

Texas A&M School of Law

Residency Externship Program in Public Policy

2021-2022

Handbook of Deadlines, Course
Requirements, Policies & Forms

The information contained in this Handbook applies only during the years listed. Information including due dates/times and meeting requirements are subject to change.

INTRODUCTION

Selfless Service. Leadership. Excellence.

These are just three of Texas A&M's Core Values that are embodied in a lawyer's career, particularly one in the public sector.

Texas A&M School of Law is proud to offer upper-level students firsthand experience in the role of public sector lawyers by participating in its Residency Externship Program in Public Policy (REP-PP) in either Washington, D.C. or Austin, Texas.

The REP-PP offers students a unique opportunity to gain valuable legal experience in the public sector with a focus on the role of a lawyer in policymaking – including promulgation of law, rulemaking, regulation, enforcement, and advocacy.

In addition to working full-time at their externship placements, students meet two nights a week with an adjunct expert to discuss and explore further the significant ethical, moral, and political issues lawyers in the public sector face every day.

Students will have the opportunity to meet leading policymakers and stakeholders in their resident city. They also will have access to the greatest network of all – the Aggie Network – that is strong in both cities.

Two Unique Cities. Two Unique Opportunities. One World Class Institution.

TABLE OF CONTENTS

Important Meeting & Submission dates	4
Externship Policies	5
Agreements:	
Student Participation Agreement	9
Code of Conduct Agreement & Emergency Contact Information.....	11
Memorandum of Understanding: Supervisor/Student/School	13
Course Requirements:	
Externship Placement Learning Agenda	17
Student Timesheet.....	18
Examples of Externship Activity.....	20
Reflective Journal-Keeping During the Externship.....	21
Prompts for Reflective Journals	23
Networking Requirements.....	26
Blogging Requirements	27
Mid-Term Evaluation of Student Extern	28
Final Evaluation of Student Extern.....	30
Student Evaluation of Externship Experience	32
Supervising Attorney Basic Responsibilities.....	34
Information for a Successful Experience:	
Information to Make Your REP-PP Placement A Rewarding Experience	35
Sample Questions You Should Ask Often During Your Externship Placement...	38
Application.....	39

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

IMPORTANT MEETING & SUBMISSION DATES

Initial Placement Materials Due for Director Review: ¹

October 1, 2021

Mandatory Group Meeting Number 1 (via Zoom):

TBD – Week of September 27, 2021

Mandatory Group Meeting Number 2:

TBD: Note this meeting will allow us to take photos for use on the website, social media accounts and LED Screen.

Placement Materials Submitted:

All final application materials must be reviewed and submitted to the director no later than October 15, 2021.

¹. These materials include your most recent resume (including summer 2021 and fall 2021 employment, if applicable, writing sample (10 pages), and revised placement interest list.

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

EXTERNSHIP POLICIES

1. **REP-PP DEADLINES & ENROLLMENT CAPS:** REP-PP Externships are subject to application deadlines and course enrollment limits that are established each academic year. Enrollment may vary between host cities.
2. **ENROLLMENT IN REP-PP:** Enrollment in this program is separate from any of the other clinical or externship opportunities available at the Law School and requires separate application processes than those other opportunities.
3. **PREREQUISITES & REQUIREMENTS:** Applicants are required to have a minimum 3.0 cgpa, have taken or be enrolled in the prerequisite courses at the time of application; be enrolled in their final year of law school at the time of application; and be prepared to comply with all deadlines, requirements, and other policies set by the REP-PP. Students in their second year of law school may be asked to apply to the REP-PP in limited circumstances.
4. **EXTERNSHIP PASS/FAIL CREDIT & PRO BONO HOURS:** Law School students must complete 90 credits to graduate. Students may take up to 18 pass/fail credits of which all 9 credits assigned for the REP-PP externship placement count. Students must ensure that they have sufficient pass/fail credits to participate in the REP-PP.

Students in their final year of law school 1) must ensure that they have completed their pro bono hours prior to departure or 2) arrange to complete the requirement in their host city, subject to any applicable Law School policies.
5. **MANDATORY MEETINGS:** Students accepted in the REP-PP must attend all mandatory meetings unless they receive a waiver from the REP-PP Director. Students who fail to attend those meetings may be dismissed from the REP-PP.
6. **WINTER TERM COURSE:** Students participating in the REP-PP are required to enroll and participate in the REP-PP Winter Term Course prior to departing for their externships. This is a graded course at the end of which students will submit a paper related to their upcoming externship placement and give an oral presentation of their findings to course participants.
7. **APPROVED PLACEMENTS:** The REP-PP is designed for students interested in exploring the role of attorneys in public policy making. In addition, externship placements require regular supervision by an attorney who has been practicing for at least three (3) years. As such, the Externship Director must approve all placements prior to student placement. Failure to receive advance approval of a placement may result in a student's dismissal from the REP-PP. To receive approval, the student must submit:
 - a. Name of placement,
 - b. Supervisor name and contact information

- c. Short description of the organization's mission and description of anticipated work assignments and learning opportunities provided by your supervising attorney
- d. Statement that you have discussed the basic supervising attorney's responsibilities with your anticipated supervisor, and they have indicated agreement to fulfill those responsibilities. Once a placement is approved, you will need to submit a signed *Memorandum of Understanding: Placement Supervisor, Student & School*.

8. **TIME COMMITMENT:** Externship placements within the REP-PP are full-time. A student must complete a minimum of 45 hours of work for each pass/fail credit received during the REP-PP, thus a placement must be for full-time employment during the semester (amounting to at least 405 hours over the course of the semester).²

- a. **Journal Entries.** Students may record one (1) hour per Journal Entry requirement as part of their time Commitment. All hours must be recorded and required hour commitments must be completed during the semester in which the student is enrolled in the REP-PP.
- b. **Networking Requirements.** Students are required to engage in three (3) Networking Opportunities during their REP-PP placement. These activities **do not** count toward the REP-PP credit hour time commitment.
- c. **Blogging Requirements.** Students are required to engage in blog entries for the REP-PP website. These activities **do not** count toward the REP-PP credit hour time commitment.
- d. **Bar Prep Exercises.** Students are required to complete the bar prep exercises provided by the Director prior to the last day of the spring semester in which they are enrolled in the Program.

9. **COMPENSATION:** Currently, students may receive compensation for their participation in a REP-PP placement. Student must obtain written pre-approval for compensation prior to accepting. Certain incidental expenses may also be reimbursed such as the cost of parking or copying.

10. **EMAIL NOTIFICATIONS:** Students in the REP-PP will communicate with the REP- PP Director and the Adjunct Professor in their host city primarily through email. At the time of acceptance into the REP-PP, students will provide the email to which all notifications and communication will be directed, and they agree to check that email account regularly. Any email that is printed out and placed in a student's REP-PP file is presumptive notice that the student received the email and is aware of its contents. Any administrative notice regarding delinquent performance may be sent by email and is governed by this paragraph.

Communication about or related to the program, seminar, placements, assignments, or other school related matters must be done via email. Communication about these matters should not be undertaken via text message. If there is an emergency, telephone calls are acceptable.

² Because the Law School has moved to a 12-week semester, students have until the last day of final exams to complete their hours, if that time is necessary.

11. **JOURNAL ENTRIES & OTHER REQUIREMENTS:**

- a. Journal Entries: Students are required to complete weekly reflective journal entries as indicated in the course syllabus. Journal entries must conform to the requirements set forth in the syllabus and be timely provided to the REP-PP Director.
- b. Networking Events: Students are required to engage in a minimum of four (4) networking events – either arranged by the REP-PP or on their own – prior to the end of their placement. A log of those networking opportunities will be submitted at the end of the semester.
- c. Blog Entries: Students will be required to provide a least one blog entry per semester for inclusion on the REP-PP website. Students will draft their blog entries and submit them to the REP-PP Director for review and editing prior to posting.
- d. Mid-term Meeting-Placement and Faculty Supervisor: Students will assist in scheduling a mid-term meeting for the faculty and placement supervisors, to be conducted via Zoom, Skype or another similar platform, or in-person.

12. **SEMINAR COURSE REQUIREMENTS:** In addition to completing their externship placement, students are required to participate in a 3-credit graded seminar. The seminar meets twice a week in the host city and culminates in a graded final paper that counts for 40% of the final grade. The seminar requirements, including readings, homework assignments, outlines, and drafts of final papers will be outlined in the syllabus provided for that course.

13. **PROFESSIONALISM, CONFIDENTIALITY, AND UNAUTHORIZED PRACTICE OF LAW:**

- a. Professionalism: REP-PP students are ambassadors of the Law School and the Texas A&M System. Students will act professionally at all times, including while engaged on private social media platforms. Students will act professionally in their placements and treat everyone with whom they engage in a professional and courteous manner.
- b. Confidentiality: REP-PP Students will maintain discretion and confidentiality throughout their externships. They will not disclose any confidential or sensitive information - including in journal entries, networking events, blog posts, or social media posts - at any time. REP-PP students will become familiar with the REP-PP confidentiality requirements as well as the confidentiality requirements of their placement office.
- c. Unauthorized Practice of Law: REP-PP students shall not engage in the unauthorized practice of law. Any legal services performed by REP-PP students shall be done under the supervision of their supervising attorney.

14. **PHOTOS AND MARKETING MATERIALS:** Students understand that participation in the REP-PP includes permission for the Law School and the REP-PP to take and use photos and videos for use on the REP-PP and Law School website, in marketing materials, and for any other purposes consistent with the goals and mission of the REP-PP and the Law School.

15. **WITHDRAWAL FROM REP-PP:** Students must consult with the REP-PP Director prior to withdrawal from the Program once they have been accepted. Students may withdraw from the REP-PP at any time up until the commencement of their placement without penalty (although withdrawal

in the midst of the Winter Term Course may result in loss of the credit depending on the timing of the withdrawal. Consult the Student Handbook and the Registrar for information on this). Once the placement begins, students may not withdraw from the REP-PP until all matters assigned to the student extern have been either completed or properly handed off within the office.

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

STUDENT PARTICIPATION AGREEMENT

1. I am familiar with the Texas A&M School of Law Residency Externship Program in Public Policy (REP-PP) requirements and policies as set forth in the document entitled *2021-2022 - Handbook of Deadlines, Course Requirements, Policies & Forms* (REP-PP Handbook).
2. I agree to comply with all applicable Law School policies and procedures as well as those policies specifically set forth in REP-PP Handbook.
3. I understand that failure to participate in all mandatory meetings or failure to meet any of the requisite submission deadlines may result in my dismissal from the REP-PP.
4. I understand that upon admittance into the REP-PP I am required to regularly check the email address listed below for messages related to the REP-PP. I agree that any email sent to me at the designated address about the REP-PP from the REP-PP Director, which is printed out and placed in my REP-PP file, amounts to presumptive notice that I received the email and aware of its contents.

Designated REP-PP Email
Address: _____

(Please print clearly)

5. I understand that my acceptance into the REP-PP does not guarantee me a placement in my chosen city. I understand that it is my responsibility to meet all submission deadlines and work with the REP-PP Director in securing my placement. I further understand that placements must be approved by the Externship Director prior to acceptance.
6. I understand that my acceptance into the REP-PP does not guarantee housing for me in my REP-PP city of choice and that housing, transportation, and other living expenses are my responsibility. I further understand that neither Texas A&M School of Law nor the REP-PP is responsible if I lose deposits or other payments as a result of my failure to complete my REP-PP placement or decision not to participate in the REP-PP.
7. I understand that it is solely my responsibility to submit all documents on time that are required both to participate in and to complete the REP-PP, including Winter Term requirements. It is solely my responsibility to verify with the REP-PP Director that I have completed all course requirements on or before the last due date for the semester as designated in the course materials provided. The REP-PP Director has no obligation to notify me of any deficiencies in advance of entering a failing grade if I fail to adhere to this paragraph.
8. I understand my professional obligations at all times in my externship placement. I will be familiar with all confidentiality requirements of my placement as well as those outlined in the REP-PP Handbook, and I will adhere to those policies. I further agree to redact all written work-product to ensure confidentiality is maintained to the extent required. I further understand that **I am not permitted to give legal advice** to any person or client unless I am supervised by an attorney.

9. I understand that my participation in the program includes permission for the Law School and the REP-PP to take and use photos, videos, and other recordings for use on the REP-PP and Law School website, in marketing materials, and for any other purposes consistent with the goals and mission of the REP-PP and the Law School.

10. I understand that I must have and maintain valid health insurance beginning in the Winter Term (January) 2021 and throughout the pendency of my externship placement.

11. I understand that the REP-PP expects I will be working in-person at my placement in my chosen resident city. I acknowledge that there is a potential increased risk of contracting the coronavirus (Covid-19) associated with participating in an in-person externship experience. By participating in the REP-PP, I acknowledge and agree that this is a voluntary experience, is not required to obtain my degree, and I assume the potential risk associated with contracting the coronavirus associated with engaging in an in-person externship experience.

I have read this Student Agreement and understand it. My signature reflects my agreement with the terms herein and acknowledges receipt of the document entitled "Texas A&M School of Law Residency Externship Program in Public Policy 2021 -2022 Handbook of Deadlines, Course Requirements, Policies & Forms."

Print Name: _____ Date: _____

Signature: _____

REP-PP City: _____

Placement Entity: _____
(may be completed upon placement determination)

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

CODE OF CONDUCT AGREEMENT & EMERGENCY CONTACT INFORMATION

As a participant in the Residency Externship Program in Public Policy, you are serving as an ambassador for the Program, the law school, and Texas A&M. You are expected to exercise good judgment in all circumstances, including at work and during your free time.

You should adhere to the Aggie Core Values and demonstrate respect to those around you at all times, including those with whom you are living during your externship.

Specifically, by participating in the Program, you agree to adhere to the following:

Conduct with Respect to Alcohol:

- Students should use good judgment when consuming alcohol.
- Students are encouraged not to drink alone, must respect all applicable rules and regulations in their host cities and their residences, and should keep others apprised of their whereabouts if they do go out on their own.

Conduct with Respect to One Another:

- Students likely will be living in shared housing during their placements. To the extent practical, students should not leave others to “fend for themselves,” should travel in pairs or groups, and should be cognizant that close proximity in living situations requires compromise and open communication.
- Students should be respectful of one another’s need for personal space and privacy, respect one another’s belongings, and be cognizant that work schedules will vary and should be respected.

Serving as an Ambassador:

- As an ambassador of the law school and the Aggie family, you must adhere to the Student Code of Conduct throughout the duration of your participation in the Program.
- The law school may take action in situations occurring during the Program that involve: student misconduct demonstrating flagrant disregard for any person or persons; or when a student’s behavior is judged to threaten the health, safety, and/or property of any individual or group.
- Each student should assist in ensuring compliance with all applicable rules, guidance or codes of conduct, including bringing a potential matter to the Director’s attention, or to the attention of your adjunct professor.

In Case of Emergency:

- In the event of a natural disaster, accident, or national security incident, students should take immediate and appropriate steps to protect themselves.

- Follow all instructions from law enforcement, government officials, and others with respect to the emergency.
- Contact the REP-PP Director and your adjunct as soon as it is safe to do so.
- Contact your family when you can; The REP-PP Director also will contact the person listed below as your Emergency Contact.
- If an illness occurs, follow the same instructions except have someone (if practicable) travel with you to a medical facility.
- It is recommended that you have the numbers for the closest hospital or urgent care facility to your work and place of residence stored in your phone.

I have read, understand, and acknowledge receiving the Code of Conduct & Emergency Contact Information. I further agree to abide by its terms including all applicable rules, codes, and guidance referenced therein.

NAME: _____

SIGNATURE: _____ DATE: _____

CELL PHONE NUMBER: _____

EMERGENCY CONTACT NAME: _____

PHONE NUMBER: _____ RELATIONSHIP: _____

**SUPERVISOR, STUDENT & SCHOOL
EXTERNSHIP MEMORANDUM OF UNDERSTANDING
RESIDENCY PROGRAM: PUBLIC POLICY**

Student: _____

Externship Site: _____

Placement Supervisor: _____

Placement Supervisor:

As supervisor, I understand that the Residency Externship Program in Public Policy (REP-PP) is an academic program and that I must ensure basic academic standards are met, including the program goals. To this end, I agree:

1. I have the authority, ability and resources to supervise the student and to designate a portion of my work time to supervising the student. If the student performs assignments for additional supervisors, I will ensure they are providing appropriate feedback and guidance in accordance with this agreement.
2. To ensure that the externship is of substantial educational value, providing assignments that are representative of my work and are as challenging as the student can reasonably handle, and will provide the student opportunities to observe and, when appropriate, participate in meetings, hearings, or similar events.
3. To supervise the student in full compliance with the applicable jurisdiction's rules of professional conduct, especially with its equivalent to Model Rule 5.3, "Responsibilities Regarding Non-Lawyer Assistants," and to orient the student as to the confidentiality rules and other requirements, policies and procedures of the office.
4. To manage the student's work and meet regularly with the student to discuss assignments and provide feedback. This will include:
 - a. Meeting with the student in the first week to discuss the student's goals and develop a learning plan for the student's externship and provide an overview of work and the expectations of the student during his/her externship.
 - b. Reviewing and verifying the student's hours, which will be provided to me no later than that last week of the externship; I may request to see my student's hours more frequently, if preferred.

- c. Interacting/meeting regularly with the student to provide timely and specific feedback on assignments; This should include feedback on written work, oral communication skills and interpersonal skills, providing both positive and constructive advice and critique. I may arrange a standing weekly meeting with the student to facilitate feedback and discussion.
 - d. Interacting/meeting regularly with the student to discuss the relationship of assignments to the larger substantive, procedural or practical issues at hand, including any significant ethical issues involved; and
 - e. Completing a mid-term and final evaluation (provided by the school) on the student's work, reviewing the evaluations with the student, and ensuring copies of the completed evaluations are returned to the school.
5. To provide the student the resources necessary to work and learn effectively, including adequate workspace.
 6. If applicable, to not charge any client or collect any fee for the student's time, if the student is not receiving compensation for work performed.
 7. In recognition of Covid-19, that the office will comply will all applicable health and safety guidelines and directives from federal, state, and local government officials including, but not limited, to social distancing and face covering requirements.
 8. In recognition of Covid-19, that in the event a student cannot work on-site due to Covid-19 related health reasons, I will notify the REP-PP Director immediately to discuss alternative plans for completion of the externship. If needed, I will be able to provide remote work similar to work completed on-site to allow the student to complete the requisite hours for credit.
 9. If remote work becomes necessary, I will work with the student to develop a plan for continued regular communication and engagement and will discuss the technology and resources needed to complete assignments remotely and in a way that protects confidentiality and security concerns.
 10. To be available to speak with the school throughout the semester and as needed, and to notify the REP-PP Director if the student is not performing competently at any time during the term.

Student:

By participating in the Residency Externship Program in Public Policy, I acknowledge and agree:

1. I am making a commitment to complete my required hours at my placement, which will occur during the academic semester for which I am enrolled, working with my supervising attorney to create a schedule that will meet that requirement and abiding by that schedule.
2. I am committing to fulfill my professional obligations at all times in my externship including:

- a. Being familiar with the confidentiality requirements of my placement and those of this program and adhering to those policies.
 - b. Respecting my supervisor and all those I interact with by displaying the utmost in professionalism and integrity, communicating professionally and being prepared for all meetings, hearings or appointments.
 - c. Taking responsibility for my experience and communicating regularly with my placement supervisor regarding my work and progress toward meeting my goals.
3. I am making a commitment to an organization/ attorney that will be assigning work related to the execution of its/ their mission and commit that the quality of all assignments submitted to my placement supervisor will meet their outlined expectations and what I would expect of myself.
 4. I am committing to timely completing and fulfilling all of the Program's requirements, including those of the accompanying seminar.
 5. That there is a potential increased risk in contracting Covid-19 associated with participating in an in-person experience. I further acknowledge and agree that my participation is voluntary and is not required to obtain my degree. I will comply with all applicable guidelines and directives from federal, state and local government officials and Texas A&M University, and the health and safety protocols of my placement. I have also reviewed the CDC guidance titled *How to protect yourself and others*.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
 6. I will not go to the office if I feel sick or if I have had close contact with someone known or suspected to have Covid-19 and will isolate or quarantine until it is safe to be around others. I will comply with Texas A&M University's rules for self-reporting, and if I am unable to work on-site due to Covid-19 health related concerns, I will notify the REP-PP Director immediately.
 7. If I am unable to complete the requisite hours for credit by the end of the term due to Covid-19 health related concerns or illness, I understand the Extern Director will assess the situation and possible options may include taking an incomplete and earning the hours on or before the end of the summer term, withdrawing, or completing hours through alternative assignments.
 8. If any concerns or issues arise regarding my assignments, supervisors, requirements, or procedures, I will discuss them with the REP-PP Director.

Student & Placement Supervisor:

We understand:

1. The student is committing to work _____ hours in exchange for _____ pass/fail academic credits. Anticipated start date _____; end date _____;
2. That the externship is of a fixed duration, is not a guarantee of future employment and is structured around an educational experience;

3. That the externship is for the educational benefit of the student, and even though it includes actual operation of the organization, is similar to training which would be given in the educational environment;
4. That the student's work complements, rather than displaces, the work of paid employees, and works under close supervision of existing staff;
5. The student is not entitled to wages for work performed in the externship; In limited circumstances, and upon receiving written pre-approval from the Extern Director, the student can accept a stipend or compensation for work, or reimbursement for reasonable out-of-pocket expenses; and
6. The student is not entitled to a job at the conclusion of the externship

_____/_____/_____/_____
 Student Signature Date phone E-mail

_____/_____/_____/_____
 Placement Supervisor Date phone E-mail

Texas A&M School of Law:

The School agrees:

1. To support the student and placement supervisor to ensure the learning and working experience is the best it can be. If any aspect of the externship raises concerns or problems for either the student or placement supervisor, the School will work with both to achieve a resolution.
2. To communicate the program's requirements and expectations to the student, placement supervisor and host organization and ensure the placement meets those requirements.
3. To oversee the academic component, review and respond to the student's goals and journals, provide mid-term and final evaluations, and evaluate the student's performance, in consultation with the placement supervisor, on a pass/fail basis;
4. To conduct an on-site visit or videoconference at least once in the semester with the placement supervisor and will contact the placement supervisor and student as needed, either through telephonic or email communications, throughout the semester.

For notifications, or if you have questions, concerns, or just wish to share a comment, about the program or your student, please contact:

Prof. Lisa A. Rich,
Director, Residency Externship Program in Public Policy
larich@law.tamu.edu
817/212-3952

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

EXTERNSHIP PLACEMENT LEARNING AGENDA

Student Name: _____

Student Placement: _____

Date of Student Draft (Columns One, Two & Three): _____

Date of Document Discussion with Supervisor: _____

INSTRUCTIONS: Students will complete Columns One, Two & Three during the January Winter Term course. Students will meet with their supervisors during the first week of their placements to discuss the Learning Agenda and receive comments and feedback on it from their supervisor.

Goal for Your Externship:	Action Steps/ Experiences to Help Achieve that Goal:	How I might measure progress:	Supervisor Comments on Goals & Experiences:

Activity Codes

- | | |
|---|---|
| <p>1. <i>Conferences/Conversations w/ Supervisor</i></p> <p>2. <i>Conference/Conversations with Others</i></p> <p>3. <i>Legal Research</i></p> <p>4. <i>Non-Legal Research</i></p> <p>5. <i>Writing</i></p> | <p>6. <i>Briefings</i></p> <p>7. <i>Observations</i></p> <p>8. <i>Organization in Support of Legal Work</i></p> <p>9. <i>Clerical</i></p> <p>10. <i>Other</i></p> |
|---|---|

Summary of Hours Worked:

<u>Code</u>	<u>Hours</u>
1. Conferences/Conversations w/ Supervisor	-
2. Conference/Conversations with Others	-
3. Legal Research	-
4. Non-Legal Research	-
5. Writing	-
6. Briefings	-
7. Observations	-
8. Organization in Support of Legal Work	-
9. Clerical	-
10. Other	-
Total Hours for current period	-
Total Hours for semester	-

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

EXAMPLES OF EXTERNSHIP ACTIVITY

Externs will perform a variety of tasks during their placements. To assist with timesheet maintenance, the following general descriptions of activities may be useful. These are broad categories, and your timesheet should be thoughtfully inclusive of the work you actually undertake. For ease you may use the abbreviations included in the parentheses.

Clerical (C): These types of activities include those that do not require legal knowledge or judgment such as photocopying, assembling binders, answering telephones generically, or simply dropping off or picking up materials.

Conversations/conferences with Supervisor or Co-workers (CONV): These activities include any time you spend speaking with your supervisor or co-workers. You may differentiate between types of conversations for example those in which you receive an initial assignment, those in which you seek clarification, those in which you present your work product, and general conversations.

Legal Research (LR): This includes computerized or book research on cases, statutes, regulations, etc.

Non-legal Research (NLR): This includes activities such as searching for information on the Internet not related to legal research; collecting public records or other information; making telephone calls to gather information; and similar activities. Legal and non-legal research often “blur” during public policy work but try to make clear delineations between the type of work you know to be “traditional legal research” (think LARW-I & II) with information that supports that research.

Note taking (NT): This encompasses events you attend for which you have been asked to engage in active notetaking to be shared with your supervisor in some way. For example, you are asked to attend a hearing and take notes on the proceedings.

Observation (OB): This encompasses time for which you are primarily observing, rather than performing a certain activity such as sitting in a meeting or attending a conference.

Organization in Support of Legal Work (ORG): This includes activities such as reviewing and organizing files, organizing materials in support of a hearing or other legal proceeding, or any other type of organization that requires some legal knowledge and judgment, as opposed merely a clerical task like photocopying.

Writing (W): This should include any kind of writing including legal memoranda, legislation, position papers, hearing testimony, regulations, and the like. This includes all phases of the drafting process from first draft to final proofread. Be sure to note the specific writing project in each entry such as “worked on first draft of position paper,” “proofread final copy of hearing testimony,” etc. . . .

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

REFLECTIVE JOURNAL-KEEPING DURING THE EXTERNSHIP

Purpose: The best leaders and lawyers learn not only from the substance of their undertakings but also from the undertakings themselves. Reflecting on one's experiences allows them to observe, learn, plan, integrate, and act in a well-rounded fashion. Students control what and how they learn during the externship process; part of that learning and growth comes from reflection in journals. Writing in a journal allows you to think more deeply about your experiences and personalize them in ways that make you a better leader and lawyer.

Specifically, journal entries should –

- 1) serve as a tool for you to reflect on assignments and what you learned from them in concrete ways;
- 2) provide a way for you to deeply and systematically reflect on your experiences;
- 3) allow the REP-PP Director (and only the Director) to see how the externship is developing your leadership and legal skills and contributing to your ongoing education;
- 4) relieve stress and pressure through free-flowing writing; and
- 5) enhance your practice as an observer and reflective practitioner.

Your journal is not a recitation of your time sheets. It is meant to be a narrative reflection of your experiences and observations.

Confidentiality: Your journal entries are confidential between you and the REP-PP Director. They are not graded but their timely completion is required for completion of the externship.

Number of Entries: Students are expected to complete eleven (11) journal entries throughout the course. Journal entries are due as directed in the syllabus. Entries are completed every week except Spring Break. Entries must be submitted in a timely manner; late entries will require student/faculty discussion and could jeopardize a student's completion of the externship.

Formatting and Length: General Format –

- 1) Journal entries will be typed;
- 2) Journal entries will be at least two double-spaced pages, using 11- or 12-point font;
- 3) Journal entries must include the following –
 - a) Student name on each page;
 - b) Week of entry
 - c) Theme or topic discussed;
 - d) Page numbers.

Language & Style –

Journal entries are supposed to be a reflective narrative, so they are not as formal as most of our legal submissions. You should run a quick spelling and grammar check and try to use proper punctuation

but there is no need to “sound like a lawyer.” These entries should reflect your voice, thoughts, and writing style.

Content –

At a minimum, your entries should include the following content:

First paragraph - Identify the topic of the journal entry and “set the scene” by providing the who, what, when, where, and why context for the entry.

Second & Subsequent paragraphs - Answer the prompt questions being sure that you describe what you are feeling, observing, and thinking with respect to the question.

Ultimately, you should be exploring how to take all of this reflection and incorporate it into your legal career.

Comments: The REP-PP Director will provide written comments on your journal entries throughout the process.

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

PROMPTS FOR REFLECTIVE JOURNALS

"[R]eflective writing prompts you to trace your own learning journey as you turn abstract theoretical concepts into more meaningful ideas by using your own knowledge and experiences to bring them to life. The reverse is also true: reflective writing helps you interpret real-life events and practical situations using relevant theories from" your education.

--University of Canberra, Reflective

Writing Entry One: An Introduction to You and the City

Tell me about your first week in your host city. What were your initial observations with respect to —
the city
your new residence
your new job
the people you have met so far.

What "scared" you during the first week? What excited you? How will you use these observations going forward?

Entry Two: Reflections on Your First Weeks at Work

Reflect on your first two weeks of work. How did you learn your way around your new office? What types of assignments were you given and why did the supervisor choose those assignments for you? What observations did you make about the office, its people, and its leadership? How did you work to "fit in"? How did others make you feel welcome? How would you welcome a new extern during their first week?

Entry Three: Checking In and Reflecting on Your Development

How well are you performing at your externship? What strengths do you notice? What weaknesses have you discovered? How can you develop the former and counteract the latter? Are there certain types of assignments at which you are better or worse? Can you identify why? In preparing this journal, considering discussing your progress with your Supervising Attorney and talk with him/her about the strengths and weaknesses s/he has observed thus far. (This is also a great way to get feedback!) Include a summary of the conversation you had with your Supervisor.

Entry Four: Something Old, Something New

For this journal entry, focus on something old and something new. Tell me about an experience you had before coming to the externship and how it impacted you. Maybe it was a class, a discussion, or a family event. Next, tell me about a new experience you have had during the externship that impacted you. Now, reflect on the two and discuss similarities or differences between the two. Why did they impact you? How will you take both experiences to enrich your experience in the externship and throughout your career (and your life). Are you surprised that there is/is not a nexus between the two?

Entry Five: Theory & Practice

All of you have had significant experience outside of law school and prior to the externship. Yet we know that there can be a “disconnect” between the theory of what we learn in school and the practical application of the law. At this point in your externship, how are you observing the practical and theoretical intersecting? How has the theory you have learned helped you perform your assigned tasks? If there is a gap between the theoretical discourse and the practical experience, what is it? How have you overcome it? What one recommendation would you make to help bridge the gap between theory and practice?

Entry Six: Diversity in Person, Work, Life, & Thought

You have now been in a new city for six weeks. Reflect on the diversity of the city, how that diversity has impacted your life, and your thoughts about it. Reflect on your observations in the workplace and within the policies on which you are working. Is diversity in person, work, life, and thought discussed directly in your placement? If so, how so? How do you think your diversity in each of these areas contributes to your work product and performance? Have you become more diverse in your thinking or being since the start of your placement? If so, how so? If you have witnessed a lack of diversity in any of these areas, what were your observations? How will these experiences impact your work going forward?

Entry Seven: Classroom versus Placement

In Entry Five you reflected on the coexistence of theory and practice within the externship (and your legal career). In this week’s entry, consider how what you are discussing in the classroom is impacting your placement. Are the readings helping you think about policy, the role of the government lawyer, and the law in deeper ways? Are your classroom interactions helping you engage at your placement and with others? What has been the most interesting thing you have learned from the readings? Who has been your most interesting presenter?

Why? What was the most impactful thing that person said or discussed?

Entry Eight: Reflecting on Your Growth

Reflect on how you have “evolved” since the beginning of the externship. Describe the skills you brought to your externship and how they have strengthened (or weakened) since the start of your placement. What surprises you about your skill development? What skills are you most excited about having developed? How do you feel you have grown most since the start of your experience? How will you use this growth during the remainder of your externship and your career?

Entry Nine: Observations on Office Interactions

Now that you have been at your placement for a while, reflect on the office interactions that you have observed. Are they different than your initial observations from the first weeks?

What about the office dynamic works well? What does not? How are personalities reflected in the workplace? Does the workplace dynamic affect the work product? If so, in what ways? What are three of the best things you have observed about your office? What are three of the “worst”? (Please do not just list, elaborate!)

Entry Ten: Your Values, Your Externship, Your Career

For this entry, think about the personal values and goals that motivated you to participate in this externship program. Has your experience throughout the externship caused you to change any of your career goals? What will you look for in a future job that embodies some (or all) of what you learned? Did your experience in this externship match the personal values? If not, what will you do help determine the area and type of practice you desire to better coexist with your personal values?

Entry Eleven: What Will You Do With Your Externship Experience?

As you wind down your residency externship, what will you do with it? What skills did you develop that will help you in your legal career? What observations about public policy, the law, and your role in it resonates with you most? Reflect on some of the leadership styles you observed - will you incorporate or avoid some going forward? What are the three most important things you learned about YOURSELF that you will carry with you from this experience?

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

NETWORKING REQUIREMENTS

Students are required to engage in three (3) Networking Opportunities during their REP-PP placement. These activities **do not** count toward the REP-PP credit hour time commitment of your placement.

Networking Opportunities are those events or meetings that you attend to facilitate your own professional network. They can include lectures, meetings, or other events. In order to receive credit for the Networking Opportunity, students must –

- 1) Obtain a business card from at least one person at the event;
- 2) Write a 250-500 word “essay” about the Networking Opportunity that includes (at a minimum)-
 - a) The date, time, and place of the Networking Opportunity;
 - b) A description of why the student chose this Networking Opportunity;
 - c) A description of the Networking Opportunity (lecture, meet & greet, etc.);
 - d) A reflection about how the Networking Opportunity could help the student in their future professional endeavors; and
 - e) A reflection on how the Networking Opportunity could help other students going forward.
- 3) Summaries should be well written using proper grammar and spelling, 11- or 12- point font, page numbers, and the student’s name on each page.

Students will submit their Networking Opportunity summaries to the REP-PP Director as a collection by the last day of classes for the spring semester.

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

BLOGGING REQUIREMENTS

Students are required to engage in blog entries for the REP-PP website. These activities do **not** count toward the REP-PP credit hour time commitment.

The REP-PP website keeps the Law School, Aggie Network, and the world informed about the opportunities and activities REP-PP students engage in during their externships. Student blog entries will be coordinated with the REP-PP Director and posted regularly on the REP- PP website. The REP-PP Director will assign blog entry weeks to students during the January mini-course.

Generally, blog entries will be about 300-500 words and will highlight the experiences of the blogger during their externship, one of the events they attended, speakers they met, or other topic chosen with the input of the REP-PP Director. The REP-PP Director will work with students on topics and ideas for the blog posts. Text will be sent to the REP-PP Director who will review and edit the material prior to its being posted. Students should feel free to send photos or video clips to accompany their blog posts.

Blog posts will be due by Sunday at 10:00 p.m. CT of the week for which a student is assigned.

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

MID-TERM EVALUATION OF STUDENT EXTERN

PLACEMENT: _____ SUPERVISOR: _____

STUDENT: _____ DATE: _____

Please complete and review this mid-term evaluation with the student, sign and return it to the student after your mid-term meeting, which should be completed before week 8 of the externship. If you prefer to submit a copy directly to the REP-PP Director, Prof. Lisa Rich, please either email to Cku@law.tamu.edu or mail to Texas A&M School of Law, Attn: Prof. Lisa Rich, at 1515 Commerce St., Ft. Worth, TX 76102.

LAWYERING SKILLS	N/A	POOR	FAIR	GOOD	EXCELLENT
Legal Knowledge					
Research					
Writing					
Analysis & Reasoning					
Critical Thinking					
Oral Communication					
Interviewing					
Investigation					
Client Counseling/ Advising					
Negotiation					
Recognition of Ethical Issues					
Problem Solving					

Remainder of this page intentionally left blank

PROFESSIONALISM/WORK HABITS	N/A	POOR	FAIR	GOOD	EXCELLENT
Office & Staff Relations					
Timeliness in Attendance					
Productivity					
Timeliness in Work Completion					
Initiative					
Judgment					
Thoroughness & Attention to Detail					
Judgment					
Dependability					
Attitude toward Supervision/Criticism					

Please answer the following questions. Please use additional pages if necessary.

STRENGTHS: Please describe the extern’s contributions to your office, such as the types of projects completed or areas in which the extern is demonstrating particular skill strength:

WEAKNESSES/NEEDS IMPROVEMENT: Please share advice on areas where the student need to continue developing their skills. For each category in which you rated the extern “poor” or “fair,” please provide examples or otherwise explain the rating:

I reviewed this evaluation with the Student Extern on _____.

SUPERVISOR’S SIGNATURE: _____ **DATE:** _____

Thank you for participating in the Texas A&M School of Law Residency Externship Program in Public Policy!

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

FINAL EVALUATION OF STUDENT EXTERN

PLACEMENT: _____ SUPERVISOR: _____

STUDENT: _____ DATE: _____

Please review this evaluation with the student, sign and return the original to the student at the end of the externship. If you prefer to submit a copy directly to the REP-PP Director, Prof. Lisa Rich, please either email to Cku@law.tamu.edu or mail to 1515 Commerce St., Ft. Worth, TX 76102.

LAWYERING SKILLS	N/A	POOR	FAIR	GOOD	EXCELLENT
Legal Knowledge					
Research					
Writing					
Analysis & Reasoning					
Critical Thinking					
Oral Communication					
Interviewing					
Investigation					
Client Counseling/ Advising					
Negotiation					
Recognition of Ethical Issues					
Problem Solving					

Remainder of this page intentionally left blank

PROFESSIONALISM/WORK HABITS	N/A	POOR	FAIR	GOOD	EXCELLENT
Office & Staff Relations					
Timeliness in Attendance					
Productivity					
Timeliness in Work Completion					
Initiative					
Judgment					
Thoroughness & Attention to Detail					
Judgment					
Dependability					
Attitude toward Supervision/Criticism					

Please answer the following questions. Please use additional pages if necessary.

STRENGTHS: Please describe the extern’s contributions to your office, such as the types of projects completed or areas in which the extern demonstrated particular skill strength:

WEAKNESSES/NEEDS IMPROVEMENT: For each category in which you rated the extern “poor” or “fair,” please provide examples or otherwise explain the rating:

EXTERNSHIP PROGRAM: Do you have any suggestions for improving our Residency Externship Program in Public Policy in general, or ways in which we may better serve you in the future?

I reviewed this evaluation with the Student Extern on _____.

SUPERVISOR’S SIGNATURE: _____ **DATE:** _____

Thank you for participating in the Texas A&M School of Law Residency Externship Program in Public Policy!

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

STUDENT EVALUATION OF EXTERNSHIP EXPERIENCE

PLACEMENT: _____

SUPERVISOR: _____

STUDENT: _____

1) RATE YOUR EXTERNSHIP EXPERIENCE
 check (√) in the most appropriate box

	N/A	POOR	GOOD	FAIR	EXCELLENT
AMOUNT OF LEGAL RESEARCH/WRITING/ANALYSIS					
EXPOSURE TO PUBLIC POLICY MAKING					
DRAFTING OF LEGAL DOCUMENTS					
ORAL ADVOCACY, OBSERVATION OR PARTICIPATION (INCLUDING HEARINGS AND PRESS CONFERENCES)					
OBSERVATION OF HEARINGS, MEETINGS, MARKUPS, OR OTHER PUBLIC POLICY EVENTS					
OBSERVATION OF ATTORNEYS AT WORK					
EXPOSURE TO PROFESSIONAL RESPONSIBILITY ISSUES					
RECEIVED SPECIFIC, WELL-DEFINED ASSIGNMENTS					
RECEIVED A VARIETY OF ASSIGNMENTS					
SUPERVISOR ACCESSIBILITY					
SUPERVISOR FEEDBACK ON PERFORMANCE					
SUPERVISOR PROVIDED USEFUL GUIDANCE TO COMPLETE ASSIGNMENTS					
OVERALL WORK ENVIRONMENT					
OVERALL TRAINING RECEIVED					

- 2) What types of activities did you perform most during your externship? Are there types of activities that you had hoped to undertake but were not asked to perform?
- 3) How would you describe the work you undertook during your placement to a student unfamiliar with the placement?
- 4) If you rated your supervisor as inaccessible for guidance (poor/fair) or assistance (poor/fair), what are your thoughts on why that was (were they too busy, unorganized, uninterested)?
- 5) Describe your supervisor's attitude towards you. Were they welcoming, receptive, understanding, interested in your educational experience during the placement, etc. . ?
- 6) How was your overall workload? Did the externship placement take more or less time than you were expecting?
- 7) Did you learn what you thought you would learn during the externship placement?
- 8) Would you recommend that other students participate in this externship placement? Be supervised by the same person? Why or why not?
- 9) Other comments or suggestions

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

SUPERVISING ATTORNEY BASIC RESPONSIBILITIES

Supervising Attorneys serve as mentors to the students and are asked to train students on the skills that will help them become practice-ready in the public sector. Supervising Attorneys should allow students to work on matters that will help the students develop skills and gain real life experience and insight into aspects of regulatory development and policymaking. In furtherance of the Program's mission and goals, here are some basic responsibilities of Supervising Attorneys.

- Assign substantive and meaningful legal work for the extern student to accomplish. Whenever meetings, briefings, hearings, or other events are held – especially in connection with a task assigned to the student – offer the student the chance to attend and discuss the event afterward with his/her Supervising Attorney.
- Discuss and set learning goals with the student at the beginning of the externship, including a discussion of the student's Learning Agenda.
- Approve the accuracy of the student's time sheets and sign the sheets as required. Complete an evaluation (provided by the school) at the end of semester and discuss it with the student. (Information on how to do this will be provided and regular contact with the director of the Program will occur.)
- Meet regularly with the student to review and critique the work he/she has completed and provide guidance on future assignments. Feedback is an important element to the student's learning. It is expected that a mentoring relationship will be established, and the Supervising Attorney will discuss many aspects of public policy, administration, and rulemaking – including issues of professional responsibility – throughout the semester.
- Sign weekly time sheets for students. Students in the REP-PP are required to complete 45 hours of work for every credit (9) that they receive during the externship; students are expected to work full-time during their externship.
- Ensure that students are not compensated by any part of the office, agency, group, or person for any work performed during the semester the student is enrolled in the REP-PP.

Supervising Attorneys are subject to the [Texas A&M University Nondiscrimination and Abuse Policy](#).

TEXAS A&M SCHOOL OF LAW

RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

INFORMATION TO MAKE YOUR REP-PP PLACEMENT A REWARDING EXPERIENCE

Congratulations on being accepted into the Texas A&M School of Law Residency Externship Program in Public Policy! This is an exciting opportunity during which you will serve as an ambassador for the Law School (and the Aggie Nation), learn valuable legal and policymaking skills, and explore a great city. In order to make your externship placement the most rewarding experience possible, please read (and undertake) the following:

Workplace Professionalism & Etiquette

- ❖ **Dress Appropriately.** Please dress in a professional manner at all times. You may ask your placement supervisor whether your office is “business casual” or observes “casual Fridays” or dresses more casually when Congress or the Legislature is not in session; HOWEVER, you should always have a suit or other suitable business attire in your office in case of “emergencies.”
- ❖ **Introduce Yourself.** You are student at one of the largest universities in the world and you are part of the Aggie Nation, so do not be shy! Introduce yourself to people in your office, people you meet, and people you’d like to meet!
- ❖ **Treat Everyone Respectfully.** You are the Law School’s ambassador and people will judge the school based on your interactions during your externship placement. Treat everyone - legislators, heads of state, support staff, police officers, and custodial workers, with the same level of respect and consideration.
- ❖ **Speak to Everyone Respectfully.** Remember that your externship placement, in many ways, is a semester-long job interview. Even as you become closer with the people with whom you work, you should speak to them respectfully. Watch your language, your forms of address, and leave the “dude,” “babe,” etc . . . for conversations with your friends.

Workplace Demeanor & Best Practices

- ❖ **Demonstrate Maturity.** Approach your externship with poise and grace - you have earned your slot through hard work and commitment to our Aggie Core Values; now it is time to let others see that. Be articulate and sure in your assertions but leave cockiness at the door.
- ❖ **Ask Questions.** The best lawyers gather all the facts and information about their work, and they cannot do that without asking questions. When an assignment is given to you, be sure that you understand it and do not hesitate to ask questions. I often repeat assignments back to my supervisors to make sure that I understand what is being asked of me.
- ❖ **Don’t Pretend.** A corollary of asking questions is pretending to know more than you do. First, it can be off-putting. Second, it is important to your development and learning to admit that you do not know everything. If you do not know something about what is being assigned or happening around you, ASK. An externship is about learning, and you cannot learn if you pretend to know it already. And no pretending and then desperately running back to your computer and searching for it - see admonishments above about use of the Internet at work.

- ❖ **Show Initiative and Self-reliance.** Lawyers are “go-getters” and those who work in policy making often must act with initiative, think quickly, and rely on themselves to complete a task. During your externship be sure to show initiative and self-reliance; that will ensure that your supervisor gains confidence in your work and thereby gives you more assignments and responsibility. When you complete an assignment, always ask for another.
- ❖ **Always Have Paper & a Pen/Pencil Handy.** Be prepared to take notes any time, all of the time. Nothing upsets supervisors more than those who are not prepared; policymakers do not have time to wait for you to run to your desk to retrieve a pen and paper. And as great as you may be at remembering everything you ever learned in Torts for a final, you will not remember everything that is being said to you during your externship. Be Prepared; Write It Down.
- ❖ **Show Up On Time.** This is a job, and your timeliness is important. I can also guarantee you that, particularly in policymaking, something always goes wrong when you least expect it. So, if you have a hearing to attend, show up extra early. And for those with externships in DC - NEVER rule out the possibility that there will be a problem on Metro. It is notorious for issues during morning and evening rush hours!
- ❖ **Focus & Thoroughness.** During your externship, focus on your work, Do not spend all your time on your personal phone, iPad, or other technology. If you have down time, ask for more work or request to attend a hearing or other event. While working, be thorough and turn your work in on time. Policy making, like other aspects of legal work, have deadlines for a reason and missing them could be disastrous.
- ❖ **Copying & Other Administrative Tasks.** None of us go to law school to become proficient at making copies of testimony for briefing binders. That said, as members of a team, it is sometimes necessary for all of us to make copies, punch holes, or use the phone. If these tasks fall to you occasionally during your externship, undertake them with the same grace, poise, and good humor you have demonstrated in your other tasks. And you never know, making copies may give you the unique opportunity to really read what is being copied and maybe you will discover something no one else has seen.

Do Your Homework Before You Go

- ❖ You did your due diligence and read about your placements before you applied and again when you interviewed. Before you start your externship placement, conduct another search to find out what the office is currently working on - it demonstrates initiative and ensures you are ready to participate in day one.
- ❖ See what you can find about the types of writing that is done in the office. Brush up on your research and writing skills before you leave if it has been a while since you have written anything.

Email Etiquette, Use of the Internet at Work, and Social Media

- ❖ **Work Email.** Every work email should be treated as a formal letter. Avoid contractions, slang, and emojis and emoticons. The nature of your externship likely means that your workplace email communications will live long, long after you have gone on to bigger and better things - do not leave history with a bunch of LOL/U R GR8 hieroglyphics! And please, please, please, proofread your work before you send it out.
- ❖ **Use of the Internet.** Do not use computer equipment at work to check your personal email or to log on to social networking sites.
- ❖ **Social Media.** It is never appropriate to discuss any matter on which you are working during your externship placement on your personal social media sites. Likewise, unless you have permission, you should avoid posting pictures of yourself at your workplace.

IN ADVANCE OF YOUR PLACEMENT: We all use the Internet to search for information about people, especially those for whom we are hoping to work. Likewise, those people

may search for you. CHECK YOUR SOCIAL MEDIA PAGES and remove anything that you think would reflect negatively on you, the Law School, or your placement office.

Analysis, Research & Writing

- ❖ **Do Not Forget Everything You Have Learned in Law School.** The basics of analysis, research, and writing that you have practiced since your first day of law school are just as important now. Do not forget the fundamentals of clear, concise, and cohesive writing. That is particularly important in the policymaking arena.
- ❖ **Outlines Help.** If you are asked to complete a complex task, outlining helps. CREAC (or similar paradigm) is very helpful in ANY type of legal writing and will help you organize your assignment.
- ❖ **Be Thoughtful.** Sometimes we receive assignments that must be turned around quickly. That does not mean you should be quick or superficial in your analysis. Be strategic and thoughtful in every assignment and you will find that one of the skills you develop during your externship is the ability to turn out good work product more quickly.
- ❖ **PROOFREAD.** And then proofread three more times! And then maybe proofread again. Your written work is the paper/electronic embodiment of who you are during this externship - you owe it to yourself to make it as solid as you can. That said, we ALL make mistakes, sometimes enormous ones. But if you make your best effort, the likelihood that you will make a mistake will be lessened. And if you do make a mistake - own up to it.

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY

SAMPLE QUESTIONS YOU SHOULD ASK OFTEN DURING YOUR EXTERNSHIP
PLACEMENT

A good lawyer always gathers all the facts and information she needs before proceeding. Your externship, while a job, is a learning experience. You should never hesitate to ask questions about an assignment to make sure that you understand what is being asked of you. The following are some basic questions that will help clarify what is being asked of you —

- 1) When do you need this? Is there a deadline?
- 2) How long should I spend on this project?
- 3) Do you have suggestions about where to start my research? Is there legislative history or a case file to start with?
- 4) Is there a particular office format that you prefer for this project?
- 5) Are you looking for a first or final draft of this request?
- 6) Would you prefer a hard or electronic copy of my work product?
- 7) Would you prefer that I include hard copies of materials that I cite, or would some other format be acceptable?
- 8) Do you have existing examples of this type of assignment that I could review for format, content, etc. . . ?
- 9) If necessary, may I request staff or secretarial assistance with completing this project?

TEXAS A&M SCHOOL OF LAW
RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY
WASHINGTON, D.C. OR AUSTIN, TEXAS

APPLICATION

APPLICATION PROCESS: The Residency Externship Program in Public Policy is open to students who --

- 1) are in their second or third year of law school,³
- 2) have completed all required prerequisites prior to the start of the residency externship placement,
- 3) have a minimum cumulative gpa of 3.0, and
- 4) do not have any Honor Code Violations. Students will be considered for only one of the semester programs and such consideration will begin only upon receipt of all the required application materials.

APPLICATION DEADLINES: All application materials are due via email to Professor Lisa A. Rich larich@law.tamu.edu by _.

ACCEPTANCE: Students will be notified by _____, of their status with the program (Accepted/Wait List/Not Accepted). Students have until _____, to inform Professor Rich of their desire to participate in the program. **YOUR ACCEPTANCE INTO THE RESIDENCY EXTERNSHIP PROGRAM IN PUBLIC POLICY DOES NOT GUARANTEE A PLACEMENT.**

STUDENT NAME: _____

STUDENT EMAIL: _____

ANTICIPATED GRADUATION DATE: _____

NUMBER OF CREDITS COMPLETED AS OF APPLICATION DATE: _____

NUMBER OF PASS/FAIL CREDITS ALREADY TAKEN: _____

Texas A&M University School of Law has a cap of EIGHTEEN (18) Pass/Fail Credit Hours. **ALL 9 PASS/FAIL** Credit Hours for participation in the REP-PP count towards that cap.

³ Students not in their final year of law school *may* be invited to the program by the Dean and Director

INDICATE TO WHICH PROGRAM YOU ARE APPLYING (YOU MAY ONLY APPLY TO ONE):

WASHINGTON, D.C. SEMESTER PROGRAM _____
AUSTIN, TEXAS SEMESTER PROGRAM _____

ADDITIONAL APPLICATION MATERIALS: Students must provide a PDF Document containing (in this order) –

- 1) This cover sheet;
- 2) A current resume;
- 3) A brief statement (no more than 500 words) explaining the applicant’s interest in the D.C. or Austin Semester Program (designate ONE, not both in your interest statement) that includes a discussion of the applicant’s –
 - a) reasons for wanting to participate in the program;
 - b) preparation for participation in the program (beyond taking any required prerequisites;
 - c) interest and future plans (if any) to work in the public sector;
- 4) A list of 5-10 specific government agencies at which the applicant would like to work. If the applicant selects the United States Department of Justice, for example, please indicate in which Division. If interested in working with Congress or the Texas Legislature, please indicate the specific chamber and committee(s) of interest;
- 5) A copy of the applicant’s transcript [(an unofficial transcript from Howdy is acceptable)].

SELECTION CRITERIA:

The Residency Externship Programs in Public Policy are limited to a small number of students per residency city. Selection of participants will be based upon the applicant’s –

- 1) Demonstrated interest in public service and public policy, and the role of the government lawyer in policymaking;
- 2) Preparation for the externship through classes (aside from prerequisites), employment, or other activities – including those undertaken by an applicant while not attending the Law School; and
- 3) Demonstrated excellence in legal research, analysis, and writing, as well as overall communication skills.

It is not anticipated that interviews will be conducted of applicants for the Program; however, the Law School reserves the right to do so.

ADDITIONAL INFORMATION

For more information, please contact Professor Lisa Rich, REP-PP Director.

Applications are available at law.tamu.edu/rep-pp.

Semester _____ 20 _____