University of Florida
Levin College of Law

Academic Externship

Program Guide
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# 2016 Summer Externship Schedule

*This calendar is provided as a general guideline of estimated externship program dates for the 2016 summer semester. Information regarding dates not pertaining to the Externship Program, such as drop/add dates was acquired from the UF Law Academic Calendar.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31</td>
<td>Preferred application deadline for federal and appellate judges</td>
</tr>
<tr>
<td>Monday, January 4</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td>Mid-January</td>
<td>Informational meeting for students interested in 2016 Summer Externships</td>
</tr>
<tr>
<td>Late February</td>
<td>Application Deadline for externship positions advertised in January on <a href="#">Careers at UF</a></td>
</tr>
<tr>
<td>Late March</td>
<td>2016 Fall Externship positions will be open for application</td>
</tr>
<tr>
<td>Late March/Early April</td>
<td>Deadline for Faculty and Field supervisors to submit selections. Students are notified of selections as they received.</td>
</tr>
<tr>
<td>April 5-7</td>
<td>ISIS Advanced registration for Summer and Fall terms</td>
</tr>
<tr>
<td>April - TBD</td>
<td>Mandatory for Judicial Externs Only - Judicial Externship Preparation Mini Course</td>
</tr>
<tr>
<td>April - TBD</td>
<td>Mandatory for all Externs - Legal Research Mini Course</td>
</tr>
<tr>
<td>Note: These mini courses are usually held on a Friday, one in the morning and one in the afternoon.</td>
<td></td>
</tr>
<tr>
<td>April - TBD</td>
<td>Mandatory for all Externs - Extern Orientation Meeting</td>
</tr>
<tr>
<td>Mid-April</td>
<td>Deadline to submit new externship proposals to Curriculum Committee</td>
</tr>
<tr>
<td>Monday, April 18</td>
<td>Last day of Spring classes</td>
</tr>
<tr>
<td>April 19</td>
<td>Reading/Exam Period</td>
</tr>
<tr>
<td>May 16-17</td>
<td>Drop/Add using ISIS</td>
</tr>
<tr>
<td>May 16 – July 5</td>
<td>Summer Semester Dates</td>
</tr>
<tr>
<td>Monday, August 8</td>
<td>Last day for Summer Externs to complete hours</td>
</tr>
<tr>
<td>Monday, August 15</td>
<td>Fall Classes Begin</td>
</tr>
</tbody>
</table>

### For State Attorney and Public Defender Externs Only

**Required Orientation Classes Scheduled Immediately After Spring Exams**
State Attorney and Public Defender Office externs are required to attend orientation meetings as directed by the Law Clinic schedule. Public Defender externs will be expected to attend up to a 4 day orientation program immediately after exams end. State Attorney Office externs may be expected to attend up to a 2 day orientation meeting.

<table>
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<tbody>
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<td>May 16-17</td>
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</table>
About The Program

The Academic Externship Program at UF Law provides students with opportunities for professional development, to obtain practical lawyering skills, to create or expand professional networks, and to assess and gain insight to the workings of the legal system. Stepping outside the traditional classroom, externship students learn by doing and observing, further developing essential research and writing skills, communication abilities, and problem-solving techniques.

Through the Academic Externship Program, over 250 students each year earn course credit while working in non-paying positions with government agencies, corporate legal departments, not-for-profit organizations and members of the judiciary. During their externships, students are closely supervised by lawyers and judges and maintain regular contact with a faculty member for academic guidance.

The Externship Experience

Through externships, students develop the practical skills, poise and confidence necessary to be effective practitioners in the courtroom and the law office. Students have the opportunity to extern in a variety of legal settings, including courtrooms, corporations, legal services organizations, nonprofits and government agencies. In addition to working on substantive tasks such as assisting with brief writing, performing legal research, interviewing clients and drafting memos, contracts and other legal documents, students may have the opportunity to observe attorneys and judges both in the courtroom and behind the scenes. Externs may also participate in a variety of off-site activities including but not limited to; attend hearings, negotiations, meetings and conferences, off-site field trips, tour prison/jail facilities.

The Externship Program has two components, namely academic and experiential. The faculty supervisor directs and oversees the academic component, while the placement site judge/attorney serves as the field supervisor. Externs have responsibilities to both.

Faculty & Field Supervisors

Each extern is assigned a faculty supervisor who will oversee progress toward meeting their specific educational goals and engage in discussion with the extern. Faculty supervisors have specific academic requirements including regular submission of reflective journals. A faculty supervisor must be a full-time member of the College of Law faculty, may not be an adjunct, non-faculty administrator or researcher and must have an academic relationship to the subject of the externship. An experienced attorney or judge will assume principal responsibility for each student in an externship as a field supervisor. Field supervisors are expected to regularly meet with students to provide general supervision, evaluate their performance, discuss the activities of the organization, answer questions, and generally serve as a mentor to the student. Field supervisors must be an attorney or judge licensed to practice law.

Policies & Guidelines

The UF College of Law Externship Program is in accordance with ABA Standard 305, “Study Outside the Classroom”
The ABA requires students to successfully complete at least one academic year of study before participating in an 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 be in good academic standing in the semester preceding their participation in an externship.

ABA rules preclude students from receiving credit for an externship for which compensation is received. With pre-approval from the Director of Externs, students may receive a stipend for tuition and related educational expenses, and/or reimbursement for travel/work related expenses. Students must submit substantiating documents to the Director prior to the commencement of the externship.

Externships are treated as a class for registration purposes, including payment for credits and financial aid.

Students may not participate in an externship and a clinic in the same semester.

Externships are graded pass/fail. The faculty supervisor determines the grade based on completion of both the experiential and the academic components of the externship.

Private law firms do not qualify for the externship program.

Credits & Hours
Students may earn from 2 to 5 credits in a single semester (2 to 6 in summer), with a maximum of 6 credits while in law school. The number of credits selected determines the number of hours worked on-site. All hours must be completed in the semester the student is registered for.

Students who have completed 5 externship credits may not receive additional credits, as the law school does not offer 1 credit externships. Students participating in the 3rd year Semester Away Program may use up to 6 credits in spring semester and may be awarded up to 3 additional externship credits, not to exceed 6 for the semester.

Summer externship credits/hours are based on semester dates (8 weeks). However, summer semester externs are allowed to begin work as soon as spring final exams end and may work until the week before fall semester begins.

<table>
<thead>
<tr>
<th>Summer Credits/Hours</th>
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</thead>
<tbody>
<tr>
<td>2 credits = 13 hours/week = 104 total hours</td>
<td>3 credits = 20 hours/week = 160 total hours</td>
</tr>
<tr>
<td>4 credits = 27 hours/week = 216 total hours</td>
<td>5 credits = 33 hours/week = 264 total hours</td>
</tr>
<tr>
<td>6 credits = 40 hours/week = 320 total hours</td>
<td></td>
</tr>
</tbody>
</table>

Fall & Spring Credits/Hours
Fall and spring externship credits/hours are based on semester dates (14 weeks). Students may earn a maximum of 5 credits in fall and spring semesters. Externships may be extended to the last day of finals.

<table>
<thead>
<tr>
<th>Fall &amp; Spring Credits/Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 credits = 10 hours/week = 140 total hours</td>
<td>3 credits = 12 hours/week = 168 total hours</td>
</tr>
<tr>
<td>4 credits = 15 hours/week = 210 total hours</td>
<td>5 credits = 20 hours/week = 280 total hours</td>
</tr>
</tbody>
</table>
Registration
Externships are considered a class. Students must register and pay for credits accordingly. Prior to pre-registration for the semester of the externship, students must provide the Extern Coordinator with registration information including credits and UFID. The coordinator will ensure that students are registered. Students may change credits through drop/add at the beginning of the semester of the externship.

Financial Aid
Students participating in externships may be eligible for financial aid. Student must be 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.

Pro Bono Certificate Program
Time worked beyond the required externship hours will be applied directly to a pro bono certificate. Contact Erin Carr in the Center for Career Development with questions pertaining to requirements regarding the Pro Bono Certificate Program.

Creating New Externships
Students seeking to develop a new externship opportunity should consult with the externship coordinator. New externships must be approved by the law school Curriculum Committee prior to the semester deadline. The student or the proposed site must complete a new externship request form. The coordinator will assign a faculty supervisor who will perform a site visit and propose the new externship to the Curriculum Committee. Committee approval is not guaranteed. New externships must meet all UF College of Law and ABA requirements. If these procedures are not completed BEFORE the deadline date, the proposed externship will not be considered.

Qualifying Organizations
Qualifying externship sites include state, federal and appellate courts, government agencies, corporate legal departments and legal non-profit agencies.

To qualify as an externship location:
- The position must meet the educational goals of the externship program
- Students must work on-site. Virtual or telecommuting is not permissible
- Externs must be supervised by a licensed attorney or judge
- Work for externs must be legal in nature
- Positions must be unpaid.
- Private law firms do not qualify for 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 many resources 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 Menendez, or ask another professor to review your application documents.

Several documents that will aid you in creating your cover letter are available on the UF Law Externship Program website. These files include Cover Letter Tips and Instructions, Mail Merge Instructions and Mail Merge Letter Format.
Application Procedures & Semester Timelines

Externship opportunities are offered for fall, spring and summer semesters. Application information for each semester is provided to students via email, will be included periodically in the Career Development Navigator newsletter and updated information for each semester will be available on the UF Law Academic Externship website.

Application procedures are designated by the externship site. Most local courts and agencies accept applications using the Careers at UF system. Other sites prefer applications via website or email.

Summer Semester

Summer externship opportunities are advertised in two stages:

- Information regarding positions with federal judges and sites with application deadlines prior to mid-February will be available in late fall semester.
  - Included with the summer early application information are links to resources such as the Arizona Handbook (password Gatorjobs2015) and additional links/information from organizations that have expressed an interest in our program. Positions with agencies or courts that have not been pre-approved must meet ABA and College of Law guidelines and must be processed as new externships prior to the semester deadline.
- Additional summer externships are advertised within the first few weeks of spring semester and include local organizations and pre-approved sites with later deadlines. Most organizations in and around Gainesville use the Careers at UF application system.

Fall & Spring Semesters

Students apply for the majority of fall and spring externships using the Careers at UF system.

- Fall externships are advertised in mid spring semester
- Spring semester and Semester Away Program externships are advertised within the first few weeks of fall semester

Generally only externship locations within two hours driving distance to the law school are advertised for fall and spring semesters (with the exception of placements for the Semester Away Program). Students may extern at other locations with the understanding that they must relocate or commute. Remote externships are not allowed (students must be on-site).

Judicial Externships

Please note: Judicial externships have priority. Students who are offered a judicial externship must accept the position, unless they have already accepted another offer or are no longer participating in the program. In most cases, students working in Federal and State Courts must submit to a background check and may be subject to fingerprinting and other forms of reference checking. Most, if not all, federal courts and government agencies require students to be U.S. Citizen.

Judicial externships provide students with the opportunity to learn about judges, the judicial decision-making process, and the justice system in general. Students may assist judges in Circuit Criminal, Civil, Family, and Probate Courts; State and Federal Appellate Courts; U.S. District and Bankruptcy Courts and the Florida Supreme Court. Through participation in a judicial externship, students will refine their research, writing, and analytical skills; gain exposure to courtroom advocacy; and test their understanding of the rules of evidence and procedure.

United States District Courts

Students working in U.S. Courts 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, and will include discussing issues with the judge and law clerks, reviewing case files, performing legal research, observing courtroom proceedings, writing case summaries and drafting bench memoranda. U.S. District and Appellate courts prefer students who have high academic standing with demonstrated superior legal research and writing ability.

State Circuit Courts
State court listings include Civil, Criminal, Family, Appellate, and Probate Courts as well as several positions with County Judges. State Court externships provide students with the opportunity to learn about judges, the judicial decision-making process, and the justice system in general. Students will work with judges, staff attorneys, hearing officers and attorneys on pending cases. Students will conduct legal research and writing and produce legal memoranda. Students may have the opportunity to observe court proceedings.

State Appellate Courts
Students will develop knowledge the principal aspects of the appeals process and the role of the appellate courts in the development of law. Students will review appellate briefs, examine court records, conduct legal research, and draft opinions and memoranda. Students may also observe argument sessions in the appellate court, participate in weekly writ conferences, and attend judicial conferences before and after oral argument sessions.

Non-Judicial Externships
As with judicial externs, students in non-judicial externships will work with licensed attorney supervisors. Non-Judicial externships provide students with the opportunity to learn about the practice of law in a wide variety of setting, including government agencies, non-profit organizations and in-house corporate counsels. Through participation in one of these externships, students will refine their research, writing, and analytical skills; gain exposure to specific practice areas, and the way attorneys serve their clients’ needs and interests. Non-judicial externships often will help students narrow the area of law in which they hope to practice.

Children & Families
Students will work primarily with family courts, government agencies and non-profit organizations. Family law encompasses a wide scope of issues such as divorce, child custody, paternity, adoptions, temporary custody, guardian advocacy and dependency. Students may perform a range of case-related tasks, including: gathering evidence, reviewing records, preparing pleadings and discovery, preparing simple motions, performing legal research, preparing hearing memoranda, and interviewing clients. Students may have the opportunity to observe court appearances and hearings.

Corporate Law
Corporate externships provide an opportunity for students to work in a corporate environment with attorneys on a range of legal matters. These externships focus on the responsibilities of in-house counsel, the work of a corporate law department, attorney-client relationships, ethics and the development of legal skills including research, analysis, writing and problem solving. Depending upon the corporation, students may assist with issues such as intellectual property, contracts, health law, civil litigation, insurance, real estate, mergers and acquisitions, employment law, workers compensation and corporate governance issues.

Criminal Law
Criminal law externships provide students with a better understanding of the major issues involved with criminal law practice and the criminal justice system. Criminal law externs have the opportunity to work with federal and state agencies, including but not limited to, State Attorneys’, State and Federal Public Defenders’, the U.S. Attorney's Office and the FL Attorney General's Office. Students will assist attorneys with research and drafting documents such as pleadings, motions, memoranda and briefs. Students may assist with trial preparation tasks, such as witness preparation and preparation of tangible evidence. Students may also have the opportunity to observe court proceedings, witness and client interviews and visit local jails.
Domestic Violence
Domestic violence externships expose students to a wide range of contemporary social and legal issues found in domestic violence cases. Students may work with organizations and agencies representing domestic violence clients or with State Attorneys’ prosecuting domestic violence cases. Students may also work at the Intimate Partner Violence Clinic at the law school. Responsibilities may include interviewing victims of domestic violence, drafting legal memoranda, pleadings, responses to discovery, and petitions for orders of protection, support and custody. Because clients often have collateral issues, such as family, juvenile abuse or neglect, small claims, and criminal law matters, students gain a better understanding of the intersection of the justice system with a domestic violence victim’s civil remedies. Domestic violence externships have relevance for students intending to enter criminal or family law practice.

Education Law
Students will gain work experience in government and federal education policy and administration. Education law externs may work in locations from non-profit organizations, local school boards and public universities to senate committees and federal agencies. Legal topics may include contracts, real property (construction, leasing, purchase, etc.), public records, administrative law, labor & employment, copyright and intellectual property, risk management and human resources. Students will assist with a variety of tasks that include but are not limited to: legal research, consultation, preparation of memos and other legal documents. Students may attend events such as school board committee meetings, senate meetings, and hearings.

Environmental & Land Use Law
Environmental externships provide students with knowledge of numerous substantive areas of law, including environmental law, natural resources law and water law. Opportunities range from corporate legal offices to local government agencies. Students will work with issues including but not limited to; health and safety laws and ordinances, Fire and Health Department codes and planning and zoning codes, eminent domain, land use regulations, inverse condemnation, contracts and litigation. Students may have the opportunity to draft comments for agency rulemakings, write legal opinions and memoranda, attend public meetings, meet with co-plaintiffs, contribute to litigation strategies, conduct site visits and attend court. Students may also assist with the preparation of legal documents such as contracts, leases and deeds.

Federal Government Law
Most, if not all government agencies require successful completion of a background certification. This process may take up to 9 weeks. Students working in government agencies may have additional requirements such as signing a confidentiality agreement, fingerprinting, drug screening or credit check. Most government agencies require students to be U.S. Citizens.

Depending upon the office or organization, students may work on issues ranging from health care, international trade, social security, communications, patent and trademark law, federal criminal law, federal civil rights law, anti-terrorism, immigration and naturalization and antitrust. These are just a few of the vast array of topics available in governmental organizations. Student externs may assist with tasks such as legislative research projects, draft memoranda on various governmental and corporate law issues, prepare briefs and other materials for litigation, and other related substantive assignments. Students may have the opportunity to observe congressional committees and hearings, court arguments, seminars and training sessions.

Health Care Law
Students interested in the legal aspect of health care may work in a wide range of organizations including, state and federal agencies, non-profit and private health care institutions and health related corporations. Health law externs may be exposed to areas of law including but not limited to: affordable health care, reproductive health and rights, professional liability, ethics, public health, medical records confidentiality (HIPPA), veterans’ healthcare rights and Medicare. Depending upon the externship students may expect to research legal policy issues, prepare legal memoranda, meet with clients and healthcare providers, review contracts and patent applications and attend meetings, hearings and legislative sessions.

Human & Civil Rights Law
Students working in human and civil rights externships will increase their knowledge and awareness of civil and human rights issues, including but not limited to sexual orientation, immigrants’ rights, human trafficking, racial justice, at risk youth, prison reform, religious discrimination and international issues. Students interested in civil and human rights, public service and social justice may obtain real world experience with organizations including human rights and international organizations, non-profit corporations and agencies and governmental entities.

**Immigration Law**

Immigration law externs will become familiar with the Immigration and Nationality Act (INA), the Code of Federal Regulations, and immigration case law set forth by the Board of Immigration Appeals, the United States Court of Appeals for the Eleventh Circuit, and the U.S. Supreme Court. Students may assist attorneys with various research and writing projects with respect to immigration issues, country conditions topics and possibly criminal law matters. Students may also have the opportunity to observe immigration proceedings including those of aliens seeking relief from removal pursuant to asylum or other applications and may have the opportunity to participate in the litigation of an immigration cases. Students interested in immigration law typically work at state and federal courts designated specifically for immigration cases, government agencies and human rights organizations.

**Intellectual Property Law**

Intellectual property law deals with the creation and protection of intellectual property patents, copyrights, trade secrets, and trademarks. Intellectual Property law often incorporates other areas of law, including contract law, tort law, case law, corporate governance and corporate law, just to name a few. Students may participate in administrative decisions, legislation, commentary related to antitrust and trade regulation and drafting government contracts. Students may conduct copyright research, prepare legal memoranda, cease and desist letters and settlement agreements. Students may also assist with negotiating contracts, drafting licenses and agreements. Intellectual property placements may include the World Intellectual Property Organization, the U.S. Court of International Trade and corporate IP positions.

**International Law**

Students will gain practical experience with international legal issues while working with a wide variety of U.S. government and non-government agencies as well as international tribunals and non-profit organizations. Students may work on issues relating to human rights, terrorism, religious freedom, environmental concerns, trade matters, international justice, international business, conflict resolution, foreign policy and national security agendas. Assignments may include the research and writing about areas of international law and policy, assisting with policy analysis and advocacy, report preparation and analysis.

**Public Interest Law**

Working with government agencies, non-profit and for profit agencies, students interested in public interest law will gain practical legal skills in research and writing, drafting legal documents and correspondence, interviewing, and evaluation of facts. Students will have the opportunity to gain insight into the world of public interest lawyering while providing needed assistance to organizations and agencies that serve low-income and under-represented. These externships are in numerous subject areas: civil, criminal, education, health, housing, immigration, labor/employment and veterans rights. Depending upon the externship site students will have the opportunity to delve into substantive areas of law, investigate claims, research and write motions or briefs, draft contracts, observe trials and participate in hearings, settlement conferences and negotiations.

**State & Local Government Law**

State and local government law externships include agencies such as city and county attorney attorneys, attorney general offices, executive or legislative agencies and state legislators. City attorneys prosecute and defend all suits for and on behalf of the city, prepares contracts, bonds and renders opinions on various issues of city interest. County attorneys provide legal guidance on such diverse areas as fire, finance, tax, engineering, personnel, labor, public services, zoning, code enforcement and administration. Students will assist in drafting and reviewing contracts and regulations, real estate documents, conduct
legal research and attend government meetings and administrative hearings. Legislative placements with individual legislators, committees, or support agencies allow students to work in drafting and interpreting legislation.

Certificate Programs

Many criminal, probate, environmental, family and patent/trademark externships qualify for law school certificate programs. Students should check with the individual certificate program for a list of qualifying placements.

Required Forms & Application Documents

Several externship sites require additional application forms. These forms range from background check forms to pre-interview forms and are listed in the individual position descriptions or on the application website. Please check to ensure you have completed all necessary forms before submitting applications. Applicants who do not submit all required documents may be disqualified from consideration.

Additional Externship Opportunities

Information regarding opportunities not previously advertised and new externship positions will be announced as they become available.

Externship Administration

The Academic Externship Program is administered by the Program Director, Professor Silvia Menendez and the Program Coordinator, Julie Barnes. Please direct questions Ms. Barnes, barnes@law.ufl.edu.

For more information please see the Academic Externship Program website.

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