

**UNIVERSITY OF MEMPHIS SCHOOL OF LAW EXTERNSHIP COURSE  
DESCRIPTIONS OF ANTICIPATED FALL 2024 EXTERNSHIP FIELD PLACEMENTS**

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

- U.S. District Court for the Western District of TN (2 or 3 Cdts/8 or 12 weekly hours)
- U.S. Bankruptcy Court for the Western District of TN (2 or 3 Cdts/8 or 12 wkly hrs)

**JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS (2 or 3 Cdts/8 or 12 weekly hrs)**

- Shelby County Chancery Court

**CRIMINAL JUSTICE EXTERNSHIPS**

- U.S. Attorney’s Office\*\* (3 Credits/12 weekly hours) (Must be 2L/rising 3L to apply)
- Federal Public Defender’s Office (2 or 3 Credits/8 or 12 weekly hours)
- Shelby County District Attorney’s Office\*\* (2 or 3 Cdts/8 or 12 wkly hours)
  - Justice Review Unit
- Shelby County Public Defender’s Office (2 or 3 Cdts/8 or 12 weekly hours)
- Tennessee Innocence Project: Memphis Office (2 or 3 Cdts/8 or 12 wkly hours)

**STATE/MUNICIPAL GOVERNMENT EXTERNSHIPS**

- Tennessee Office of the Attorney General\*\* (2 or 3 Cdts/8 or 12 wkly hours)
- Memphis City Attorney’s Office (2 or 3 Credits/8 or 12 wkly hours)
  - Litigation Unit
  - Transactional Unit
- Memphis-Shelby County Airport Authority (Gen. Counsel) (2 or 3 Cdts/8 or 12 hrs)
- Shelby County Trustee’s Office (2 or 3 Cdts/8 or 12 wkly hours)

**ADMINISTRATIVE AGENCY EXTERNSHIPS**

- Equal Employment Opp’y Commission (3 Credits/12 weekly hours)
  - Hearings Unit
  - Legal Unit
- U.S. Army Corps of Engineers - Office of Counsel (3 Credits/12 weekly hours)
- Department of Homeland Security, Immigration and Customs Enforcement, Office of the Principal Legal Advisor, New Orleans (Memphis Sub-Office) (3 Credits/12 weekly hours)

**HEALTH PRACTICE EXTERNSHIPS**

- Baptist Memorial Healthcare Corporation\*\* (3 Credits/12 weekly hours)
- Methodist Le Bonheur Healthcare\*\* (3 Credits/12 weekly hours)
  - \*\*ADDITIONAL FEE REQUIRED FOR BACKGROUND CHECK\*\***
- Regional One Health (The Med)\*\* (8 Credits/12 weekly hours)
- St. Jude Children’s Research Hospital (3 Credits/12 weekly hours)
  - \*\*IMPORTANT: Please read St. Jude externship description and application requirements at conclusion of the Fall 2024 Description of Anticipated Field Placements document.**

**COMMUNITY LEGAL OFFICE EXTERNSHIPS (2 or 3 Credits/8 or 12 weekly hours)**

- Advocates for Immigrant Rights
- Community Legal Center – Immigrant Justice Program
- Disability Rights Tennessee

**COMMUNITY LEGAL OFFICE EXTERNSHIPS (2 or 3 Credits/8 or 12 weekly hrs) (cont.)**

- Memphis Area Legal Services (MALS)**
  - Fair Housing Center**
  - Family Law Unit**
  - General Placement**
- Mid-South Immigration Advocates**
  - Asylum/Deportation Defense**
  - Survivors' Project (Orders of Protection, Family Law)**
- OnLocation: Memphis**
- West Tennessee Legal Services**
- The Works, Inc.**

**IN-HOUSE EXTERNSHIPS**

- Memphis-Shelby County Schools\*\* - Office of General Counsel (3 Credits/12 hours)**
  - \*\*\*\* PLEASE INCLUDE A WRITING SAMPLE WITH YOUR APPLICATION MATERIALS\*\*\*\***
- University of Memphis Office of Athletic Compliance (2 or 3 Credits/8 or 12 wkly hrs)**
- University of Memphis Office of University Counsel (3 Credits/12 hours)**
- University of Tennessee Research Foundation (2 or 3 Credits/8 or 12 weekly hours)**
- UTHSC Office of Sponsored Programs (2 or 3 Credits/8 or 12 weekly hours)**

**\*\* PLACEMENT MAY REQUIRED BACKGROUND CHECK AND/OR SECURITY CLEARANCE.  
ACCEPTANCE EXTERN MAY BE RESPONSIBLE FOR ASSOCIATED COSTS.**

**FALL 2024 EXTERNSHIP COURSE  
DESCRIPTIONS OF ANTICIPATED FIELD PLACEMENTS**

**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. Federal court externships offer an opportunity to work within the federal court system and exposure to various legal proceedings and judicial processes.

Responsibilities: • Assist court personnel with administrative tasks and legal research. • Attend court proceedings, trials, and hearings to observe judicial proceedings. • Draft legal documents, memos, and case summaries under supervision. • Conduct legal research and analysis to support ongoing cases. • Participate in discussions and educational opportunities provided by the court.

Qualifications: • Strong interest in pursuing a legal career and understanding of the court system. • Excellent written and verbal communication skills. • Attention to detail and ability to work in a professional environment.

Skills: • Proficiency in legal research tools and Microsoft Office suite. • Analytical thinking and problem-solving abilities. • Ability to handle confidential information with discretion.

Benefits: • Immersive experience within the federal court system. • Mentorship from judges, law clerks, and legal professionals. • Networking opportunities within the legal community. • Potential for recommendations and career guidance.

**JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS**

**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.

## CRIMINAL JUSTICE EXTERNSHIPS

### **United States Attorney's Office (3L Students Only)**

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).

**Justice Review Unit:** The Shelby County DA's Office is committed to ensuring that convictions and sentences are valid, the innocent are protected, the guilty are punished, and crime victims receive the justice they deserve. In our prosecutions, we seek the truth and stand for justice.

Therefore, the mission of the Shelby County Justice Review Unit (JRU) is to conduct objective case reviews that ensure the integrity of challenged convictions and sentences by remedying injustices within the bounds of the law. In conducting investigations, the JRU will collaborate as needed with members of the community, ADAs, defense attorneys, law enforcement, advocacy groups, and victims' families.

To safeguard our commitment to truth and justice, the JRU leadership will advise the DA on policies, protocols, and training that enhance conviction integrity. By installing lasting internal reforms, the citizens of Shelby County can be assured that under the leadership of District Attorney General Steve Mulroy, the interests of this Office "in a criminal prosecution is not that

[we] shall win a case, but that justice shall be done.” *Berger v. United States*, 295 U.S. 78, 88 (1935).

We review convictions to determine the integrity of that conviction. We need interns/externs to help us go through the cases and summarize the discovery, research the legal issues, assist in developing investigative outlines, and preparing witness interviews. In a nutshell, we look for the truth when there are claims of actual innocence, unjust process, and/or unfair sentencing.

*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**

The Law Office of the Shelby County Public Defender provides law students with a unique learning experience in criminal defense through a variety of externship opportunities. As one of the oldest public defender systems in the country, we take pride in our legacy of protecting the rights of those who cannot afford a lawyer.

Our internship program pairs law students with experienced attorneys to assist with all aspects of case preparation and courtroom advocacy. Law students will have the opportunity to work in various departments within our office, including criminal court, general sessions, direct representation, juvenile defense, appellate defense, capital defense and special litigation. Additionally, our office staffs several treatment courts – mental health court, drug court and veterans court. Our interns gain practical knowledge while working in a supportive environment with a true mentor system.

Applicants should possess a passion for representing those whose liberties are at risk, an impeccable work ethic, an aptitude for oral advocacy, strong research and writing skills.

If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

For more information, see <https://www.defendshelbyco.org/internship-program>.

*Preferred Course(s):*

Professional Responsibility, Evidence; Criminal Procedure.

### **Tennessee Innocence Project**

Law interns & externs must currently be enrolled in a law school program and will work under the supervision of Tennessee Innocence Project Staff Attorneys. Students in this role may have the opportunity to participate in all stages of post-conviction innocence work, though typically with a focus on either the screening and investigation of cases or active representation case litigation. Some of the responsibilities for law student interns include:

- Conducting preliminary case research
- Pulling, reviewing, and analyzing case documents
- Filing Open records requests
- Summarizing trial transcripts

- Reviewing case documents
- Creating work product documents and drafting memos
- Conducting legal research into cases
- Interviewing clients and witnesses
- Preparing for hearings
- Appearing in the courtroom (if certified under the Tennessee student practice rule)

## **STATE/MUNICIPAL GOVERNMENT EXTERNSHIPS**

### **Memphis City Attorney’s Office (Law Division)**

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 Fall 2024 Placements:  
 General Litigation Unit  
 Transactional Unit

### **Memphis-Shelby County Airport Authority – Office of General Counsel**

This Externship 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.

## **Shelby County Trustee's Office**

At the Shelby County Trustee's Office, you will be working with the Shelby County Delinquent Tax attorneys. Our work primarily focuses on the prosecution of Delinquent Property tax sales per T.C.A. § 67-5-2501 through § 67-5-2506, as well as hearing Motions to Redeem property sold in Tax sale per T.C.A. § 67-5-2701 and Motions to Claim Excess Proceeds from Tax Sale per T.C.A. § 67-5-2702.

You will receive practical court experience through weekly appearances in the Shelby County Chancery Court as we represent Shelby County and the City of Memphis on several court matters, including the Motions to Redeem and Motions to Claim Excess Proceeds. In addition, you will assist with filing various Tax Sale Motions, including Motions for Default Judgement and Motions for Publication.

You will also gain experience with handling long-term lawsuits by assisting the Delinquent Tax Attorneys with the Tax Sale process from the inception of the lawsuit to the sale itself. This includes assisting with the title searches that are performed for each sale to confirm that notice is sent to all interested parties. In addition, you will have the opportunity to observe Default Judgement and Deposition hearings throughout the Tax Sale process.

## **FEDERAL GOVERNMENT/ADMINISTRATIVE AGENCY EXTERNSHIPS**

### **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 four 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):* Evidence, Fair Employment Practice or Federal Courts.

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

### **U.S. Army Corps of Engineers Office of Counsel**

In this externship, students are placed in the Office of Counsel, United States Army Corps of Engineers, Memphis District. The Memphis District employs over 500 civilian employees and has served the citizens of the Mid-South region since 1882. The District works to minimize flood risk, keeps America's most vital inland navigation highway – the Mississippi River – open for navigation, and preserves the environment for future generations. As a member of the district's legal team, externs will work across a wide array of practice areas including government contracts, real estate, labor relations, civilian personnel law, equal employment opportunity, government information practices, administrative law, fiscal law, ethics, environmental law, acquisition law, claims, litigation, and legal assistance.

Typical assignments for externs span all practice areas and may include work such as: research and drafting legal memoranda and other written documents; supporting in the defense of agency and GAO bid protests, contract claims and appeals; processing claims, FOIA requests, and labor-related issues; reviewing or preparing title reviews, closing packages, or other real estate documents; and, participating in federal litigation including assisting with the preparation of motions, interrogatories, briefs, Rule 4 assemblies, and litigation reports. All tasks will involve close coordination with clients, subject matter experts, paraprofessionals, and attorneys in the office.

*Required Clearance: This position is with a civilian legal office; service in the military is not required. Students will need to undergo a background investigation and suitability determination.*

### **Department of Homeland Security, Immigration and Customs Enforcement, Office of the Principal Legal Advisor, New Orleans (Memphis Sub-Office)**

The Office of the Principal Legal Advisor (OPLA) is the largest legal program in the Department of Homeland Security. OPLA serves as the exclusive representative of the Department in immigration removal proceedings before the Executive Office for Immigration Review; litigating all removal cases including those against criminal aliens, terrorists, and human rights abusers. OPLA also provides legal advice and counsel to ICE personnel on their customs, criminal, and immigration law enforcement authorities.

OPLA Memphis is seeking law student interns and/or externs on a volunteer basis. The program does not require enrollment through your law school; however, we will work with students and professors to accommodate clinical program placements or pro-bono hour requirements.

During the summer we seek students who are able to work 40 hours per week for a minimum of 8 weeks. Before commencing employment with ICE, all applicants must successfully complete a background investigation, which includes a credit check, security clearance, and drug testing. Additionally, all applicants must be United States citizens and maintain a 2.5 GPA.

We will provide unmatched litigation experience and valuable legal writing opportunities. All interns will attend immigration hearings and will be able to work toward the opportunity to appear in court under the supervision of an experienced attorney. Prior immigration experience or immigration comprehension is not required. We will offer training to provide a foundation for all assignments and students will have access to our experienced attorneys for additional guidance. The experience gained through our intern program will greatly enhance resumes and aid law students in their future endeavors. In fact, many of the agency's recent new attorney hires have served as legal interns.

### **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 Fall 2024 Placements:***

Baptist Memorial Health Care

Methodist Le Bonheur Healthcare (*\*Students will be responsible for Background Check Fee\**)

Regional Medical Center at Memphis

St. Jude Children's Research Hospital (*\*IMPORTANT: Please read externship description and requirements at conclusion of this document*)

**Important: Each of the Health Law field placements requires a background check and other clearance steps. Accepted externs may be responsible for associate costs.**

## **COMMUNITY LAW OFFICE EXTERNSHIPS**

### **Advocates for Immigrant Rights**

Advocates for Immigrant Rights (AIR) is a non-profit law firm focused on providing direct legal representation for immigrants. Our mission is to fight for the dignity, safety, and inclusion of immigrants in the United States, especially those most marginalized, through legal representation and advocacy. We fight for the rights of immigrants but also for the expansion of those rights to ensure that all people are equally protected by the laws of the United States. AIR seeks to create structural and systemic change by coordinating with other legal service providers and community-based organizations to complement our skills and build our mutual capacity. Our service model inherently provides for relationships that will propel our work and the work of our partners.

AIR is primarily focused on removal defense in the South, making special considerations for people who are LGBTQ or other extremely vulnerable classes, but we also support other types of immigration cases. We offer pro bono and low bono services in an effort to provide accessible legal representation to a community that is often not well established or even authorized to work lawfully in this country. We believe in not only provided excellent legal representation, but also being intentional about our work with clients and with the greater legal community. AIR also provides support to other non-profits across the region and is a part of MEMigration, a larger coalition for non-profit immigrant-oriented organizations, as well as a smaller initiative, Welcome South, working to build a network of providers representing clients in removal proceedings across the Mid-South.

An externship with AIR will provide the student with practical experience in the immigration field and a more expansive understanding of how immigration laws function in relation to the criminal and civil jurisprudence of this country. The extern will have the opportunity to engage in research projects, assist in the preparation of asylum applications and other removal defense applications. The extern will attend immigration court with our attorneys and depending on the student's year in law school, could have the opportunity to work in Shelby County Probate Court as a student attorney to represent clients in guardianship hearings as the predicate order for certain children to be eligible for lawful permanent residency. If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

### **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. If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

### **Disability Rights Tennessee**

Disability Rights Tennessee (DRT) was founded as E.A.C.H. in 1978. Most recently the agency was known as Disability Law & Advocacy Center of Tennessee. Today, DRT is Tennessee’s Protection & Advocacy Network and has served—at no cost—more than 50,000 clients with disabilities. DRT’s mission is to protect the rights of Tennesseans with disabilities. DRT provides legal advocacy services to people with disabilities across the state with numerous issues, including employment discrimination, safety in schools, abuse and neglect, and access to community resources and services.

DRT focuses its work in the following strategic areas: Freedom from Harm, Freedom from Discrimination, and Freedom to Participate in the Community. Each strategic area promotes the values set forth in the Developmental Disabilities Assistance and Bill of Rights Act (DD Act), which created the Protection & Advocacy System:

- Disability is a natural part of the human experience
- Disability does not diminish the right to live independently or to exert control and choice in life

DRT externs help to advance DRT’s mission in a number of ways, including legal research & help with trial preparation, legislative analysis, and meeting with DRT clients. Organization and communication skills will be key for any successful extern.

### **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 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. 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 Fall 2024 MALS Placements:

- Fair Housing Center
- Family Law Unit
- General Placement

### **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. 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 Fall 2024 Placements:

Asylum/Deportation Defense  
Survivors' Project (Orders of Protection, Family Law)

### **On Location: MEMPHIS:**

(OL: M) is a Tennessee Nonprofit recognized by the IRS as a 501(c)(3). Our mission is creating economic drivers & business opportunities for the film, music & arts communities. Our vision is teaching entertainment business through real life application. The entertainment industry is held together by intellectual property law (copyright/trademark) and contract law.

Through the On Location: MEMPHIS Externship Program the student will assist the Attorney with research and drafting of contracts for the film and music industry, chain of title audits on existing music tracks, providing legal information to publishers, script writers, film producers, music composers, actors and below-the-line talent, to name a few.

Previous externs have worked on the following types of assignments:

- OL:M Fiscal Agent Finishing Grant –Research the legal structure of fiscal agent program as it relates to arts based non-profits and assist in drafting the contract that will be used between OL: M and the awarded film project.
- Memphis Music Banq – Perform chain of title audits on all tracks currently in the Memphis Music Banq to ensure that we have all copyright certificates, publishing agreements (if needed), collaboration agreements (if needed), assigned ISRC code, assigned ISWC code, Publisher IPI #, and PRO registration for every track. There are currently 151 tracks. Help to gather the above information on any tracks that currently need to be processed and added to the catalog.
- Assist any new artists that are submitting tracks to the MMB. Advise them on what information that they need to submit with their tracks.

- The Auteur Club – Assist with researching and gathering sample forms and agreements to go into the resource library for film production and music used in film. Some documents may need to be drafted or edited.
- Memphis Movie Production – Assist with researching and drafting all agreements needed for film projects.

### **West Tennessee Legal Services**

Our mission at WTLS is to provide equal access to justice in seventeen counties in West Tennessee. We offer no-cost civil legal aid to West Tennesseans, focusing on issues that affect family safety, cohesiveness, and stability.

Through our work, we ensure that our neighbors have access to healthcare and are able to secure or retain income and shelter. We protect the personal freedom and security of survivors of abuse and people who are institutionalized or vulnerable. Our attorneys and paralegals are there for our community members when they need us most, and we are proud to serve West Tennessee.

Our service area includes:

Benton, Carroll, Chester, Crockett, Decatur, Dyer, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Madison, McNairy, Obion, and Weakley counties.

### **The Works, Inc. (formerly Neighborhood Preservation, Inc.)**

The Works is a nonprofit legal and community development organization that works to eliminate or mitigate all known legal and systemic impediments to the removal of such properties so that all available resources for addressing blight can then be effectively and efficiently deployed. The Works/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 Works/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 selected extern will work closely with stakeholders throughout the city including public officials, the environmental court, and public health leaders. 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; identify model laws, practices and programs from other cities; assist in writing reports and legal recommendations; participate in regular team meetings; support preparation and planning of the annual Strategic Code Enforcement Management Academy (SCEMA), and participate in and help to host advisory team meetings and community meetings.

## **IN-HOUSE COUNSEL EXTERNSHIPS**

### **Memphis-Shelby County Schools – Office of General Counsel**

Memphis Shelby County Schools (“MSCS”) is the largest school district in the State of Tennessee and among the largest 25 public school districts in the country. SCS serves over 100,000 students in more than 200 schools, including charter schools, and employs approximately 14,000 personnel, including over 6,000 teachers. As Tennessee’s largest public school district and one of the largest employers in the Greater Memphis area, MSCS is a diverse district with a large footprint in the city, county, and state. Because of the size and bandwidth of the district, MSCS handles a variety of complex legal issues, ranging from special education, labor and employment, charter schools, procurement, contracts, legislation, and policy.

MSCS externs will be exposed to legal issues at the forefront of urban education and those facing large governmental entities. Externs will be expected to assist in such tasks as performing legal research; drafting memoranda, pleadings, and correspondence; working with attorneys and legal assistants in trial and hearing preparation; and reviewing and drafting district policies, manuals, and proposed legislation. Tasks and opportunities will be determined by the extern's interest and the needs of the office, as well as the nature of active matters.

Under the guidance of the General Counsel's office, the externs will have the opportunity to: (1) assist in developing creative and innovative strategies to resolve legal challenges facing the school district; (2) attend interoffice and intraoffice meetings within district officials to gain understanding about the operations of the public school system; (3) assist in preparing for and attending depositions, hearings, mediations, and other legal proceedings; (4) perform legal research and render opinions and answers to questions, including, but not limited to, matters pertaining to civil rights, education law, disability and special education matters, student rights, and local, state, and federal government laws, policies, and regulations; (5) assist in providing advice concerning new or revised Board policies and procedures; and (6) perform other related duties as assigned or directed.

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

The University of Memphis Athletics Compliance Office (ACO) serves coaches, prospective student-athletes, current student-athletes, athletics representatives, and groups that support the 19 varsity sports we sponsor. The ACO ensures that the integrity of the University of Memphis is upheld by establishing an atmosphere of education, consistency, and responsibility in adherence to the explicit guidelines set forth by the governing legislation of the NCAA and the American Athletic Conference (AAC).

Selected externs will provide support in the day-to-day operations involving legislation, policies, & procedures for the NCAA, AAC, and the University of Memphis. Areas of support include monitoring, roster management, rules education, & much more. ACO also works with an array of departments that will expand your experience in areas such as academics, name, image, & likeness, etc. All final candidates will be scheduled to interview with the ACO before being brought on.

#### **University of Memphis – Office of University Counsel**

The University Counsel Externship course will offer students interested in higher education law and inhouse 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.

#### **University of Tennessee Research Foundation**

The University of Tennessee Research Foundation (UTRF), the technology transfer office for the University of Tennessee system, is seeking legal interns for Summer 2024 in its Memphis office. UTRF is looking for current law students who are interested in entrepreneurship and intellectual property, with a preference for interns having a scientific background. The Summer legal intern(s) will support UTRF in the commercialization of inventions created at the various campuses of the University of Tennessee (UT). UTHSC has an active program of basic, clinical and translational research in a wide variety of disciplines focused on the health issues that impact the local community, the state of Tennessee and the world. As

the technology transfer office for UTHSC, UTRF provides an essential bridge between academia and industry to commercialize technology created by faculty researchers. UTRF's purpose is to move technologies from lab to marketplace through intellectual property development and commercial licensing.

UTRF is a non-profit 501(c)(3) organization that promotes the commercialization of UT intellectual property, encourages an entrepreneurial culture, contributes to state and regional economic development, and promotes research and education to benefit the people of Tennessee and beyond.

UTRF offers numerous opportunities for learning and hands-on experience in the fields of intellectual property and commercial licensing. Legal interns will work directly under the supervision of UTRF's Senior Staff Attorney (Lakita Cavin, JD/PhD) and Technology Manager (James Parrett, JD/PharmD) to analyze UTHSC technologies and develop strategies for their intellectual property protection and licensing to commercial entities. Following initial orientation and training, Summer legal interns will be assigned several technologies to work on. Additional assignments may include:

- Preparing patentability and freedom-to-operate assessments on new technologies
- Developing strategies for patenting UT inventions and working with technology managers and outside counsel to manage patent applications
- Assisting in negotiating and drafting license agreements, options, term sheets, material transfer agreements, and other agreements
- Writing legal memos on current intellectual property topics or technology transfer issues.

We hope to offer our legal interns broad exposure to all areas of our work and encourage our interns to help us customize the overall internship experience to meet their interests and career goals. An ideal candidate is a detail oriented, critical thinker with excellent verbal and written communication skills.

This position may be either part time or full time. Total weekly hours will depend on the number of interns hired, current office workload and intern interest. UTRF offers flexible scheduling, including potential for telecommuting and remote work. Ideally, legal interns would be available to work at least 2-3 days per week at the Memphis office.

**Job Qualifications/Requirements:** Must be a current law student (1L or 2L) with a scientific or technical background, with a minimum of a B.S. degree in life science, physical science, healthcare or engineering. Preference will be given to students with an advanced degree in a life science and prior experience with intellectual property protection and/or healthcare.

If you are looking for an exciting and unique internship opportunity combining law and science, we invite you to apply for a Summer position with UTRF.

### **University of Tennessee Health Science Center – Office of Sponsored Programs**

The Office of Sponsored Programs (OSP) provides support to the faculty and staff of The University of Tennessee Health Science Center (UTHSC) in their efforts to obtain external funding in support of their scholarly endeavors, while ensuring compliance with UT policy, sponsor terms and conditions, and applicable state and federal regulation and law. OSP staff review, negotiate, and approve all proposals for grants and research contracts and operate on the frontlines of health law to negotiate with other universities, government entities, and private companies to ensure that our faculty are able to conduct their research in this competitive market. All universities that accept extramural support have a sponsored programs office (or equivalent functional area) charged with binding the university to the terms and

conditions included in the applications submitted and the awards received. The office functions include proper stewardship and oversight of regulatory compliance related to the research, including ensuring human subjects safety, animal safety, and compliance with export control and biosafety regulations.

An externship with OSP would allow a student to be a part of our contracts team and learn about the art of contract negotiation and the many different types of contracts that are used for biomedical research. Some of those contract types include: clinical trial agreements, grant agreements, research collaboration agreements, data use agreements, material transfer agreements, confidentiality agreements, and subcontracts and subawards.

The student will be supervised by the OSP Assistant Director for Research Agreements, and OSP will work with the student to create a schedule that will work with their classes. Training will be provided for redlining agreements, negotiating with other parties, and relevant law and policies that continually affect our contracts here in Tennessee and at UTHSC.

**ST. JUDE CHILDREN’S RESEARCH HOSPITAL**  
**OFFICE OF LEGAL COUNSEL EXTERNSHIP**

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.

**About the Internship**

Law students enrolled at accredited law schools are invited to apply for legal internship positions with the Office of Legal Services at St. Jude Children’s Research Hospital. We offer internships for the spring, summer and fall.

As a legal intern at St. Jude, you will be immersed in a unique culture where basic, translational and clinical research are housed on the same campus in a robust children’s hospital setting. Interns work closely with both in-house lawyers and outside counsel on substantive projects in many aspects of the law.

Depending on your professional interests, projects may include:

- Health law
- Business transactions
- Risk management
- International law
- Intellectual property
- Commercial transactions
- Construction law
- Labor and employment
- Clinical trials
- Grants and contracts
- Higher education and academic law
- Environmental law
- Bioethics
- Law and regulations at the state and federal levels

Mentoring is a core aspect of the program. Attorney-mentors ensure each assignment comes with ample context and follow-through opportunities, with plentiful client interaction. Moreover, interns are routinely included in meetings of all types for educational purposes.

**Eligibility**

All interested law students are encouraged to apply. Successful applicants:

- Have exceptional grades and/or experience
- Have preferably taken Professional Responsibility or have passed the Multistate Professional Responsibility Exam (MPRE)
- Are fluent in English



To prevent conflicts of interest, we do not accept students who have relatives working at St. Jude, except in extraordinary circumstances.

Please address all materials and inquiries to:

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