

District Counsel's Office of the Department of Homeland Security

I. Overview – This semester-long externship will place students in the District Counsel's Office of the Department of Homeland Security. The externship will provide students the opportunity to conduct legal research, draft pre-trial briefs and a variety of other legal documents; prepare cases for hearings; and assist the attorneys during immigration proceedings. The externship will include an academic component and field oversight by the Externship Director.

II. Description of Field Work

1. Research substantive legal issues arising under the Immigration and Nationality Act.
2. Research Procedural issues arising in immigration court proceedings.
3. Assist working attorneys in preparing responsive and affirmative briefs, including but not limited to drafting motions, answers to motions and pre-trial briefs; and
4. Assist the trial attorneys in immigration proceedings.

III. General Requirements

- A. **Eligibility and Prerequisites.** Students must have completed at least 45 hours of academic course work including all first year courses, Professional Responsibility. Immigration Law is strongly encouraged as a pre- or co-requisite. Student participation is subject to an interview and approval by the District counsel representative.
- B. **Credit hours.** This externship will provide up to seven credits. Each credit requires at least 44 hours of fieldwork in addition to other course requirements. The Externship Director must approve the number of credits for each student. Generally, these on-site hours are to be performed during the academic semester in a manner agreed to by the student and field supervisor. Students will not be required to be on-site during the examination period.
- C. **Supervision.** An experienced Assistant District Counsel will supervise students. The Externship Director will not provide direct case supervision due to the potential for conflict of interest. Field supervisors will confer with the Externship Director during the semester and participate in training from time to time.
- D. **Security clearance.** Due to the sensitive nature of the cases handled by the District counsel's office, those selected for an extern position must receive clearance before commencing work as an extern. Such things as prior criminal arrests or convictions, drug or alcohol abuse, lack of United States citizenship or tax problems may disqualify an applicant. Security clearances may require up to eight weeks to complete.
- E. **Confidentiality.** The extern will execute an agreement of confidentiality with regard to all privileged information learned during the course of the externship.

IV. Academic Component

- A. **Class Meetings** – Externs will attend all training sessions and/or lectures conducted by the District Counsel’s Office. Externs will also attend class meetings conducted by the Externship Director. Dates of classes to be announced. Students are required to check their email and/or the TWEN site daily for class announcements and other important information.
- B. **Writing Requirements.** The 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 the 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.

V. Evaluation

This course is graded on a Pass-Fail basis.

- A. The field supervising attorney will evaluate each 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 field supervisor;
 - 2. Reading and responding to the student’s written assignments and weekly timesheets;
 - 3. Conducting at least one individual conference with the extern;
 - 4. Conducting at least one on-site visit;
 - 5. Evaluating the student’s participation in the classroom component of the externship.