

**OFFICE OF THE GOVERNOR
STATE OF NEVADA
CARSON CITY**

I. OVERVIEW

This semester-long extern program will place the student in the Governor's office located in the historic State Capital building in beautiful—particularly during the cool summers—Carson City. The student will work directly with the Governor's general counsel. This unique opportunity will expose the student to a variety of legal challenges that Nevada faces. As a bonus, the student will gain an in-depth understanding of state government.

II. DESCRIPTION OF FIELD WORK

Under the supervision of the Governor's general counsel, the student will research and draft legal documents and memoranda, review and analyze contracts, assist in any litigation, and assist in drafting proposed legislation, administrative rules and regulations.

III. GENERAL REQUIREMENTS

- A. **Eligibility and Prerequisites.** The student must have completed all first year courses and be in good academic standing. The student's participation is subject to an interview with the Governor's general counsel.
- B. **Credit Hours.** This program will provide up to seven credits. The Externship Director must approve the number of credits to be awarded.
- C. **Supervision.** The Governor's general counsel will act as the field supervisor. The Governor's general counsel will confer with the Externship Director on a regular basis and provide evaluations of the student.
- D. **Confidentiality.** The student must execute an agreement of confidentiality with regard to all privileged information learned during the course of the externship.

IV. WRITING REQUIREMENT

The student will be expected to maintain a weekly journal and timesheet, which he/she will submit to the Externship Director. The journal should include a description of the student's work, a record of the hours worked, and a discussion of legal issues, professional responsibility issues, lawyering skills, and values as they arise in the context of the field work. The student will be required to complete all other assignments as instructed by the Externship Director.

V. EVALUATION

- A. The Governor's general counsel will evaluate the student's work by:
 - 1. Conferring regularly with the student and Externship Director throughout the placement;
 - 2. Reviewing and observing the student's work and conducting feedback sessions with the student; and
 - 3. Evaluating the student's overall work performance at mid-semester and at the end of the placement.

- B. The Externship Director will evaluate each student's work by:
 - 1. Conferring regularly with the Governor's general counsel;
 - 2. Reading and responding to the student's written assignments;
 - 3. Conducting at least one individual conference with the extern;
 - 4. Conducting site visits as necessary and required.