



# SUMMER EXTERNSHIPS ABROAD

*Summer*  
Pace Law



## **INTRODUCTION**

The practice of law has changed considerably over the years and acquired a truly international dimension. U.S. law firms maintain offices around the world, and many foreign law firms have American lawyers on their staff in their offices abroad and also have a presence in the U.S. American and foreign corporations do business across borders and they require assistance from attorneys who are familiar with cross-border transactions and litigation. International business has become a field of practice in its own right. Law students must obtain as much “global competence” as possible while still in law school.

One of the most valuable credentials that an international lawyer can have is a working familiarity with the civil law system, the system of law used in most non-English speaking countries around the world, and with the practice of law in other areas of the world. The Summer Externships Abroad Program, formerly known as the International Summer Internships Abroad Program, was established in 1997 to give students with foreign language fluency a chance to gain that familiarity by working full-time in a law firm in Latin America, Europe, Asia, or Africa under the supervision of lawyers. We also have opportunities for students whose only language is English.

## **ACADEMIC CREDIT AND REQUIREMENTS**

Student externships will operate from late May to late July. Each extern will earn six (6) academic credits (5 clinical and one academic), of which 3 credits may be applied toward the International Law Certificate, for the eight (8) week program. This program will include a two week academic seminar in New York City at the law firm of Freshfields Bruckhaus Deringer, held in the last two weeks of May, before beginning six weeks of full-time work at an assigned firm. Students will be placed in law firms (or other legal institutions including international organizations or courts) and will work under the supervision of their designated field supervisors. Students will complete a journal/work log on a daily basis (weekends included) and will also be required to complete one substantial piece of writing based on work done in the field. Students will participate in a final wrap-up meeting upon their return to Pace for the fall semester. Final grades will be assigned by Professor Louise Martin-Valiquette based on the student’s work product (the journal and significant written material generated in the firm), the evaluation of the field supervisor, and the quality of the student’s participation in academic seminars.

## **FINANCIAL AID**

Financial aid is available to cover the cost of tuition (**\$1,875 x 6 credits**) as well as housing, living, and transportation costs. Please consult the Financial Aid office, bottom floor of Aloysia Hall for application details and assistance relating to your financing options.

## **REGISTRATION**

Students will register for the program in person at the Registrar's office and will be required to present proof of acceptable medical insurance at that time.

## **BOOKS**

A reading list for the academic seminar will be provided in April.

In addition, students should invest in one or two guide books for the areas they will be visiting. The Internet is also a wonderful source of information on travel logistics, such as ground transport, money, short term accommodations, etc.

## **HOUSING**

Students will locate their own accommodations, with the advice of prior externs, the internet, real estate agents in the city of destination, field supervisors, etc. In prior years, students have either found accommodations before departure or have made reservations at a low-cost hotel or B & B for the first week while they are searching for permanent housing.

## **INSURANCE**

Students are required to maintain health insurance coverage for the duration of the externship period and will be required to show proof of insurance prior to enrollment.

Students covered under the Pace policy have coverage abroad. Should medical treatment abroad be necessary, students pay out-of-pocket for services, get an itemized bill in US currency, and submit a claim upon their return. Under the Pace policy, students may also order up to a four-month supply of their prescription medications prior to departure. This order must be placed at least two months in advance of their departure date. For further information, students may contact the Office of Student Services.

Students not covered by the Pace health insurance policy are strongly advised to check with their insurer before departure, as not all US health insurance policies will cover students while they are abroad.

Students may also consider arranging for specific coverage from one of the many companies offering travel medical insurance. The following list of companies specialized in travel medical insurance for exchange students is compiled by NAFSA: Association of International Educators and is provided for information only. Pace Law School does not endorse any of these companies.

Wallach & Company, Inc.  
Cultural Insurance Services International (CISI)  
HTH Worldwide

International Student Protection (ISP)

For more listings, see: US State Department – Travel Medical Insurance Providers

### **TRAVEL WARNINGS OR ADVISORIES**

Students are required to check the US State Department Alerts and Warnings Website and the US State Department Country Specific Information for any travel alerts or warnings that may exist for the country or region to which they intend to travel. They should familiarize themselves with any special circumstances that could impact their safety while participating in the externship program. Please refer to the Alerts and Warnings Website well in advance of your departure and continue to check back regularly for updates until your return home.

It is also advisable to participate in the US State Department Smart Traveler Enrollment Program during your stay abroad. This new on-line program is a more convenient alternative to the former in-person consular registration system for US citizens living or studying abroad.

### **DISABILITIES**

Please be aware that disability accommodations may be limited or unavailable outside the United States. Mobility International USA can assist students with information.

### **PASSPORT AND VISAS**

Plan ahead to be sure you have a valid passport for travel. At a minimum, your passport should be valid for the entire study abroad period plus six months. US citizens may find complete information on obtaining a passport from the US State Department Passport Website.

Students are responsible for determining whether they need a visa in addition to their passports, and if so, applying for a visa at the appropriate consulate of the host country.

### **TRAVEL WAIVER FORM**

Pace requires students to sign a Travel Waiver and Release Form prior to participating in a foreign exchange program.

### **MEDICAL INFORMATION**

Remember to visit the CDC website at <http://www.cdc.com> a few months prior to your departure. Be sure that you have had any shots recommended and/or that you have enough of any prescriptions recommended (or your own) to last the entire externship period.

### **COMPUTER ACCESS ABROAD**

Computer access and operation will vary widely depending on your country of placement. Be sure that you have updated your Westlaw and other codes before departure. It is strongly recommended that you take a laptop computer with you just in case.

## **PACE SUMMER EXTERNSHIPS ABROAD PROGRAM**

### **WRITING REQUIREMENTS**

#### **PROFESSOR LOUISE MARTIN-VALIQUETTE**

#### **YOUR EXTERNSHIP – A REFLECTIVE AND PRACTICAL EXPERIENCE**

Every competent lawyer learns from and builds upon his or her past experiences, mistakes as well as successes. Skill and self-confidence are developed by reflecting on the reasons for one's past successes and failures and then incorporating the lessons learned into future practice.

For this reason, the Pace Faculty has decided that the Summer Externships Abroad Program – like all of Pace's clinical offerings – should be a reflective experience in addition to a practical one. This will entail two elements: (1) your keeping of a daily journal, and (2) submitting a significant piece of legal writing at the end of your externship.

Several points should be noted about the **journal requirement**:

1. Purpose of Journal. As noted above, lawyers develop their skill and competence from learning from their past experiences. Keeping a daily journal is simply a way of providing a disciplined approach for you to reflect upon and learn from your externship experience.
2. Confidentiality. The journal is your private property. Except for Professor Valiquette, no one -- student, instructor, administrator, or anyone else – will be permitted access to your journal without your consent. We want you to express your views and feelings without inhibition, and we realize that this requires our solemn pledge of confidentiality which we hereby give.
3. Use of Journals. The primary purpose of the journal is to benefit you by making your externship experience more meaningful. However, your journals will be reviewed every two weeks, and our evaluation of your good faith effort to maintain that journal will be taken into account in determining your final externship grade. The purpose of such two-week review also is to help you keep a proper journal, reflecting both your personal and professional experience.
4. Mechanics of Keeping Journals and Turning Them In. You are to make a journal entry every day of your externship, including the academic seminar, and weekends, but excluding the week off between the end of the seminar and the beginning of the externship abroad. The entries must be made electronically. **You must send your entries by email every two weeks to Professor Martin-Valiquette at [lmvaliquette@yahoo.com](mailto:lmvaliquette@yahoo.com). She will send comments back to you shortly after receipt.**

**NOTE: IF THERE IS ANY PROBLEM DURING YOUR EXTERNSHIP AT THE FIRM, CONTACT PROF. MARTIN-VALIQUETTE IMMEDIATELY, RATHER THAN WAITING FOR THE TWO-WEEK JOURNAL REVIEW.**

5. Content of Journals. Your journal entries should not be solely an account of your activities but also should record your thoughts and feelings about your experiences. If you are having difficulty deciding what to record, consider one or more of the following topics:

(a) Evaluating your performance. Do you feel your performance on the job is as competent and as skilled as you would like it to be? If not, how do you think you can go about improving it? Do you notice that your performance has improved as the externship progresses? If so, in what respects? Do you think that your experience in this externship will help you when you begin to practice law? If so, how?

Are you able to interact effectively with your supervisor and others whom you come into contact with during your externship (for example, are you able to communicate your ideas clearly and convincingly to your supervisor and others)? Do you observe any techniques or approaches that help you improve your ability to interact with others? If so, explain what those techniques are and how they work. Do you think you will be able to carry over those techniques when you begin your practice of law?

As a result of your externship, what types of skill do you think you need to improve upon? How do you think this can be done?

(b) Your feelings and emotions. Are you feeling tense or insecure? If so, why do you think this is so? Do you find that certain techniques or approaches help ease the tension or insecurity? If so, what are these techniques? Could you carry over and apply these techniques in the future and particularly when you begin to practice law?

(c) Since you will be having a comparative law experience this summer, please comment in your journal on these aspects of your work. What are the major differences in the substance or practice of law which you observe from day to day? What are the similarities?

(d) Evaluating your supervisor. What qualities about him or her impress you most? The least? Are there any qualities which you would like to emulate when you practice law? Do you understand why he or she handled a matter in a given way? If not, did you ask your supervisor why? Did his or her answers satisfy you, and do you think you will be able to use the answer in future situations? Generally, will you be able to use your observations of your supervisor to improve your performance when you begin practicing law?

(e) Ethical Issues. Are any ethical issues arising during your externship? If so, do you discuss them with your supervisor? How are these issues resolved? Are you satisfied with the way they are resolved, either in terms of the method used to resolve them or the result reached? Are there any lessons that you learned in

connection with these ethical issues that you will be able to carry over and apply in your practice of law?

- (f) Your thoughts about the law and the legal profession. Has your experience in the externship affected your thoughts about the law and the legal profession? If so, how? Based on your observations, does the legal system do a good job of resolving the problems of clients? Do you have any ideas as to how it could be improved?
- (g) Your placement in the future. Do you find the work you are doing interesting, tedious, or a combination of both? Do you enjoy your work and do you find it satisfying? What aspects do you like best, and least? Would you like to make the type of work you are doing part of your legal career? Have your experiences helped you make decisions about future employment?
6. As noted above, externs must also submit **a substantial piece of legal writing** on the last day of the externship period. This requirement should NOT be fulfilled by the writing of a separate research paper. Rather it should be based on the work assigned to you in your firm. Because each externship will differ in types of issues and assignments, your piece of legal writing may also take various forms, e.g., a legal memorandum, a research project, or many other possibilities. At the end of the externship period, simply choose the one piece of work you are most proud of and submit in hard copy as directed below. Please contact Professor Martin-Valiquette during your stay abroad if your externship does not seem to result in any significant writings so that the issue may be resolved before the end of your externship.
7. Questions and Problems. If any questions or problems arise during your externship, please feel free to contact Professor Martin-Valiquette at [lmvaliquette@yahoo.com](mailto:lmvaliquette@yahoo.com). Deborah Zipf will also be available at [dzipf@law.pace.edu](mailto:dzipf@law.pace.edu).
8. Submission of Written Work. To repeat, on the last day of your externship in July, **email** complete copies of your journal and your significant piece of legal writing to Professor Valiquette at the address below, so that her review of your work product can be done during the month of August. Be sure to keep copies for yourself.
9. Grades. Professor Martin-Valiquette will determine your grade based on: a) the quality of your written work; b) the assessment of your performance by your field supervisor(s); and c) the assessment of your performance by your academic seminar instructor(s).

**Professor Louise Martin-Valiquette**  
**1 Rockledge Avenue**  
**Ossining, NY 10562 – Telephone: (914) – 944 - 0960**

*SAMPLE FORMS GIVEN TO FIELD SUPERVISORS*

**SUMMER EXTERNSHIPS ABROAD PROGRAM**  
**AMERICAN BAR ASSOCIATION GUIDELINES**

- Each externship should run for 320 hours over 8 weeks, 2 weeks of which will be spent in an academic seminar on comparative law prior to arriving at your firm.
- Students may not receive any remuneration. They will receive 6 academic credits for their work in your firm.
- Each student must complete one significant piece of legal writing during the externship. This work should not take the form of a separate research paper, but rather be an assignment based on the work of the firm.
- Supervisors will complete the Externship Assessment form (to be provided) for each student.
- Supervisors will provide the student with a variety of meaningful learning opportunities which might include legal research, the preparation of legal memoranda or documents, attendance at court or arbitral proceedings, meetings with members of the profession and/or clients, or other work that the supervisor considers significant.
- Supervisors will provide the student with adequate supervision, meeting the student on a regular basis to provide clarification and guidance where necessary and to monitor progress on the work assigned.
- In situations where cases have already been fully prepared for trial prior to the student's involvement, the supervisor should endeavor to assign background reading and/or research tasks in order to prepare that student for the issues of law or procedure which may arise at trial.
- The supervisor should endeavor to ensure that the student participates as fully as possible in preparatory and follow-up processes which will greatly enhance the student's ability to benefit from the externship

**SAMPLE FORMS GIVEN TO FIELD SUPERVISORS**

**PACE UNIVERSITY SCHOOL OF LAW  
SUMMER EXTERNSHIP ABROAD PROGRAM  
SUPERVISOR/EXTERNSHIP ASSESSMENT FORM**

Name of student: \_\_\_\_\_

- Legal Analysis & Writing: \_\_\_\_\_
- Level of Legal Knowledge: \_\_\_\_\_
- Initiative: \_\_\_\_\_
- Care with which assignments were carried out: \_\_\_\_\_
- Professionalism: \_\_\_\_\_

(Your assessment may be indicated by the following terms: excellent, very good, good, satisfactory (pass), or poor.)

**Nature of work undertaken:**

**Description of tasks:**

Drafting \_\_\_\_\_%

\_\_\_\_\_

Meetings \_\_\_\_\_%

\_\_\_\_\_

Research \_\_\_\_\_%

\_\_\_\_\_

Court \_\_\_\_\_%

\_\_\_\_\_

Other \_\_\_\_\_%

\_\_\_\_\_

Further Comments: \_\_\_\_\_

\_\_\_\_\_

I hereby certify that the above named student has satisfied the Pace Law School requirements for full time legal work for the designated externship period in my law firm or organization.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Law Firm & Address: \_\_\_\_\_

May we contact you next year about another student? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please return to:**  
**Professor Louise Martin-Valiquette**  
**Pace Law School,**  
**78 North Broadway, White Plains, NY 10603 USA**  
**Fax: (914) 422-4261      email: [dzipf@law.pace.edu](mailto:dzipf@law.pace.edu)**