

**NEVADA SYSTEM OF HIGHER EDUCATION
OFFICE OF CHIEF COUNSEL**

OVERVIEW

During this interesting and diverse semester long externship placement, students will gain experience working with an elected Board and exposure to public sector civil law practice, employment law, transactional law, and higher education law. The student placed in the NSHE Office of Chief Counsel will have his or her own office and work closely with Chief Counsel for NSHE and System Counsel from both NSHE and other institutions. An additional externship placement may be located in the NSHE Reno office if an applicant so desires, with some financial assistance toward living expenses due to relocation.

Members of the NSHE Office of Chief Counsel provide legal advice and counsel to senior administrators, the Chancellor and the Board of Regents. Counsel also revise and formulate policy, work on real estate matters involving NSHE, attend and advise at Board of Regents meetings and on several committees, perform contract review, and provide litigation support. The student will have an opportunity to attend Board meetings, trials, and pre-trial conferences and depositions.

DESCRIPTION OF FIELD WORK

Students will have the opportunity to experience litigation practice and administrative legal tasks under the supervision of Chief Counsel and System Counsel. Substantive areas of emphasis include public employment law, student rights and responsibilities, contract law, constitutional law, transactional law, and advising an elected body. Supervisors understand students require time for court observation, journals, and memos. Specific duties may include some or all of the following:

1. Legal research and analysis for attorney's use in responding to various legal issues;
2. Policy research
3. Draft and assist attorneys in drafting pleadings, memoranda of law, trial and appellate briefs, motions, proposed orders, and stipulations in civil matters;
4. Assist in drafting or responding to discovery requests;
5. Review and revise draft NSHE policies on administrative matters;
6. Observe trials, depositions, Board meetings, and other proceedings as opportunities arise;
7. It is also possible that the student may appear in Federal or State Court upon student practice certification as the opportunity arises.

STUDENT PRACTICE CERTIFICATION

Students may be certified for student practice in federal and state courts. Those certified under Local Rule IA 10-5 of the U.S. District Court, District of Nevada, may engage in the activities delineated thereunder, and those certified under Nevada Supreme Court Rule 49.5 may

engage in the activities delineated thereunder for each level thereof, all as determined, approved and supervised by the field supervisor.

GENERAL REQUIREMENTS

1. **Eligibility and Prerequisites.** Students must have completed all first year courses, have at least 30 hours of academic work, and be in good academic standing. Professional Responsibility is a pre or co-requisite which may be waived by the Externship Director. Participation is subject to an interview with the Office of Chief Counsel.
2. **Credit Hours.** This placement will provide up to seven (7) credits. The Externship Director must approve the number of credits to be awarded to each student. Students will not be required to be on site during any examination periods.
3. **Supervision.** Either the Chief Counsel or System Counsel will be the primary field supervisor.
4. **Orientation.** Due to the nature of the business conducted at NSHE, those selected for an extern position may be required to undergo a background check.
5. **Confidentiality.** Due to the sensitive nature of the cases and information handled by the Office of Chief Counsel, the extern will be required to maintain strict confidentiality with regard to all privileged information learned during the course of the externship.
6. **Writing Requirements.** Externs will maintain a weekly journal and timesheet, which they will submit to the Externship Director. The log should include a description of the student's work, a record of hours worked, and a discussion of substantive and procedural legal issues, professional responsibility issues, lawyering skills, and values as they arise in the context of the field work. Students are also required to submit at least two other memo assignments as instructed by the Externship Director.

EVALUATION

The field supervisors will confer with the Externship Director on a regular basis and provide evaluations of each extern. The field supervisor will evaluate the student's performance by:

1. Conferring regularly with the student 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;

The Externship Director will evaluate each student's work by:

1. Conferring with the Field Supervisor;
2. Reviewing the student's written journal and weekly timesheets;
3. Conducting at least one individual conference with the extern; and
4. Conducting on-site visits as required by law school policies and program needs.