law, nonprofit law, trademark and copyright protection, general compliance, and education laws. The day-to-day work often includes, partnering closely with staff members to manage questions of law and policy; creating training materials for organizational compliance such as copyright and lobbying trainings; and drafting and negotiating contracts with other partner entities and vendors.

The Legal Affairs externship provides a platform for law students committed to working in a mission-driven organization to develop legal skills and acumen while partnering directly with TFA attorneys to work on various legal projects throughout the summer. The extern will get exposure to a wide range of matters from lobbying compliance to developing organization-wide policies to real estate matters. Through the experience, the extern will

have the chance to observe the strategy development of a national non-profit.

Responsibilities may include, but are not limited to:

- Conducting legal research across a wide variety of substantive areas with a particular focus on employment and benefits law, state lobbying compliance requirements, contracts, and non-profit corporation and tax law with an opportunity to create a writing sample.
- Producing high-quality written communication for different constituencies within the organization, including training materials and presentations related to various areas of legal compliance.

*Credits Offered:* 3 Credits (12 hours/week)

*Candidate Requirements:* At least 2 years of law school required; 3.2 GPA required

*Candidate Materials:* (1) resume, (2) cover letter, (3) copy of your law school transcript, (4) a minimum of 5 pages writing sample, and (5) a letter of recommendation.

*Preferred Courses:* Professional Responsibility

### **University of Memphis Office of Athletic Compliance**

The University 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 compliance personnel 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.

*Preferred Courses:* Professional Responsibility.

### **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.

Preferred Courses: Professional Responsibility, Evidence