

OFFICE OF GENERAL COUNSEL

University of Nevada, Las Vegas

I. OVERVIEW

This semester-long externship placement will provide the opportunity for an in-depth exposure to public sector civil law practice in an institution of higher education.

The Office of General Counsel consists of UNLV General Counsel, an Assistant General Counsel/Administrative Code Officer, and two support staff.

The Office reports administratively to the Vice Chancellor for Legal Affairs, is housed on campus in the FDH building, and serves as the primary legal counsel to UNLV. General Counsel exercises primary responsibility for planning, organizing, and guiding the University's legal activities; provides advice and counsel to senior academic and administrative officers of the University concerning the legal rights and obligations of the University; serves as the institutional liaison to the Vice Chancellor for Legal Affairs; and litigates on behalf of the University in coordination with the System Administration legal staff.

II. DESCRIPTION OF FIELD WORK

Under supervision of the licensed attorneys in the Office, externs will research and draft documents on matters of state and federal law, assist in litigation and the provision of advice and counsel, as well as assist in review and revision of administrative rules and regulations. Substantive areas of emphasis include public employment law and dispute resolution, student rights and responsibilities, and contract law.

III. PLACEMENT DESCRIPTION

A. Eligibility and Prerequisites: Students must have completed all first-year courses, 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 General Counsel.

B. Credit Hours: This placement will provide six credits, requiring at least 20 hours per week. 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 examination periods.

C. Supervision: Either General Counsel or Assistant General

Counsel will be the primary field supervisor. Field supervisors will confer with the Externship Director on a regular basis and provide evaluations of each extern. Field supervisors will participate in training from time to time.

IV. STUDENT PRACTICE CERTIFICATION

Externs 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.

V. REQUIREMENTS

Students will be expected to attend office hours and court as agreed, as well as completing written assignments from the field supervisor and all academic requirements of the applicable syllabus for LAW 773- Government and Public Interest Law, including, but not limited to, completion and submission of journals.

VI. EVALUATION

The field supervisor will evaluate each student's performance by: (1) conferring at least weekly with the extern and regularly with the Externship Director throughout the placement, (2) providing feedback as to observed professional activities and each item of written work, and (3) a cumulative assessment at mid-semester and at the end of the placement.

The Externship Director will evaluate each student's performance by: (1) conferring regularly with the field supervisor, (2) reading and evaluating the student's written class assignments and weekly timesheets, (3) conducting at least one individual conference with the extern, (4) conducting at least one on-site visit, and (5) assessment of any participation in classroom activities.