

SPRING 2017 SEMESTER

letter and resume) requested below will not be considered.

10. Have you previously been given permission to enroll in a Clinic or Externship and then decided not to register or dropped the course before the beginning of the semester?

☐ Yes ☐ No

If yes, which Clinic or Externship?

11. Have you previously enrolled in and then dropped or withdrawn from a Clinic or Externship course?

☐ Yes ☐ No

If yes, which Clinic or Externship?

12. If your answer to Nos. 10 or 11 is yes, please explain why you failed to register, dropped or withdrew.
13. How many total credit hours do you plan to take in the Spring 2017 semester, including an Externship?
14. List any law or law-related employment experience, including internship or externship placements. In your response, please state the name of each employer and the dates of employment.
15. Apart from an Externship, do you plan on being employed (including both paid and volunteer employment and/or any positions you are considering applying for but have not yet done so) during the Spring 2017 semester? If so, please specify the person or organization for whom/which you intend to work and the hours that you expect to work.
16. What other time commitments do you expect to have during the next semester? Please include school activities (Moot Court Board, Law Review/Journal, travel teams, other organizations).
17. Please list all elective courses you will have completed at the University of Memphis School of Law by the beginning of the Spring 2017 semester.

18. If you have not yet taken Evidence or Professional Responsibility, will you be concurrently enrolled in one or both of these courses during the Spring 2017 semester?

****PLEASE SEE PAGE 3 FOR A DESCRIPTION OF SUPPORTING MATERIALS THAT MUST BE SUBMITTED WITH YOUR APPLICATION**

SUPPORTING MATERIALS

To facilitate the selection process, please attach a copy of your resume and a *cover letter* relating (1) any information about yourself, your expected career goals, or your educational, employment or volunteer experiences that you believe would be relevant to the Externship(s) for which you are applying, and (2) your particular reasons for wanting to enroll in the specific Externship(s) for which you are applying and the expectations/goals you have for what you hope to accomplish. *If you are applying for more than one Externship field placement, please submit a SEPARATE COVER LETTER FOR EACH FIELD PLACEMENT.*

ALL COVER LETTERS SHOULD BE ADDRESSED TO PROFESSOR SCHAFFZIN AS FOLLOWS:

**Daniel M. Schaffzin
Assistant Professor of Law
Director of Experiential Learning
Cecil C. Humphreys School of Law
1 N. Front Street, Suite 101
Memphis, TN 38103-2189**

EXTERNSHIPS(S) TO WHICH YOU ARE APPLYING (IF MORE THAN ONE, NUMBER ACCORDING TO PREFERENCE)

If applying to more than one Externship, please indicate placement preference by numbering UP TO YOUR TOP 4 choices according to preference. Please note that Externships marked with an * may require background checks or security clearance by the placement in addition to law school approval. Please read the description for each Externship (in a separate handout) to which you are applying in order to determine any additional prerequisites or preferences that may apply.

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

****PLEASE SEE PAGE 4 FOR ADDITIONAL FIELD PLACEMENT CHOICES.**

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)

****PLEASE SEE PAGE 5 FOR LIMITATIONS ON ENROLLMENT
IN CLINIC OR EXTERNSHIP COURSES**

LIMITATIONS ON ENROLLMENT IN CLINIC OR EXTERNSHIP COURSES

PLEASE NOTE the following limitations on enrollment in a Clinic or Externship:

1. In accordance with the Law School's Academic Regulations, not more than a total of twelve (12) credit hours may be utilized toward satisfying graduation requirements by satisfactorily completing the following courses: Any Externship, Law Review, Moot Court (including credit for participation on travel teams), and independent research. **NOTE: All Clinics are FOUR, GRADED credits. Credits received for successful completion of a Clinic course do not count toward this ungraded credit limitation.**
2. For satisfying graduation requirements, a student is permitted a total of three (3) externships, two (2) clinic courses, or a combination of one (1) clinic and two (2) externship courses. A student may not repeat the same Clinic or Externship. Enrollment in an Advanced Clinic course does not count as repeating a Clinic (e.g., enrolling the Advanced Elder Law Clinic after previously taking the Elder Law Clinic).
3. A student may not enroll in both a Clinic and an Externship in the same semester or summer session.
4. Unless permission of the Dean is obtained, no student enrolled in the Externship Course may be enrolled in more than 16 credit hours, including the externship.
5. For enrollment purposes, students who have already taken and received credit for the participation in a Clinic will not receive priority for enrollment in the Clinic for a second semester or summer session. Students who have already taken and received credit for participation in an Externship will not receive priority for enrollment in an Externship for a second semester or summer session.
6. Orientations for each of the offered Clinics will be scheduled for the first three-to-four weeks of the semester according to a schedule to be determined by the Director of each Clinic.

