

**UNIVERSITY OF MEMPHIS SCHOOL OF LAW EXTERNSHIP COURSE  
ANTICIPATED SUMMER 2018 EXTERNSHIP FIELD PLACEMENTS**

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

- U.S. Court of Appeals for the Sixth Circuit (3 Credits)
- U.S. District Court for the Western District of TN (2 or 3 Credits)
- U.S. Bankruptcy Court for the Western District of TN (2 or 3 Credits)
- U.S. Immigration Court (Memphis) (3 Credits)

**JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS (2 or 3 Credits)**

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

**SUMMER HONORS PROSECUTION EXTERNSHIP (4 Credits)**

- Shelby County District Attorney General’s Office (Must have 45 credits to apply)

**CRIMINAL JUSTICE EXTERNSHIPS**

- U.S. Attorney’s Office (3 Credits) (Must be a rising 3L Student to apply)
- Shelby County District Attorney General’s Office (Must have 45 credits to apply)
- Shelby County Public Defender’s Office (2 or 3 Credits)
- State of Tennessee Office of the Attorney General (2 or 3 Credits)

**MUNICIPAL GOVERNMENT EXTERNSHIPS**

- Memphis City Attorney’s Office (Litigation Unit) (2 or 3 Credits)
- Memphis City Attorney’s Office (Transactional Unit) (2 or 3 Credits)
- Memphis-Shelby County Airport Authority – Office of General Counsel (2 or 3 Credits)

**ADMINISTRATIVE AGENCY EXTERNSHIPS**

- U.S. Dept. of Homeland Security, Immigration and Customs Enforcement, Office of Chief Counsel, Memphis Sub-Office (3 Credits)
- Equal Employment Opp’y Commission–Hearings Unit (3 Credits)

**HEALTH PRACTICE EXTERNSHIPS**

- St. Jude Children’s Research Hospital (3 or 4 Credits)
- Baptist Memorial Healthcare Corporation (3 Credits)
- Medtronic Corporation - Ethics & Compliance Office (3 Credits)
- Methodist Le Bonheur Healthcare (3 Credits)
- Regional One Health (The Med) (3 Credits)
- Robert Wood Johnson NPI/Urban Law (2 or 3 Credits)

**COMMUNITY LEGAL OFFICE EXTERNSHIPS**

- Community Legal Center – Immigrant Justice Program (2 or 3 Credits)
- Legal Aid of Arkansas – West Memphis Office (2 or 3 Credits)
- Memphis Area Legal Services (MALS) (2 or 3 Credits)
  - Consumer Unit
  - Education Law/Partnership for Educational Advocacy and Parity (PEAP)
  - Fair Housing Center
  - Family Law Unit
  - Low Income Taxpayer Unit
- Mid-South Immigration Advocates (2 or 3 Credits)

**IN-HOUSE EXTERNSHIPS**

- Ducks Unlimited (2 or 3 Credits)
- Orion Federal Credit Union – Office of General Counsel (2 or 3 Credits)
- University of Memphis Office of University Counsel (3 Credits)
- U.S. Army Corps of Engineers-Memphis District Counsel (3 Credits)

## **SUMMER 2018 EXTERNSHIP COURSE – 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; 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 – Debtor-Creditor, Secured Transactions, 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)**

The United States Department of Justice, Executive Office for Immigration Review, Memphis Immigration Court, is seeking law student interns to participate in an internship opportunity during the summer of 2018. 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 Immigration 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 United Nations Convention Against Torture.

The externship will entail in-depth research and analysis of legal issues, as well as the preparation of legal memoranda for Immigration Judges. Legal externs will have opportunities to draft decisions that will be taken under advisement by issuing Immigration Judges. Furthermore, externs will have opportunities to complete assignments that may later be used as writing samples and to observe removal hearings.

This position is open to rising 2L and 3L law students; externs typically work thirty (30) hours a week, although there is flexibility in these hours. Additionally, the position requires that applicants be United States citizens and selected candidates must pass a background security check conducted by the Department of Justice.

**Interested students should submit (preferably in pdf format) to Professor Schaffzin a cover letter, resume, transcript, and writing sample** (no longer than five (5) pages and un-edited by third parties) addressed to:

**Tracy L. Jent  
Attorney Advisor  
Memphis Immigration Court  
80 Monroe Ave., Suite 501  
Memphis, TN 38103  
901-528-5903  
tracy.jent@usdoj.gov**

### **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 Summer 2018 Placements:

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

#### **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.

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

## **HONORS PROSECUTION EXTERNSHIP (Rising 3L Students Only)**

### **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-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)

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

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

## **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 Prerequisite:* Must have completed at least 45 credits.

*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 Course(s) (satisfied by prior or concurrent enrollment):* Professional Responsibility, Evidence; Criminal Procedure.

## **State of Tennessee Office of the Attorney General**

The Office of the Attorney General for the State of Tennessee represents the officers and agencies of the State in civil litigation before state and federal courts and the Claims Commission. The Attorney General prosecutes all criminal cases in the appellate courts and exercises original prosecutorial powers in limited areas. Additionally, the Attorney General has the authority to institute civil actions for consumer fraud, environmental enforcement, and antitrust violations as well as ouster proceedings of public officials. The Attorney General also reviews all administrative regulations, as well as state contracts, deeds, and leases. In the exercise of his reporter function, the Attorney General reports the opinions of the Tennessee Supreme Court, the Court of Appeals, and the Court of Criminal Appeals.

The Attorney General's Office operates through 16 divisions: Bankruptcy; Civil Litigation and

State Services Division; Civil Rights and Claims Division; Consumer Protection and Advocate Division; Criminal Appeals Division; Environmental Division; Federal Habeas Corpus Division; Financial Division; General Civil Division; Health Care Division; Law Enforcement and Special Prosecutions Division; Medicaid Fraud and Integrity Division; Public Interest Division; Real Property and Transportation Division; Tax Division; and Tobacco Enforcement Division. Assigned externs will have the opportunity to complete assignments across many of these divisions.

## **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 Summer 2018 Placements:

General Litigation Unit  
Transactional Unit

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

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.

### **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, Memphis Sub-Office in Memphis, Tennessee (Memphis OCC Litigation Unit) employs 1 Deputy Chief Counsel and 10 Assistant Chief Counsels (ACCs) who represent ICE in administrative removal proceedings before Immigration Judges and provide legal advice to operational components of the agency. The Memphis docket covers four states and consists of more than 10,000 administrative cases from all over the world. ACCs appear in Immigration Court as often as three to four days a week.

An externship with DHS will provide valuable legal research and writing opportunities and litigation and courtroom experience to those who are eligible for certification through the Tennessee Bar. Externs are offered the opportunity to attend immigration hearings and even appear in court on behalf of the federal government under the supervision of an experienced attorney. While a class in immigration law is encouraged, it is not necessary.

*Background Check:* Before commencing an externship with ICE, all applicants must successfully complete a background investigation, which includes a credit check, security clearance, and drug testing. All applicants must be United States citizens.

#### **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 Units 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 Course(s) (satisfied by prior or concurrent enrollment):*  
Evidence, Fair Employment Practice or Federal Courts.

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

## **HEALTH 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 on health-related research projects. Students enrolled in these externships will be exposed to the wide variety of legal matters handled by these offices, examples of which may 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 Summer 2018 Placements\*\*:***

St. Jude Children's Research Hospital\*\*\*  
Baptist Memorial Health Care  
Methodist Le Bonheur Healthcare  
Regional Medical Center at Memphis

*\*\*NOTE: In addition to field placement in a general practice externship, St. Jude Children's Research Hospital, Baptist Memorial Health Care, and Methodist Le Bonheur will each also offer a separate Compliance-focused externship placement. Interested students should speak with Professor Amy Campbell if wishing to apply for one or more of these Compliance externships.*

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

### **Medtronic Corporation - Office of Ethics & Compliance**

This Externship will offer the assigned student the opportunity to learn and work with Medtronic's Office of Ethics & Compliance at the company regional headquarters in Memphis. Working closely with an assigned departmental mentor, the extern will engage in a broad range of compliance activities, including regulatory research, writing, investigations, and policy review; gain exposure to issues across the spectrum of clinical and regulatory compliance, customs compliance, Sunshine Act compliance, and environmental compliance; and attend and observe significant meetings, committees, trainings, and presentations as may be available during the semester. Previous externship experiences with Medtronic's Office of Ethics & Compliance have included research on content for a training module on legal, ethical and compliance principles to be offered to compliance employees, policy gap analysis, research on DPA/NPAs in the industry, culture advancement initiatives, and a comparison of Medtronic's business conduct standards with industry best practices as set out in the AdvaMed and Eucomed codes.



## **Robert Wood Johnson Neighborhood Preservation Inc./Urban Law Research Extern**

In 2016, the Robert Wood Johnson Foundation awarded a grant to Attorney Steve Barlow of Neighborhood Preservation, Inc. (NPI), a nonprofit legal and community development organization in Memphis, and a team of senior researchers from the Urban Institute, Christina Stacy and Joe Schilling, to undertake a study examining the range of health impacts of housing code enforcement actions on substandard rental housing in Memphis, Tennessee.

The NPI/Urban Law Externship will expose externs to both the code enforcement and public health law fields and allow them to explore the critical role code enforcement plays in advancing public health goals. The NPI/Urban Law Externship creates a formalized entry-level experience for a law student who is interested in exploring a career in housing/community development/municipal law. The NPI/Urban's team includes two lawyers and an economist, and the extern will work closely with stakeholders throughout the city including public officials, the environmental court, and public health leaders. The extern will also work closely with a graduate research assistant from the University of Memphis School of Urban Affairs and Public Policy (SUAPP), and a graduate research assistant from its School of Public Health.

The main responsibilities of the extern will be to: research and analyze laws, policies, and programs pertaining to property maintenance, rental housing, and code enforcement; assist in collecting data from the Shelby County Environmental Court; assist in cleaning and analyzing these data; identify model laws, practices and programs from other cities; assist in writing reports and legal recommendations; participate in regular team meetings; participate in and help to host advisory team meetings and community meetings; and work closely with the SUAPP GRA and School of Public Health GRA to coordinate issues across topic.

*Preferences:* Preference will be given to law students who have conducted code enforcement, public health or other scientific research, worked with data sets and coding processes, and have a proven ability to work independently and follow projects through to completion.

## **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 Course(s) (satisfied by prior or concurrent enrollment):*  
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 Summer 2018 Placements:*

Consumer Unit

Education Law/PEAP

Family Law

Fair Housing Center

Low Income Taxpayer Unit

## **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 15 (Student Practice).

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

### **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.

### **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.

### **U.S. Army Corps of Engineers – Memphis District Office of Counsel**

The Memphis District of the U.S. Army Corps of Engineers provides flood risk management, navigation, environmental stewardship, other authorized civil works, military programs support, and emergency operations within its area of responsibility. The Memphis District is one of USACE's 45 districts and part of the Mississippi Valley Division. The Division is headquartered in Vicksburg, Mississippi and covers a 25,000 square mile area of the Mississippi River. It serve clients in portions of Tennessee, Mississippi, Arkansas, Missouri, Illinois and Kentucky, including 100 flood control districts, water resource and wildlife agencies from six states, four Port Commissions, the Lower Mississippi Valley Flood Control Association, and Congressional Districts and 12 Senators. The Division is also responsible for maintaining and improving 355 miles of the Mississippi River main channel from Cairo, Illinois, to the mouth of the White River. It also maintains more than 640 miles of mainline levees along the Mississippi River and its tributaries, eight inland harbors and 254 miles of navigation channel on the White River in Arkansas.

The USACE Memphis District Office of Counsel is located in the Clifford Davis Federal Building in downtown Memphis. Comprised of seven attorneys and one paralegal, the Office of Counsel provides legal support across the full spectrum of USACE legal operations, including:

- Advice on all areas of administrative law, including investigations, fiscal law, project authorities, ethics, and FOIA;
- Various realty functions, such as real property acquisition, management and disposal, and appraisal processes;

- Federal procurement law, including complex and controversial contract formation and administration issues;
- Environmental review, including activities related to civil works projects and the regulatory program; and, tort and admiralty law;
- Litigation support to the Department of Justice by preparing litigation reports, exhibits, legal analysis, draft pleadings, and throughout all phases of discovery; and
- Labor and employment law advice and reviews proposed disciplinary and adverse actions against civilian employees.

Although assigned externs will have the opportunity to complete assignments across of the USACE Office of Counsel's practice areas, it is anticipated that the assigned Spring 2018 extern will devote a significant portion of time to research and drafting on employment law issues.

# St. Jude Children's Research Hospital

## Office of Legal Services

### Law Student Externship

#### **About St. Jude**

St. Jude Children's Research Hospital is a world-class research hospital treating children with cancer and other catastrophic diseases, and conducting research on those diseases. One of the world's largest health care charities, St. Jude is the first and only National Cancer Institute-designated Comprehensive Cancer Center devoted solely to children, and is the World Health Organization's Global Headquarters for the surveillance of animal-to-human influenza transmission. St. Jude is the only pediatric cancer research center in the United States where families do not pay for treatment not covered by insurance. St. Jude has been recognized as the #1 pediatric cancer hospital in the country by both *U.S. News and World Report* and *Parents Magazine*; the most trusted non-profit in America by *Harris Interactive*; among the 10 best places to work in academia by *The Scientist* for several consecutive years and among the 100 best places to work (in any field) by *Fortune Magazine*, also for consecutive years. Notably, St. Jude has a strong international presence, and supports medical education, clinics, and hospital networks globally.

#### **St. Jude's Strategic Plan**

With the guidance of its plan, St. Jude 2021, St. Jude will accelerate progress globally by treating more patients on St. Jude-led clinical trials, advancing care for children with blood disorders, and setting the standard for clinical care and patient/family experience. Through its culture of excellence and innovative research, St. Jude will make scientific and medical discoveries and lead the way to improve medical care globally. <https://home.stjude.org/ceo-office/Pages/strategic-plan.aspx>

#### **St. Jude Graduate School Opened Fall of 2017**

The St. Jude Children's Research Hospital Graduate School of Biomedical Sciences will train the next generations of academic researchers to work at the interface between basic and clinical research through a one-of-a-kind scientific interdisciplinary environment. St. Jude is home to more than 200 basic scientists and clinicians working across 21 academic departments, and has developed a unique graduate program for PhD in Biomedical Sciences based on hands-on laboratory research and training.

For more information, please visit [www.stjude.org](http://www.stjude.org).

#### **About the Internship**

Legal interns at St. Jude spend a summer immersed in a unique culture where basic, translational, and clinical research are all housed on the same campus in a robust hospital; where biochemists, computational biologists, geneticists, and statisticians routinely interact with medical and research specialists in infectious diseases, oncology, pharmacology, radiology, surgery, and hematology (including sickle cell disease). Interns will work with a number of lawyers, both in-house and (with supervision) outside counsel, on substantive projects in many aspects of the law – some of which will depend on the intern's interests – including health law, business transactions, risk management, international law, intellectual property, commercial transactions, labor and employment, clinical trials, grants and contracts, and even shaping law and regulations at the State and Federal levels. As part of the intern experience, each intern will tour and learn about legal issues related to patient housing, clinics, Children's GMP, and Environmental Health and Safety, and will have training in Export Control and HIPAA. Interns also have worked in depth with the Office of Technology Licensing, Managed Care, and Environmental Health and Safety. We take our mentoring

obligations very seriously (and enjoy it!), so every assignment comes with plenty of context and follow-through opportunities for the interns, and client interaction is plentiful. Moreover, interns will find themselves routinely included in meetings of all types for educational purposes. Every past intern has given our program remarkably high scores, according to their respective law schools.

### **Application Details**

Third year law students and those who are in the second semester of the second year are encouraged to apply. Applicants must be fluent in English, have exceptional grades, and have taken Professional Responsibility or have passed the Multi State Professional Responsibility Exam (MPRE). To prevent conflicts of interest, we do not accept students who have relatives working at St. Jude, except in extraordinary circumstances. Please send a CV and include your undergraduate, graduate (if any), and law school GPAs, and a cover letter to Professor Daniel Schaffzin, addressed to John Bailey, Global Privacy Officer, for consideration. It is crucial that the cover letter address why the applicant wishes to have an internship at St. Jude, the intern's expectations, and why the intern believes he or she "belongs" here.

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