Summer 2015

Academic Externship
Program Guide

---Part 1---

Updated: October 24, 2014
This Program Guide contains information regarding 2015 summer externship opportunities in Federal and State Appellate Courts, and at sites that have early deadlines or accept applications on a rolling basis and positions will fill early.

The 2015 Summer Program Guide, Part 2, which includes additional judicial and non-judicial externship opportunities, will be available at the beginning of the Spring 2015 semester.

*NOTE: The Judges listed in this Program Guide have requested to receive applications no later than December 31, 2014.*
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Intellectual Property Law

Immigration Law

Federal Government Law

Environmental Law

Criminal Law

U.S. Attorney’s Office, Middle, Northern & Southern Districts, FL

U.S. Department of Justice, Narcotics and Dangerous Drugs Section, Washington, DC

U.S. Drug Enforcement Agency, Office of the Chief Counsel, Washington, DC

Environmental Law

Center for International Environmental Law, Washington, DC

Defenders of Wildlife, Washington, DC

Environmental Law Alliance Worldwide, Eugene, OR

Harvard Food Law and Policy Clinic, Jamaica Plain, MA

Surfrider Foundation, San Clemente, CA

U.S. Environmental Protection Agency, *Multiple Locations

EPA, Atlanta, GA

EPA, Washington, DC

EPA, *Multiple Locations

Federal Government Law

Internal Revenue Service, Jacksonville, Miami & *Multiple Locations

IRS Jacksonville, FL

IRS, Miami, FL

IRS, *Multiple Locations

U.S. House of Representatives, Committee on the Judiciary, Washington, DC

U.S. Securities and Exchange Commission, Atlanta GA, Washington DC & *Multiple Locations

U.S. Senate Finance Committee, Washington, DC

Immigration Law

Americans for Immigrant Justice, Miami

U.S. Department of Justice, Civil Division, Office of Immigration Litigation, Appellate Section, Washington, DC

Intellectual Property Law

U.S. Court of International Trade, New York, NY

New Externship Agencies

*American Bar Association, Multiple Offices & Locations

*Center for Disease Control and Prevention, Atlanta, GA

*U.S. Department of Commerce, Office of the General Counsel, Washington, DC

*U.S. Department of the Interior, Office of the Solicitor, Multiple Offices & Locations

*U.S. Office of the General Counsel, Office of Administration, Executive Office of the President, Washington, DC

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<td>December 31, 2014</td>
<td>All Judges in this guide unless otherwise noted</td>
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<tr>
<td>November 1, 2014</td>
<td>U.S. Army JAG, Multiple Locations</td>
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<tr>
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<td>Harvard Food Law &amp; Policy Clinic, Boston, MA</td>
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<td>February 22, 2015</td>
<td>Internal Revenue Service, Jacksonville &amp; Miami, FL</td>
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<td>February 25, 2015</td>
<td>Americans for Immigrant Justice, Miami, FL</td>
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<tr>
<td>February 28, 2015</td>
<td>Center for Disease Control, Atlanta, GA</td>
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<td>February 28, 2015</td>
<td>Ladies Professional Golf Association (LPGA), Daytona Beach, FL</td>
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<td>February 28, 2015</td>
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<td>American Civil Liberties Union of Florida, Multiple Locations</td>
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<td>Center for International Environmental Law, Washington, DC</td>
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<td>Robert F. Kennedy Center for Justice &amp; Human Rights, Washington, DC</td>
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<td>Surfrider Foundation, San Clemente, CA</td>
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<td>Varies</td>
<td>U.S. Court of International Trade, New York, NY</td>
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General Information

Externships offer students for-credit, semester-long opportunities to leave the traditional classroom setting and assist lawyers and judges in the practice of law and the administration of justice. Externships enhance the substantive law curriculum through experiential, hands-on learning under the close supervision of a Levin College of Law faculty member. Externs receive course credit in lieu of pay.

Student externs work for judges, government agencies, public interest organizations and corporations, receiving valuable instruction to supplement what they learn in the classroom. Through externships, students develop the practical skills, poise and confidence necessary to be effective practitioners in the courtroom and the law office. Externships also provide insight into professional responsibility and the operation of the legal system.

An externship consists of two contemporaneous components: a) the field component, and b) the academic component. The extern's work in the field must be supervised by a licensed attorney (Field Supervisor). Field work assignments are intended to meet the objectives of the placement location. To satisfy the academic component, students are expected to engage in reflection concerning the field experience and are guided by a Faculty Supervisor (defined as a member of the full-time faculty).

Program Information & Requirements

- Students must have completed their first year of law school prior to the semester of the externship
- Students may apply for externships while completing their first year if the externship does not commence until after first year classes are completed
- Students must register for a designated number of credits and work the minimum number of hours required for those credits by the deadline date
- Students must attend the College of Law Externship Orientation meeting and may be required to attend additional orientation meetings or classes held by the site or by the Faculty or Field Supervisors
- Summer externs may be required to attend additional educational “mini” classes
- Students must submit journals and complete additional requirements as requested by the Faculty Supervisor
- Students must submit bi-weekly time logs reporting hours worked
- Students must complete an evaluation of the externship at or near the end of the term of the externship
- ABA rules preclude students from receiving credit for an externship for which compensation is earned
- Externs may not use their certified legal intern status while participating in an externship
- Students cannot participate in a clinic and an externship in the same semester

Registration, Financial Aid & Pro Bono

- Externships are considered a class for registration purposes. The Externship Coordinator will register students for externship credits. Students must pay for credits, just as they would for a class.
- Students participating in externships may be eligible for financial aid if they are registered for a minimum of 5 hours for fall and spring semesters and at least 3 hours for summer. The exception for summer semester is joint degree students, who require a minimum of 4 hours. Contact the Office of Financial Aid in Student Affairs for more information.
- Time worked beyond the required externship hours will be applied toward a pro bono certificate. Additional hours must first be approved by the field supervisor.

Credits & Credit Allocation

- Credit is awarded pass/fail by the faculty supervisor after all hours and other assignments have been completed
- Students may earn a maximum of 6 externship credits while in law school
- Depending upon the particular externship, students may enroll for up to 6 credits for Summer semester and up to 5 credits for Fall and Spring semesters
Externships vary from 2 to 6 credits. Students who have earned 5 externship credits may not earn additional credits as the law school does not offer, and cannot register students, for 1 credit externships.

**Summer Semester Credits/Hours (based on 8 weeks)**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Hours/week</th>
<th>Total Hours</th>
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<tbody>
<tr>
<td>2</td>
<td>13</td>
<td>104</td>
</tr>
<tr>
<td>3</td>
<td>20</td>
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<td>4</td>
<td>27</td>
<td>216</td>
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<td>5</td>
<td>33</td>
<td>264</td>
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<tr>
<td>6</td>
<td>40</td>
<td>320</td>
</tr>
</tbody>
</table>

The chart above is based on semester dates. With permission from the faculty and field supervisors students may begin externships early and work until the deadline date, which for summer is usually the week before fall classes begin. Likewise, externships may be completed early if the hourly requirements have been met and with appropriate permission from both faculty and field supervisors.

**Externship Program Guide – Part 2**

This guide contains information regarding 2015 summer externship opportunities that have early deadlines or are accepting applications immediately. The 2015 Academic Externship Summer Program Guide, Part 2 which includes additional judicial and non-judicial externship opportunities, will be available at the beginning of the Spring 2015 semester.

**Creating New Externships**

New externships that are not advertised by the College of Law may be approved, but only under stringent guidelines. Requirements for creating new externships include the following:

- The externship site must be in not-for-profit organization, government agency, court or tribunal, or in-house corporate legal offices
- The student must be engaged in substantive law-related work
- The student must be supervised by a licensed attorney
- The position must be unpaid (a requirement of the ABA standards)

Approval is not guaranteed. Proposals submitted after the deadline date will not be considered. The deadline date has not yet been set but is expected to be in early April.

**Professionalism & Confidentiality**

Students are expected to conduct themselves as professionals at all times. This means, among other things, that you must arrive on time and when expected, meet deadlines, and dress and behave in a professional manner. Confidentiality concerns of particular externships must be respected. Externships offer you the opportunity to develop professional reputations that will be perpetuated throughout your career. Although you are not being paid, your externship is considered a job. Act accordingly!

**Non-Discrimination Policy**

Externship applicants are given equal consideration without regard to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinion or affiliation and veterans’ status.

**Externship Administration**

The University of Florida Levin College of Law's Externship program has been created in compliance with ABA and AALS rules and is administered by the Dean of Academic Affairs and the Director of the Externship Program. The individual faculty supervisor is responsible for all decisions regarding grades and the academic component of the externship.
Federal Judicial Externships

General Duties
Students will gain experience performing legal analysis and applying legal principles and analysis to cases actively pending before the court. Assignments will be complex and challenging. Duties will be defined by the Faculty Supervisor and the individual Judge. Duties for judicial externships may include, but are not limited to:

- perform legal research
- prepare memoranda
- prepare draft orders
- assist in drafting court opinions
- review appellate records
- summarize legal issues
- draft judicial orders
- observe oral arguments
- observe court proceedings
- review post-conviction motions
- review files for legal compliance

Accepting Positions
If the first offer you receive is from a court or judge you are required to take the position. Immediately upon accepting a position (judicial or non-judicial) students must contact both the Faculty Supervisor and the Externship Coordinator to ensure that all requirements for UF externs and externship sites are met before the administrative deadline.

Prerequisites for U.S. District Courts
- Students must have completed at least 2 semesters of law school
- Students must have high academic standing with demonstrated superior legal research and writing ability
- Advanced Techniques in Appellate Advocacy, Moot Court, Law Review or other Journal experience is considered a plus
- Completion of Federal Courts or Trial Practice is considered a plus

Prerequisites for Appellate Courts
- Students must have completed 2nd year of law school
- Students must have at least a 3.0 GPA

Additional Requirements
Most, if not all courts and government agencies require successful completion of a background certification. This process may take up to 9 weeks! It is best to apply as soon as possible for these externships. Some sites may have additional requirements such as signing a confidentiality agreement, fingerprinting or credit check.
Applications – Judicial Externships

The Judges listed in this Program Guide have requested to receive applications no later than December 31, 2014 unless otherwise noted.

Please review each position carefully as application instructions and deadlines vary from site to site. Students are encouraged to apply early to these externships especially those that are reviewed on a rolling basis. Students are also encouraged to visit web sites for information that may not be included in the description.

FIRST YEAR STUDENTS: may not apply for externships prior to December 1st.

- Have your cover letters, resumes, and writing samples ready to go
- Do not wait for your fall grades to apply
- 1st year students should send a copy of their undergraduate transcripts if they do not yet have fall grades
- You should add a note to your transcripts that grades for fall will be provided by request after they are received. Or you might add a note that you will send fall grades when you receive them. If you add this note you must follow up!

Application Materials

The following documents are required and must be included with each judicial application:

- Cover letter/letter of interest addressed to the Judge
- Resume
- Unofficial transcript (may be downloaded from ISIS)
- Writing sample (approximately 8 - 10 pages)
- Additional documents as specified in individual position descriptions

Failure to submit complete information may disqualify applicants from consideration. Students are permitted to submit applications for multiple externships.

Preparing Application Materials

Your cover letter and resume are very important tools when applying for any position. Your cover letter is your first (and best) chance to make a good impression. In many cases, your cover letter is considered as a writing sample. Take the same care writing your cover letter as you would a graded writing sample. Indicate what you expect to bring to the externship and your goals for the externship. Always sign your cover letter. Review your cover letter carefully before sending it. Never send a cover letter that contains a typographical error! There are several options available for you to obtain assistance with writing a good cover letter and resume. You may ask assistance from a counselor in the Center for Career Development, speak with the Externship Program Director, Professor Knight, or even ask another professor to review your application documents.
Your Cover Letter – How to Address Judges

Please Note: Court titles differ from state to state. The examples below are Florida specific.

The following is the proper way to address judges in your cover letters.

**U.S. Court of Appeals, 11th Judicial Circuit**

*Chief Judge*
- Salutation: Dear Judge [Last Name]
- Address: The Honorable [Full Name]
  Chief Judge
  United States Court of Appeals for the 11th Circuit
  [Address, with zip code]

*Judge or Senior Judge*
- Salutation: Dear Judge [Last Name]:
- Address: The Honorable [Full Name]
  United States Court of Appeals for the [Nth] Circuit
  [Address, with zip code]

**State Appellate Court**

*Chief Judge*
- Salutation: Dear Chief Judge [Last Name]:
- Address: The Honorable [Full Name]
  Chief Judge
  (Nth) District Court of Appeal
  [Address, with zip code]

*Judge or Senior Judge*
- Salutation: Dear Judge [Last Name]:
- Address: The Honorable [Full Name]
  [Nth] District Court of Appeal
  [Address, with zip code]

**U.S. District Court**

*Chief Judge*
- Salutation: Dear Chief Judge [Last Name]:
- Address: The Honorable [Full Name]
  Chief Judge
  United States District Court, [Southern, etc.] District
  [Address, with zip code]

*Judge, Magistrate Judge or Senior Judge*
- Salutation: Dear Judge [Last Name]:
- Address: The Honorable [Full Name]
  United States District Court, [Southern, etc.] District
  [Address, with zip code]

**State Supreme Court**

*Chief Justice*
- Salutation: Dear Chief Justice [Last Name]:
- Address: The Honorable [Full Name]
  Chief Justice
  Florida Supreme Court
  [Address, with zip code]

*Justice*
- Salutation: Dear Justice [Last Name]:
- Address: The Honorable [Full Name]
  Florida Supreme Court
  [Address, with zip code]
Most U.S. District Court and Appellate Court Judges prefer students to mail application materials. A few Judges/Courts have alternate application processes (via email). See the appropriate District and Appellate Judges documents below for individual judge’s instructions.

**Note:** U.S. District Court Judges, Philip Lammens (Ocala), Maurice Paul and Gary Jones (Gainesville), accept applications beginning in January. These positions will be listed on the Gator Jobs System and will be included in the Externship Program Guide Part 2.

**Participating Florida Judges Lists**
The Excel files below include current addresses as well as titles, salutations, and alternate application instructions that may be used to aid you in writing your cover letters.

**U.S. District Court Judges List**
Click on the U.S. District Court Judges List document link above for a listing of participating Florida Federal Judges as well as alternate application instructions.

**Appellate Court Judges List**
Click on the Appellate Court Judges List document link above for a listing of participating Florida Appellate Judges as well as alternate application instructions.

**U.S. Circuit Court of Appeals for the 11th Circuit, Judges List**
Click on the U.S. Court of Appeals document link above for a listing of U.S. 11th Circuit Appellate Judges.

**Cover Letters - Using Mail Merge**
Creating a cover letter in Microsoft Word and merging your letters with the information in the Excel spreadsheets is a very simple task. This can save a lot of time as well as assure that you are using the most up to date judicial information. As always, your cover letter is vitally important as it is your introduction to the judge. Check your cover letters carefully to ensure that they are error free.

**How to Merge Files for Cover Letters**
Click on the How to Merge Files document link above for instructions on how to use the information from the Judges Lists to create cover letters and envelopes.

**Cover Letter Tips**
Click on the Cover Letter Tips document link above to see a sample layout and tips for your cover letter.

**Florida Federal Judges List**
See the U.S. District Court Judges List document for court addresses and other information including alternate application instructions for *Judge Byron.*

<table>
<thead>
<tr>
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<th>MI</th>
<th>Last Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Sheri</td>
<td></td>
<td>Polster Chappell</td>
<td>United States District Judge</td>
<td>Fort Myers</td>
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<td>John</td>
<td>E</td>
<td>Steele</td>
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**U.S. Court of Appeals for the 11th Circuit Judges List**

See the U.S. Court of Appeal 11th Circuit, Judges List document for court addresses and other information.

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**Florida Federal & Appellate Courts - Websites**


First District Court of Appeal: [http://www.1dca.org/judges.html](http://www.1dca.org/judges.html)

Second District Court of Appeal: [http://www.2dca.org/Judges/judges.shtml](http://www.2dca.org/Judges/judges.shtml)


Fourth District Court of Appeal: [http://www.4dca.org/judges.shtml](http://www.4dca.org/judges.shtml)

Fifth District Court of Appeal: [http://www.5dca.org/judges.shtml](http://www.5dca.org/judges.shtml)

Florida Attorney General’s Office

Office of the Attorney General, Consumer Protection Division, South Florida Bureau

Faculty Supervisor: Professor Elizabeth Lear
Number of Positions: Up to 3 in each city
Number of Credits: From 4 to 6

Approved Locations: Ft. Lauderdale, Miami & West Palm Beach Application Deadline: January 10, 2015. Interviews will begin December 3. The Office of the Attorney General's Consumer Protection Division seeks 2L or 3L students (as well as LLM students) who have achieved academic success in law school with strong research skills who are eager to work collaboratively with a team of attorneys and investigators to prosecute consumer fraud through agency investigations and civil litigation in Florida state courts. Required: students are required to work a minimum of 20 hours per week. To Apply: Email cover letter detailing your interest, preferred location (FTL, MIA or WPB) and availability (hours and days per week), a resume, unofficial transcripts and a writing sample to: Mr. Fulvio Joseph Gentili, fulvio.gentili@myfloridalegal.com and to Heidi.English@myfloridalegal.com. All applicants selected for an interview must complete a background check.

Office of the Attorney General, *Multiple Units & Locations, FL

Faculty Supervisor: Professor Stacey Steinberg
Number of Positions: Up to 2 in each city
Number of Credits: From 4 to 6
Website: http://myfloridalegal.com/internship

Approved Locations: Ft. Lauderdale, Jacksonville, Miami, Orlando, Tallahassee, Tampa ST. Petersburg, & West Palm Beach Approved Units: Consumer Protection, Criminal Justice & Appeals Programs, Solicitor General and Statewide Prosecution. Depending upon the unit student’s work in this externship may qualify for the Criminal Law Certificate Program. Application Deadline: April 14, 2015. Applications are reviewed on a rolling basis. Students will work in a wide variety of areas including but not limited to; statewide prosecution, economic crimes, Medicaid fraud, criminal appeals, complex litigation and eminent domain. Students will conduct legal research, draft legal documents (including subpoenas), verify and review complaints from consumers and develop ongoing investigations through the discovery stages. Required: Students must be able to work a minimum of 20 hours per week. To Apply: Email a cover letter, resume, unofficial transcript and a completed Application for Internship or Student Volunteer form to: Recruiting.Desk@myfloridalegal.com or mail to: Human Resources, Office of the Attorney General, The Capitol PL-01, Tallahassee, FL 32399-1050. Note: Students will be expected to provide a writing sample at the time of interview if selected. *Positions in other AG Offices/Units will be considered as new externships and must be processed as such.

Civil Rights Law

American Civil Liberties Union (ACLU), *Multiple Locations, FL

Faculty Supervisor: Professor Maggie Temple-Smith
Number of Positions: Up to 3 in each office
Number of Credits: From 2 to 6
Website: http://aclufl.org/, http://aclufl.org/take-action/local-chapters/

Approved Locations: Jacksonville, Miami, Tampa, and Tallahassee. Application Deadline: Applications are reviewed on a rolling basis. Students will work on civil liberties issues across the state. Some of these issues are or will be actual lawsuits while others are settled out of court. This externship will introduce students to civil liberties issues involving the death penalty, free speech, immigrants’ rights, lesbian and gay rights, national security, racial justice, reproductive rights, voting rights and religious liberty. Students will conduct
research, draft legal memoranda and assist with other aspects of ongoing litigation and/or appeals. To Apply:
Email cover letter, resume and unofficial transcripts to: lizamora@aclufl.org. Address cover letter to: Ms.
In your cover letter please indicate the city or cities you wish to be considered for in rank order. Note: Students
who are interested in applying for Florida cities not listed above should also apply to Ms. Zamora. *Positions
in other ACLU Offices will be considered as new externships and must be processed as such.

Robert F. Kennedy Center for Justice & Human Rights, Washington, DC
Faculty Supervisor: Professor Lee-ford Tritt
Number of Positions: Up to 2
Number of Credits: From 3 to 6

Application Deadline: Applications are reviewed on a rolling basis; however, applicants should apply early.
Students will collaborate with staff on a wide variety of legal projects, including but not limited to: conducting
legal and factual research in support of high impact litigation before regional and international human rights
bodies, amicus briefs, press releases, and legal advice for local counsel in domestic cases; communicating with
clients and international co-counsel; assisting in drafting petitions and briefs; and participating in litigation
strategy and other internal meetings. There will be a heavy emphasis on legal research, analysis, and writing.
To Apply: Email cover letter, resume, list of three references, and a brief writing sample to:
intern@rfkcenter.org. Successful writing samples will consist of a legal brief on international human rights law
and standards. Address cover letter to: Mr. Santiago Canton, 1300 19th St., NW Suite 750, Washington, DC
20036, Note: Reference Legal Intern Summer 2015 in the subject of the email.

U.S. Department of Education, Office for Civil Rights, Atlanta, GA
Faculty Supervisor: Professor Jason Nance
Number of Positions: Up to 2
Number of Credits: From 3 to 6

Application Deadline: February 1, 2015. OCR is a Federal civil rights enforcement agency that has jurisdiction
to investigate complaints of alleged discrimination based on race, color, national origin, sex, age, and disability
against institutions that receive Federal financial assistance from the Department and certain public entities.
OCR’s mission is to ensure equal access to education and to promote educational excellence throughout the
nation through vigorous enforcement of civil rights. To Apply: Email resume, cover letter, and writing sample
to: Ebony.Calloway-Spencer@ed.gov. Address cover letter to: Ms. Ebony Calloway-Spencer, Esq., U.S.
Department of Education, Office for Civil Rights, 61 Forsyth Street, SW, Suite 19T10, Atlanta, GA 30303.
For additional information see the OCE website at http://www.ed.gov/ocr.

Corporate Law
Ladies Professional Golf Association (LPGA), Daytona Beach
Faculty Supervisor: Professor Deb Cupples
Number of Positions: 1
Number of Credits: From 2 to 6
Website: http://www.lpga.com/

Application Deadline: February 28, 2015. Dedicated to the worldwide promotion and advancement of
women’s golf, the Ladies Professional Golf Association (LPGA) is a non-profit organization involved in every
facet of golf. The LPGA is the world's leading professional golf organization for women. Founded in 1950, the
association celebrates a diverse and storied membership with more than 1,700 members representing 29
different countries. Students will review, edit and draft a variety of contracts, research legal issues in the
development of policies and procedures, assist in management of trademark portfolio and enforcement of
unauthorized use of marks, assist counsel with issues relating to litigation, including legal research, document
production, and writing memoranda, research recent industry developments, research drug testing CAS cases and policy research and analysis. Students will attend meetings with internal LPGA business units. **Required:** Must have a minimum cumulative GPA of 3.0 or better. **To Apply:** Apply directly to the LPGA at: [http://golfjobs.lpga.com/teamwork/jobs/jobs.cfm/Internships?supcat=1030](http://golfjobs.lpga.com/teamwork/jobs/jobs.cfm/Internships?supcat=1030).

### Criminal Law

- **The externships in this section may qualify for the Criminal Law Certificate Program.**

### U.S. Attorney’s Office, Middle, Northern & Southern Districts, FL

**Faculty Supervisor:** Professor Stacey Steinberg  
**Credits:** From 3 to 6  

Students will support AUSAs by performing legal research, assisting in or drafting briefs and pleadings, assembling exhibits for trial and participating in witness conferences. They will have the opportunity to observe hearings and trials on which they are working or in which they are interested. Students are encouraged to participate in available District and court-sponsored training opportunities. **Required:** Must be United States citizen. In addition to other application materials, students must submit completed a [USAO Pre-Interview Questionnaire Form](http://www.justice.gov/legal-careers/volunteer-legal-internships). Selected students must pass a required background investigation due to the nature of the work performed at the USAO. This can take up to three months to complete. Most sites have a minimum hourly requirement. **Note:** The advertisement for summer is not yet posted on the USAO websites. Incomplete applications will not be considered.

#### USAO Middle District Requirements & Instructions

**Number of Positions:** Tampa Criminal Division (2), Tampa Civil Division (2), Tampa Appellate Division (1), Orlando (7), Jacksonville (9), Fort Myers (2), Ocala (1)  
**Application Deadline:** January 31, 2015. **To Apply:** Email cover letter stating preferred externship location (indicate only one city choice) including email address and daytime telephone number, resume, unofficial transcript, including GPA, legal writing sample and completed [USAO Pre-Interview Questionnaire Form](http://www.justice.gov/legal-careers/volunteer-legal-internships) to: usaflm.law.intern@usdoj.gov. **Address cover letter to:** Ms. Casey Schaefer, Human Resources Specialist, U.S. Attorney’s Office, 400 North Tampa Street, Suite 3200, Tampa FL 33602. **Note:** If selecting Tampa, indicate 1st and 2nd division choices (from Criminal, Civil or Appellate). **Required Weeks/Hours:** Tampa: 320 hrs., minimum of 24 hrs./week; Orlando: 8 weeks, required 40 hrs./week; Jacksonville: 10 weeks, required 40 hrs./week, minimum GPA of 2.7; Ft. Myers: 240 hrs., minimum of 24 hrs./week; Ocala: 240 hrs., minimum of 24 hrs./week.

#### USAO Northern District Requirements & Instructions

**Number of Positions:** Gainesville (1), Pensacola (1)  
**Application Deadline:** January 31, 2015. **To Apply:** Email (as one file if possible), cover letter stating preferred externship location(s) (indicate city choices in rank order) including email address and daytime telephone number, resume, unofficial transcript, including GPA, legal writing sample and completed [USAO Pre-Interview Questionnaire Form](http://www.justice.gov/legal-careers/volunteer-legal-internships) to: Julie Barnes, barnes@law.ufl.edu. **Address cover letter to:** Pamela C. Marsh, United States Attorney, United States Attorney’s Office, Northern District of Florida, 111 North Adams Street, 4th Floor, Tallahassee, FL 32301. **Required Weeks/Hours:** 8 to 10 weeks, 320 hours minimum.

#### USAO Southern District Requirements & Instructions

**Number of Positions:** Between 8 and 16 total: Miami, Ft. Lauderdale and West Palm Beach  
**Applications Accepted:** December 15, 2014 – February 1, 2015. **Do not apply prior to December 15.** The USAO represents the United States in appeals before the U.S. Circuit Court of Appeals for the Eleventh Circuit. Students will be assigned to the Civil or Criminal Divisions of the office. **To Apply:** Email (as one file) cover letter stating preferred externship location(s), include in cover letter, email address, daytime telephone number and dates of availability, resume, unofficial transcript, including GPA, legal writing sample and completed [USAO Pre-Interview Questionnaire Form](http://www.justice.gov/legal-careers/volunteer-legal-internships) to: usafls.internprogram@usdoj.gov. **Note:** In the subject line of the email indicate: Attention Law Intern Program - SUMMER.
U.S. Army Judge Advocate General (JAG), *Multiple Locations
Faculty Supervisor, Credits, Number of Positions: TBD
Approved Locations: Fort Rucker, AL, Fort Stewart, GA. Application Deadline: November 1, 2014. Note: In addition to submitting an online application, all interested applicants must be interviewed by a designated Field Screening Officer or "FSO." This interview must be complete by the application deadline. To Apply: Apply on-line at http://www.goarmy.com/jag/applications-and-procedures.html. Each summer, the Army JAG Corps hires 2nd year law students to work as legal interns in hundreds of offices across the United States. Interns also have the opportunity to work in Germany, South Korea, and Japan among several other countries. For more information see: http://www.goarmy.com/jag/summer-intern-program.html *Positions in other JAG Offices will be considered as new externships and must be processed as such.

U.S. Navy Judge Advocate General Corps(JAG), *Multiple Locations
Faculty Supervisor, Credits, Number of Positions: TBD
Website: http://www.jag.navy.mil/careers/careers/opportunities_internship.html
Approved Locations: Mayport Naval Station, Jacksonville, FL, Naval Station Newport, Newport, RI, Naval Air Station Pensacola, Pensacola FL Application Deadline: January 5, 2015. Students work on a wide variety of legal issues depending upon where the internship is conducted. Internships are normally a minimum of eight weeks. During the application phase, candidates request three Navy JAG Corps office locations where they would like to work. Required: must be a U.S. citizen. To Apply: Complete the Internship/Externship Application and the Declaration for Federal Employment Form. Email both forms and all application documents requested in the Internship/Externship Application form to: code61@navy.mil. Note: When submitting application keep your e-mail size smaller than 7MB; you may send multiple e-mails if necessary. After submitting your application, you will receive a confirmation e-mail within five business days. If you do not receive a confirmation e-mail call (202) 685-8527 to confirm that your application has been received. The Navy will not provide funding for travel, lodging, or per diem. *Positions in other JAG Offices will be considered as new externships and must be processed as such. For a listing of JAG locations see: http://www.jag.navy.mil/careers_/careers/mapholder.html.

U.S. Department of Justice, Narcotics and Dangerous Drugs Section, Washington, DC
Faculty Supervisor: Professor Stacey Steinberg
Number of Positions: Up to 6
Credits: From 4 to 6
Application Deadline: January 15, 2015. The Narcotic and Dangerous Drug Section (NDDS) supervises and has responsibility for enforcing federal statutes pertaining to narco-terrorism, narcotic drugs, and other controlled substances. The section advises the Assistant Attorney General, Criminal Division, Department of Justice and other federal officials involved in drug enforcement on all matters related to federal narcotics and narco-terrorism law enforcement including proposed and enacted legislation, policy, enforcement initiatives, and criminal and civil litigation. The section has direct litigation responsibilities in drug and narco-terrorism investigations and prosecutions. Students work directly with attorneys on issues relating to the investigation and prosecution of significant national and international narcotic traffickers and money laundering organizations. Typical projects involve researching novel legal issues, drafting legislation related documents for active cases, and helping attorneys draft Section publications. To Apply: Email cover letter, resume, writing sample (no more than 10 pages) and unofficial transcript to: ndd.interns@usdoj.gov. Note: Attention: Charles Miracle, Intern Coordinator in the subject line of the email. Address cover letter to: Mr. Charles Miracle, Intern Coordinator, U.S. Department of Justice, Criminal Division, Narcotic and Dangerous Drug Section, 145 N Street, NE, 2Con, Suite 300, Washington, DC 20530.
U.S. Drug Enforcement Agency, Office of the Chief Counsel, Washington, DC
Faculty Supervisor: Professor Jason Nance
Number of Positions: Up to 6
Number of Credits: From 4 to 6
Website: http://www.justice.gov/legal-careers/job/drug-enforcement-administration-office-chief-counsel

Application Deadline: January 1, 2015. The Drug Enforcement Administration’s (DEA) Office of Chief Counsel provides legal services and guidance to all components of DEA for all matters that may arise in the conduct of DEA missions to enforce the controlled substances laws and regulations of the United States while serving and protecting the public. The office assists DEA in its decision making capacity by analyzing the legal implications in policy decisions, advising and training DEA personnel worldwide on criminal, civil, international, intelligence, and regulatory issues, reviewing proposed legislation and regulations, and representing DEA in civil and administrative litigation.

The DEA’s Office of Chief Counsel offers its interns the opportunity to work closely with attorneys in all of the office's practice areas, to include: Diversion and Regulatory Policy and Litigation; Civil Litigation; Administrative Law; Legislative Affairs; Legal Training; International Law; Domestic Criminal Law; Asset Forfeiture; and Technology Law. Interns can expect to conduct research, draft memoranda and correspondence, interact with agency officials, and perform other tasks as required. To Apply: Email cover letter (including dates when available), resume, unofficial transcript, writing sample, and DEA Drug Questionnaire to: DEALawClerk@usdoj.gov. Address cover letter to: Ms. Carol Wilkinson, Executive Assistant to the Deputy Chief Counsel. Note: All applicants must complete the DEA Drug Questionnaire and submit that Questionnaire with their application package.

Environmental Law
Exterships listed in this section may qualify for the Environmental Law Certificate Program. These externships are advertised nationally and are highly competitive. Students are encouraged to apply as soon as possible.

Center for International Environmental Law, Washington, DC
Faculty Supervisor:  Professor Tom Ankersen
Number of Positions:  Up to 3
Credits:  From 4 to 6
Website: http://ciel.org/Education_Training/index.html

Application Deadline: Applications are reviewed on a rolling basis. Responsibilities include researching and writing about areas of international law and policy; assisting with policy analysis and advocacy; attending meetings and conferences; assisting with the production of CIEL publications; and otherwise working closely with CIEL staff on various projects. Preferred: Students with excellent research and writing skills and a strong dedication to public interest law are preferred. To Apply: Email cover letter (indicating that you applying for summer 2015), resume, and short writing sample to: info@ciel.org, or mail to: Center for International Environmental Law, Attention Intern Coordinator, 1350 Connecticut Avenue, N.W., Suite 1100, Washington, D.C. 20036. Note: In your cover letter indicate that you are applying for a summer position.

Defenders of Wildlife, Washington, DC
Faculty Supervisor: Professor Mary Jane Angelo
Number of Positions: Up to 2
Number of Credits: From 3 to 6

Application Deadline: Positions are reviewed on a rolling basis. Students are encouraged to apply early. Defenders of Wildlife is a national, nonprofit environmental organization dedicated to the protection of all
native animals and plants in their natural communities. Defenders is one of the country’s leaders in science-based, results-oriented wildlife conservation. DOW priorities include protecting and restoring imperiled North American wildlife; ensuring conservation of wildlife and habitat on federal public lands, with particular emphasis on national wildlife refuges and national forests; and ensuring the adoption and implementation of a national program for the conservation of wildlife, habitat and ecosystems in the face of global warming. Students will be conducting legal research and writing for the Conservation Law Program, including working within the Endangered Species Act. Students may observe court proceedings, depositions, or other procedural meetings. To Apply: Email a cover letter, resume, unofficial transcripts, writing sample (less than 10 pages), and a list of 3 references to: hr@defenders.org. Address cover letter to: Mr. Michael Senatore, Vice President of Conservation Law, Defenders of Wildlife, 1130 17th Street NW, Washington, DC, Note: In the subject line of the email indicate Summer Law Clerk (DC).

Environmental Law Alliance Worldwide, Eugene, OR
Faculty Supervisor: Professor Tom Ankersen
Number of Positions: Up to 2
Credits: From 2 to 6
Website: http://www.elaw.org/getInvolved/legalinternship

Application Deadline: February 25, 2015. The U.S. office of ELAW gives public interest environmental lawyers around the world access to the scientific and legal resources in the U.S. Students assist the Staff Attorneys in responding to requests for assistance from overseas advocates. Projects may include obtaining information about multinational companies; identifying model statutes and regulations; researching case precedents; or evaluating legal doctrines and theories. Preferred: Proficiency in a language or languages other than English is preferred, but not required. To Apply: Email cover letter, resume, writing sample (less than 10 pages), and a list of three references (including phone numbers) to: summerlaw@elaw.org. Note: ELAW begins interviewing in early March.

Harvard Food Law and Policy Clinic, Jamaica Plain, MA
Faculty Supervisor: Professor Mary Jane Angelo
Number of Positions: 1
Number of Credits: From 3 to 6
Application Dates: January 1- February 5, 2015. The FLPC provides legal advice to nonprofits and government agencies seeking to increase access to healthy foods, prevent diet-related diseases such as obesity and type 2 diabetes, and reduce barriers to market entry for small-scale and sustainable food producers, while educating law students about ways to use law and policy to impact the food system. The FLPC engages a strong policy orientation as well as substantive expertise in the food system to assist a range of federal, state, and local clients around the United States—from Massachusetts to Mississippi—in understanding the legal and policy regimes that apply to food production and sales. Students will gain experience with legal research, drafting legal and other memos, and policy advocacy. Students will be asked to help identify issues facing clients and to come up with policy solutions. To Apply: Email a cover letter, resume, copy of your unofficial transcripts and a writing sample to: flpc@law.harvard.edu. Address cover letter to: Ms. Emily Broad Leib, Director, Harvard Food Law and Policy Clinic, 122 Boylston ST., Boston, MA 02130,

Surfrider Foundation, San Clemente, CA
Faculty Supervisor: Professor Tom Ankersen
Number of Positions: Up to 2
Credits: From 2 to 6
Website: www.surfrider.org/legal

Application Deadline: Applications are reviewed on a rolling basis. Students will assist the headquarters’ staff, which consists of a variety of beach and ocean policy experts. Students will assist the Legal Director in
researching issues involving litigation and legislation at the forefront of ocean policy governance. The position is designed to provide a wide range of legal, programmatic, and administrative experience relating to environmental and beach access issues of national significance. Specifically, students will be expected to provide detailed research, writing, and/or oral advocacy for our ongoing campaigns. The program covers a diverse range of issues affecting our beaches from the Public Trust Doctrine to the Clean Water Act, and is a wonderful opportunity for law students dedicated to coastal law and policy. Required: Students will be expected to work 40 hours per week for the duration of the summer. Preferred: Qualified candidates will possess strong writing, research, media, and communication skills. A demonstrated commitment to coastal preservation and other experience relevant to the missions of Surfrider Foundation is required. Students who are currently in their second year of law school (2Ls) will receive priority. To Apply: Email a cover letter detailing your interest and experience, resume, unofficial transcript and writing sample to: ahowe@surfrider.org. Address cover letter to: Ms. Angela Howe, Legal Director, Surfrider Foundation, P.O. Box 6010, San Clemente, CA 92674-6010.

**U.S. Environmental Protection Agency, Atlanta, GA, Washington, DC & *Multiple Locations**

Faculty Supervisor: Professor Mary Jane Angelo
Number of Positions: Up to 2 in each city
Credits: From 5 to 6

Approved Locations: Atlanta, GA., Washington, DC. Applications are considered on a rolling basis. The EPA works with U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade. These factors are similarly considered in establishing environmental policy. Students will be expected to complete complex research projects and to draft a variety of legal documents. Students may accompany staff attorneys to client meetings, negotiating sessions, trials, hearing and depositions.

**EPA, Atlanta, GA**
Application Deadline: March 3, 2015. To Apply: Email a cover letter resume, and writing sample to: beswick.kevin@epa.gov. Address cover letter to: Mr. Kevin Beswick, United States Environmental Protection Agency, Region 4, Office of Environmental Accountability, Sam Nunn Atlanta Federal Center, 61 Forsyth Street, South West, Atlanta, Georgia, 30303-8960.

**EPA, Washington, DC**
Application Deadline: February 20, 2015. To Apply: Email a resume and a short cover letter highlighting any specific knowledge, skills and interests that you have in environmental law enforcement to: OECALawInternProgram@epa.gov. In your cover letter tell them what you have accomplished in college or in law-related or environmental internships. For more information see the EPA internship web site: Student Honors Law Clerk Program in the Office of Enforcement and Compliance Assurance. Note: You must state your name in the subject line of all email submissions.

**EPA, *Multiple Locations**
Additional Locations: Boston, Chicago, Dallas, Denver, New York City, Philadelphia, San Francisco, Seattle. Application requirements vary by city. For application deadlines, locations and instructions, see the EPA website at: http://www.epa.gov/careers/internships/legal/. *Positions in additional EPA locations will be considered as new externships and must be processed as such.

**Federal Government Law**

- In most cases, students selected for Federal Government offices must a U.S. Citizen and successfully complete a background check.

**Internal Revenue Service, Jacksonville, Miami & *Multiple Locations**
Faculty Supervisor: Professor Danny Sokol  
Number of Positions: Up to 4  
Credits: From 4 to 6

Approved Locations: Jacksonville & Miami, FL. Application Deadline: February 22, 2015. Students will work alongside Chief Counsel Attorneys on a variety of educationally related work assignments and provide legal assistance to attorneys. Students will have to opportunity to acquire training and experience in tax law, government contracts, personnel, and labor law. Required: Must be a U.S. citizen. Top 20% class rank or GPA of 3.4 or greater. Preferred: Courses in tax law, bankruptcy or administrative law and relevant legal experience such as VITA. Moot court or Trial Team experience is a plus. Application Documents for all locations: Cover letter, resume, unofficial transcript, IRS_Declaration_Form, IRS_Application_Form (omit social security number) and 5 to 10 page writing sample.

IRS Jacksonville, FL
To Apply: Email application documents to: lauren.b.epstein@irscounsel.treas.gov. Address cover letter to: Ms. Lauren B. Epstein, Associate Area Counsel, Office of the Chief Counsel, IRS (SBSE), 400 West Bay Street, Suite 240, Jacksonville, FL 32202. Note: Reference “Externship Application-Summer 2015” in the subject of the email.

IRS, Miami, FL
To Apply: Email application documents to: Andrew.m.tiktin@irscounsel.treas.gov. Address Cover Letter to: Mr. Andrew Tiktin, Managing Counsel, Internal Revenue Service, Office of Chief Counsel, 51 S.W. First Avenue Suite 1114, Miami, FL, 33153. Note: Reference “Externship Application-Summer 2015” in the subject of the email.

IRS *Multiple Locations
To Apply: Email application documents to: attyapplications@irscounsel.treas.gov. Indicate city choice(s) in your cover letter. Note: Reference “Externship Application-Summer 2015” in the subject of the email. For information regarding additional IRS locations http://jobs.irs.gov/student/occ-locations.html. *Positions in additional IRS locations will be considered as new externships and must be processed as such.

U.S. House of Representatives, Committee on the Judiciary, Washington, DC
Faculty Supervisor: Professor Elizabeth Lear  
Number of Positions: Up to 2  
Credits: 6  
Website: http://judiciary.house.gov/index.cfm/committee-internship-program

Application Deadline: March 15, 2015. It is best to apply as soon as possible. The Committee on the Judiciary offers law students an opportunity to experience the operations of a congressional committee firsthand and learn about the important role that House committees in the House of Representatives play in the legislative process. The Committee on the Judiciary has jurisdiction over a wide range of legislative and oversight issues which include constitutional amendments, litigation reform, patent and trademark law, federal criminal law, federal civil rights law, anti-terrorism, immigration and naturalization, and antitrust. Students are generally placed - based on their areas of interest and experience - with the Full Committee or one of the five subcommittees. To Apply: Email a resume, list of references, and cover letter/letter of introduction which contains the following information: 1) Why you are interested in an internship with the Committee; 2) Your dates and hours of availability; 3) At least one paragraph explaining your political views - specifically on issues falling under the committee’s jurisdiction to: hjc_republicanintern@mail.house.gov or mail to: Intern Coordinator, House Judiciary Committee, 2138 Rayburn House Office Building, Washington, DC 20515 Note: There is a Majority (Republican) and a Minority (Democrat) office within the committee. Applicants are
strongly encouraged to apply with the office which most appropriately reflects their political views. Those interested in interning for the Minority, can find their contact information on the link “Minority Website.”

**U.S. Securities and Exchange Commission, Atlanta GA, Washington DC & Multiple Locations**
Faculty Supervisor: TBD  
Number of Positions: Up to 2  
Credits: From 4 to 6  

**Approved Locations:** Atlanta, GA., Washington, DC. **To Apply:** See application instructions at: [http://www.sec.gov/jobs/jobs_students_honors.shtml](http://www.sec.gov/jobs/jobs_students_honors.shtml). **Note:** The website has not opened applications for summer as of yet. Check back frequently. Students experience real world and real time assignments that are directly related or are in support of the mission of the SEC, to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation through securities and financial market regulation. Students work with SEC Staff members on projects covering a broad range of the Commission’s mission such as conducting investigations of industry and issuer practices, assisting in the litigation of enforcement actions, and drafting proposed statutes and rules. SEC Staff members serve as professional mentors, assisting with research and writing projects as well as providing advice and guidance on career development. Students are invited to attend seminars, workshops, and commission meetings as a part of their service at the SEC. *Positions in other SEC offices will be considered as new externships and must be processed as such.*

**U.S. Senate Finance Committee, Washington, DC**
Faculty Supervisor: Professor Elizabeth Lear  
Number of Positions: Up to 2  
Credits: From 4 to 6  

**Application Deadline:** Applications are reviewed on a rolling basis; however, applicants should apply early (three-to-four months before the start date is preferable). The office of the Finance Committee Chairman accepts a limited number of intern and law clerk applicants each year. The Committee seeks students with specific interests in health care, international trade, social security, communications, human services, and tax issues. Interns and law clerks routinely assist with legislative research projects, hearings, and other substantive assignments and administrative tasks. Applicants who can work full-time (40 hours/5 days per week) are preferred, though part-time candidates are also considered. **To Apply:** Email cover letter, resume, 1-2 page writing sample, and two references (in a single PDF document) to: [Democratic_Internships@finance.senate.gov](mailto:Democratic_Internships@finance.senate.gov). **Note:** In the cover letter, please indicate your area of interest given the Finance Committee’s broad jurisdiction. **Address cover letter to:** Senator Ron Wyden, Chairman, U.S. Senate Committee on Finance, 219 Dirksen, Senate Office Building, Washington, DC 20510-6200

**Immigration Law**

**Americans for Immigrant Justice, Miami**
Faculty Supervisor: Professor Elizabeth Lear  
Number of Positions: Up to 3  
Number of Credits: From 4 to 6  

**Application Deadline:** February 25, 2015. Americans for Immigrant Justice (AI Justice) is one of the nation’s largest non-profit immigration law firms dedicated to protecting and promoting the basic human rights of immigrants. AI Justice has represented clients from around the world and is recognized as a powerful advocate and national leader for immigrants’ rights. AI Justice works closely with traditional civil rights organizations as well as with grassroots organizations and local, state and national government officials to effect positive change in immigration policies. AI Justice routinely handles cases involving asylum, residency and citizenship,
domestic violence, human trafficking, and policy. This position offers an excellent opportunity to develop research, writing, and analytical skills. To Apply: Email a resume and a cover letter stating your area(s) of interest and your availability to: info@aijustice.org or mail to: AI Justice Internships, 3000 Biscayne Blvd., Suite 400, Miami, FL 33137

U.S. Department of Justice, Civil Division, Office of Immigration Litigation, Appellate Section, Washington, DC
Faculty Supervisor: Professor Elizabeth Lear
Number of Positions: Up to 5
Number of Credits: From 4 to 6

Applications Accepted: November 14, 2014 through January 16, 2015. OIL Appellate defends the administrative decisions of the Board of Immigration Appeals, involving removal orders and denials of applications for relief before the Federal Courts of Appeals. OIL Appellate attorneys handle removal cases in the Courts of Appeals, and support the Office of the Solicitor General’s immigration litigation efforts in the United States Supreme Court. Students will be assigned to one of the litigation teams or to the management team within OIL’s appellate litigation section. Responsibilities may include drafting motions and appellate briefs, writing case summaries for weekly litigation reports, conducting legal research and preparing memoranda, and performing other litigation support. Students typically draft motions to dismiss and appellate briefs in asylum and cancellation of removal cases. Required: Students must commit to 40 hours per week for 12 weeks. Must be a U.S. citizen. Background investigation required. Preferred: A minimum cumulative grade point average of 3.20 or top 20% of class preferred. To Apply: Email application materials in a single PDF document in the following order: cover letter, resume, unofficial transcript, class ranking and 5-10 page writing sample to Terri.Leon-Benner@usdoj.gov. Applications not submitted according to instructions will not be considered. Note: Indicate that you are applying for a Summer 2015 internship in your cover letter and in the subject of your email. Final decision notification is Feb. 16, 2015.

Intellectual Property Law
U.S. Court of International Trade, New York, NY
Faculty Supervisor: Professor Elizabeth Rowe
Number of Positions: Up to 3
Credits: From 4 to 6

Application Deadline: See the individual Judge’s postings for application instructions and deadlines. The United States Court of International Trade, established under Article III of the Constitution, has nationwide jurisdiction over civil actions arising out of the customs and international trade laws of the United States. To Apply: Students must apply to individual judges. For specific opportunities with individual judges, please consult the hiring policies delineated by the judges on their respective pages of this site: http://www.cit.uscourts.gov/Judges/index.html. Note: Application deadlines vary from Judge to Judge.

New Externship Agencies
* The sites listed below have expressed an interested in our Externship Program.
These positions have not been approved by the UF Law Curriculum Committee.
If a student accepts a position from one of these sites and wishes it to be considered for an externship, the student must contact the Externship Coordinator immediately to ensure that requirements for UF externs are met. Proposals for new externships must be submitted by the deadline date to be considered.
There is no guarantee that new externships will be approved.
**American Bar Association, Multiple Offices & Locations**
The American Bar Association offers intern/externships to law students in areas such as criminal law, children and law, immigration and litigation. For more information see the ABA website [http://www.americanbar.org/groups/law_students/resources/intern.html](http://www.americanbar.org/groups/law_students/resources/intern.html).

**Center for Disease Control and Prevention, Atlanta, GA**
Application Deadline: February 28, 2015. To Apply: Email a resume and cover letter to: phlawprogram@cdc.gov. The CDC externship creates a formalized entry-level experience for 2nd and 3rd year law students who are interested in exploring careers in public health law. PHLP is a dynamic group of public health lawyers and analysts who work to advance the use of law as a public health tool. PHLP provides services and resources such as technical assistance, publications, and workforce development to CDC programs and state, tribal, local, and territorial health departments. The program features: work experience on one or more core projects with mentorship from a CDC PHLP staff attorney; exposure to a complex, government work environment and a team of public health lawyers with diverse expertise; opportunities to co-author published articles and other materials; ccommunication and mentorship with a dedicated preceptor throughout the externship experience.

**U.S. Department of Commerce, Office of the General Counsel, Washington, DC**
Website: [http://www.commerce.gov/os/ogc/legal-internship-recruitment](http://www.commerce.gov/os/ogc/legal-internship-recruitment)
Applications Accepted: January 3 through March 15, 2015. Offices which usually participate in the Summer Legal Intern program are: Chief Counsel for International Commerce; Chief Counsel for Import Administration; Chief Counsel for the Bureau of Industry & Security; Assistant General Counsel for Administration (labor and employment law, government ethics and administrative law); Assistant General Counsel for Legislation and Regulation; Assistant General Counsel for Finance and Litigation (tort and commercial litigation, contract law and grant review); Chief Counsel for Commercial Law Development; Chief Counsel for Technology Administration which provides legal services to the National Institute of Standards and Technology; and Chief Counsel for Economic Affairs which provides legal services to the Census Bureau. The General Counsel for the National Oceanic and Atmospheric Administration; Chief Counsel for the National Telecommunication and Information Administration; and Chief Counsel for the Economic Development Administration may also offer summer internships. To Apply: See the OGC’s Summer Legal Internship announcement for application information at: [summer legal internship announcement](#).

**U.S. Department of the Interior, Office of the Solicitor, Multiple Offices & Locations**
Applications Accepted: November 1, 2014 through January 1, 2015 (2L, 3L), December 1, 2014 through January 1, 2015 (1L). The DOI is the Nation’s premier conservation agency. DOI offices include the National Park Service, Fish and Wildlife Service, Bureau of Land Management, Bureau of Indian Affairs, U.S. Geological Survey, Bureau of Reclamation, Office of Surface Mining, and Bureau of Ocean Energy Management, Regulation and Enforcement. Students conduct legal research on a variety of environmental and administrative law issues, as well as issues involving Indian law. The Office resolves appeals under the Freedom of Information Act and is also home to the Department’s Ethics Office. Students typically draft legal memoranda, briefs and motions, and assist with discovery in active federal cases. Preferred: Excellent research and writing skills. To Apply: Email a resume with 2 professional or academic references, a completed Request for Consideration, (designate locations/organizations for which you wish to be considered) a cover letter, unofficial transcript, and a writing sample (no more than 3 pages) to: studentemplevment@sol.doj.gov Note: A consolidated .PDF file of all documents submitted for consideration (with the resume as the first page) is preferred. Include in the subject line: “INTERNSHIP APPLICATION - YEAR and SEMESTER
**U.S. Office of the General Counsel, Office of Administration, Executive Office of the President, Washington, DC**

Application Deadline: January 11, 2015. Students selected for this program will have a unique opportunity to garner insight into the practice of law at a high level of the United States government. Students will work on a wide range of challenging, substantive matters, including appropriations and fiscal law, employment law, government ethics, information and records management law (including the Presidential Records Act), litigation, and procurement law. OGC's "small firm" environment provides law student interns with the opportunity to work closely with senior attorneys, gain practical legal experience, and network with other up-and-coming members of the legal profession. To Apply: See application instructions at: [http://www.whitehouse.gov/about/internships](http://www.whitehouse.gov/about/internships) For more information and frequently asked questions: [http://www.whitehouse.gov/about/internships/faqs](http://www.whitehouse.gov/about/internships/faqs)

**U.S. Department of Transportation, Office of the General Counsel, Washington, DC**

Application Deadline: January 16, 2015. Students will have the opportunity to work on a wide variety of matters such as: appropriations, fiscal law and financial management; acquisitions, financial assistance and public private partnerships; innovative financing; real property and asset management; information technology investment and capital planning; employee ethical conduct, conflicts of interest and political activities; equal employment opportunity and other civil rights matters; Federal personnel and employment; and alternative dispute resolution. Preferred: Strong legal writing skills, ability to meet tight deadlines, good interpersonal skills. To Apply: Email a cover letter and resume to debra.rosen@dot.gov. Address cover letter to: Ms. Debra J. Rosen, Office of General Counsel, Office of General Law, C-10, U.S. Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC, 20590.

**U.S. Department of Justice, Multiple Offices & Locations**


**Wounded Warrior Project, Inc., Jacksonville**

Website: [http://www.woundedwarriorproject.org/](http://www.woundedwarriorproject.org/) Application Deadline: February 28, 2015. The Wounded Warrior Project is a non-profit organization that provides programs and services to severely injured service members during the time between active duty and transition to civilian life. Students will work closely with attorneys to research various issues of law, draft, negotiate and edit contracts, and assist with intellectual property management. **Note:** Students must have excellent legal writing and research skills. Preferred: experience in veteran services and/or nonprofit law. To Apply: Email a cover letter, resume (including class rank), and a writing sample (max of 5 double spaced pages) to lawclerkapp@woundedwarriorproject.org. **Note:** In your cover letter indicate that you are applying for a for-credit summer externship position.
Forms

Florida Attorney’s General’s Office, All Locations - Application for Internship Form

Internal Revenue Service, All Locations - Declaration for Federal Employment & Application Form (2 forms)

United States Attorney’s Office, All Districts - Pre-Interview Questionnaire Form

U.S. Navy JAG, All Locations - Internship/Externship Application & Declaration for Federal Employment Form (2 forms)

U.S. Department of Justice, Drug Enforcement Agency, Washington, DC - DEA Drug Questionnaire

U.S. Department of the Interior, Office of the Solicitor, Washington, DC - Request for Consideration

These forms as well as additional required externship application forms are available on the UF Academic Externship website: Externships How to Apply -
http://www.law.ufl.edu/academics/academic-programs/externships/application-requirements