UNIVERSITY OF MEMPHIS SCHOOL OF LAW EXTERNSHIP PROGRAM
ANTICIPATED FALL 2015 EXTERNSHIP FIELD PLACEMENTS

JUDICIAL EXTERNSHIP – U.S. COURTS (2 Credits/8 hours per week)
- U.S. Court of Appeals for the Sixth Circuit
- U.S. District Court for the Western District of Tennessee (includes Magistrate Judges)
- U.S. Bankruptcy Court for the Western District of Tennessee (45 credits required)
- U.S. Immigration Court (45 credits required)

JUDICIAL EXTERNSHIP – TENNESSEE STATE COURTS (2 Credits/8 hours per week)
- Tennessee Supreme Court
- Tennessee Court of Criminal Appeals
- Shelby County Circuit Court

CRIMINAL JUSTICE EXTERNSHIP
- U.S. Attorney’s Office* (3 Credits/12 hours per week) (3L Students Only)
- Federal Public Defender’s Office (2 Credits/8 hours per week)
- Shelby County District Attorney General* (2 Credits/8 hours per week) (45 Credits Required)
- Shelby County Public Defender (2 Credits/8 hours per week)

MUNICIPAL GOVERNMENT EXTERNSHIP (2 Credits/8 hours per week)
(45 Credits Required for Litigation Units)
- Memphis City Attorney’s Office (Litigation Unit)
- Memphis City Attorney’s Office (Anti-Blight Litigation Unit)
- Memphis City Attorney’s Office (Transactional Unit)

HEALTH LAW EXTERNSHIP (45 Credits Required)
- St. Jude Children’s Research Hospital – General Counsel (4 Credits/16 hrs per week)
- Baptist Memorial Healthcare – General Counsel (3 Credits/12 hours per week)
- Methodist Le Bonheur Healthcare – General Counsel (3 Credits/12 hours per week)
- Regional Medical Center at Memphis – General Counsel (3 Credits/12 hrs per week)
- Shelby County Public Health Department (2 Credits/8 hours per week)

ADMINISTRATIVE AGENCY EXTERNSHIPS
- U.S. Department of Homeland Security, Immigration and Customs Enforcement, Office of the Chief Counsel (Memphis OCC Litigation Unit) (2 Credits/8 hours per week) (45 Credits Required)
- Equal Employment Opportunity Commission* (3 Credits/12 hours per week)
  - EEOC Hearings Unit
- National Labor Relations Board* (2 Credits/8 hours per week)
- Memphis-Shelby County Airport Authority* (2 Credits/8 hours per week)
- Memphis Housing Authority
COMMUNITY LEGAL OFFICE EXTERNSHIPS (2 Credits/8 hours per week)
__ Memphis Area Legal Services (MALS)
   __ Consumer Unit
   __ Domestic Violence Unit
   __ Fair Housing Center
   __ Family Law Unit
   __ Senior Benefits Unit
   __ Tax Unit
__ Legal Aid of Arkansas
__ Memphis Immigration Advocates

IN-HOUSE COUNSEL EXTERNSHIPS
__ ALSAC/St. Jude – Office of Legal Counsel (2 Credits/8 hours per week)
__ Orion Federal Credit Union – Office of Legal Counsel (2 Credits/8 hrs per week)
__ Teach for America, Inc. – Office of Legal Affairs (2 Credits/8 hours per week)
   (45 Credits Required)
__ University of Memphis Office of Athletic Compliance (2 Credits/8 hours per week)

SUMMER 2015 EXTERNSHIP PROGRAM – FIELD PLACEMENT DESCRIPTIONS

JUDICIAL EXTERNSHIPS – U.S. COURTS

United States Court Appeals for the Sixth Circuit

Students are placed as externs in the chambers of a Judge on the United States Court of Appeals for the Sixth Circuit. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with the Judge, the Judge’s law clerk(s), and court staff, and through observation in the courtroom. Responsibilities will vary from chambers to chambers, but have in common a focus on legal research and writing, including the preparation of bench memoranda and judicial opinions. Externs gain broad exposure to essential appellate advocacy skills as well as appellate court practice and procedure.

Anticipated Fall 2015 Placement: Judge Bernice Donald

Credits Offered: 2 Credits (8 hours per week)

General Eligibility Preference: G.P.A. of 3.0 or above; Staff membership on The University of Memphis Law Review or The University of Memphis Mental Health Law & Policy Journal

Preferred Course(s) (prior or concurrent enrollment): Professional Responsibility, Evidence.

U.S. District Court for the Western District of Tennessee
U.S. Bankruptcy Court for the Western District of Tennessee

Students are placed as externs in the United States Courts for the Western District of Tennessee. Each student is assigned to the chambers of a U.S. District Court Judge, a U.S. Magistrate Judge, or a U.S. Bankruptcy Court Judge. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with Court staff and observing in the courtroom. Responsibilities vary from chambers to chambers, but have in common an emphasis on legal research and writing, including the preparation of bench
memoranda, and assistance with pretrial, trial and post-trial motions and judicial opinions. Externs gain broad exposure to litigation strategies and advocacy skills, as well as trial court practice and procedure.

*Credits Offered: 2 Credits (8 hours per week)*

*Anticipated Fall 2015 Placements:*

Judge S. Thomas Anderson, U.S. District Court  
Judge Jon Phipps McCalla, U.S. District Court  
Judge John T. Fowlkes, Jr., U.S. District Court  
Judge Charmiane G. Claxton, U.S. Magistrate Judge  
Judge Tu M. Pham, U.S. Magistrate Judge  
Judge Diane K. Vescovo, U.S. Magistrate Judge  
Judge David Kennedy, U.S. Bankruptcy Judge  
Judge Paulette J. Delk, U.S. Bankruptcy Judge  
Judge George W. Emerson, Jr., U.S. Bankruptcy Judge

*Preferred Course(s) (prior or concurrent enrollment):* Professional Responsibility, Evidence.  
For Bankruptcy Court Judges – Debtor-Creditor and/or Problems in Bankruptcy

*Note:* For students interested in the U.S. Bankruptcy Court field placement, Judge Latta convenes (consumer cases) court on Thursday mornings at 9:30 and (business or asset cases) every other Wednesday morning at 10:00. Two of the other U.S. Bankruptcy Court Judges convene court on Tuesday mornings.

**Executive Office of Immigration Review/U.S. Immigration Court (Memphis)**  
**(45 Credits Required to Apply)**

The jurisdiction of the United States Immigration Courts includes all matters brought before the Court by the Department of Homeland Security. The immigration judges at the Memphis Immigration Court preside over formal immigration hearings to determine whether aliens are deportable, excludable, inadmissible or removable from the United States. In addition, the judges have jurisdiction to consider applications for various forms of discretionary and mandatory relief, including various waivers, adjustment of status, cancellation of removal, asylum, withholding of removal, and protection under the U.N. Convention Against Torture.

This externship will require a commitment of ten hours per week for the length of the fall semester. Externs will engage in in-depth research and analysis of legal issues, as well as preparation of legal memoranda for the immigration judges. Externs will also have opportunities to draft decisions that will be taken under advisement by the immigration judges and that may later be used as writing samples. Externs can expect to develop research and writing skills as well as an understanding of immigration law and procedure as it relates to removal and deportation issues. In addition, they will be able to observe a variety of matters brought before the Court. Externs will work under the supervision of the Court’s Judicial Law Clerk but will have substantial interaction with the Immigration Judges.

*Credits Offered: 3 Credits (12 hours per week)*

*Course Prerequisites/Co-Requisites: Evidence.*
Preferred Course(s) (satisfied by prior or concurrent enrollment): Prior or concurrent enrollment in Immigration Law

JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS

Tennessee Appellate Courts

Students are placed as externs in a Tennessee Appellate Court. Each student is assigned to the chambers of a Tennessee Supreme Court Justice, a Tennessee Court of Appeals judge, or a Tennessee Court of Criminal Appeals Judge. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with the Judge and court staff and through observation in the courtroom. Responsibilities vary from chambers to chambers, but have in common an emphasis on legal research and writing, including the preparation of bench memoranda and judicial opinions. Externs gain broad exposure to various appellate advocacy skills as well as appellate court practice and procedure.

Credits Offered: 2 Credits (8 hours per week)

Fall 2015 Placements:

Tennessee Supreme Court (Memphis/Justice Kirby)
Tennessee Court of Criminal Appeals (Memphis/Judge McMullen)

Preferred Course(s) (satisfied by prior or concurrent enrollment): Evidence, Criminal Procedure.

Tennessee Trial Courts

Students are placed as externs in a trial-level court in Shelby County. Each student is assigned to the chambers of a Shelby County Circuit Court Judge or a Shelby County Chancery Court Chancellor. Judicial externs have a unique opportunity to learn about the process of judicial decision-making while working with the Judge and court staff and through observation in the courtroom. Responsibilities vary from chambers to chambers, but have in common an emphasis on legal research and writing, including the preparation of bench memoranda, and assistance with pretrial, trial and post-trial motions and judicial opinions. Externs gain broad exposure to a various litigation strategies and advocacy skills, as well as trial court practice and procedure.

Credits Offered: 2 Credits (8 hours per week)

IMPORTANT: Externs must be available on Friday mornings for Circuit Court Motions Dockets.

Preferred Course(s) (satisfied by prior or concurrent enrollment): Evidence.

CRIMINAL JUSTICE EXTERNSHIPS

United States Attorney's Office

(Must be Rising 3L Student to Apply)

In this externship, students are placed in the United States Attorney's Office for the Western District of Tennessee. The United States Attorney's Office serves as the principal litigator for its judicial district and is responsible for coordinating multiple agency investigations within the district. The United States Attorney’s Office prosecutes violations of federal criminal
statutes, defends the government in civil actions, seeks enforcement of a variety of civil
enforcement statutes, and institutes proceedings for the collection of fines and
penalties. Typical assignments for externs will involve assisting with all aspects of case
preparation, including researching legal issues, drafting/writing motions, briefs, responses and
various pleadings, providing trial support to Assistant U.S. Attorneys, and assembling exhibits
for trial. Students also observe trials in the District Court and appellate arguments at the
United States Court of Appeals for the Sixth Circuit.

Credits Offered: 3 Credits (12 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence; Criminal Procedure

General Prerequisite: Applicants must have completed their second year of law school by the
start of the externship.

Background Check: Students must be able to pass a rigorous background check that will grant
them a security clearance to work in this office. The background check will require that
students answer questions under oath regarding any illegal drug use (past or present), alcohol
abuse, criminal history (including DUI, assault, etc.), credit history, past employment history
and mental health.

Federal Public Defender’s Office

In this externship, students are placed in the Office of the Federal Public Defender for the
Western District of Tennessee. The Federal Public Defender’s Office represents indigent
clients against convictions at trial, or where appropriate, by bargaining for plea agreements,
and if a client is convicted, by obtaining a just and fair sentence. Student externs may have the
opportunity to perform legal research, write memoranda, motions, and briefs, and to
participate in client interviews and preparation for court appearances. They may also work
one-on-one with attorneys and investigators and gain exposure to all stages of criminal cases
including initial appearances, plea negotiations with the U.S. Attorneys Office, trials and
appeal work.

Credits Offered: 2 Credits (8 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence; Criminal Procedure.

Shelby County District Attorney General’s Office

(45 Credits Required to Apply)

In this externship, students are placed in the Office of the Shelby County District Attorney
General. Each extern is assigned to one of the many specialized units of the DA’s Office and
works under the supervision of a prosecutor within the assigned unit. Responsibilities
assigned to externs may include such tasks as researching and preparing pre-trial memoranda,
responding to criminal defense motions, and contacting victims and witnesses regarding
interviews, trial dates and various other matters. Externs may also prepare trial exhibits and
observe felony jury trials. In most instances, externs handle limited court matters (e.g.,
preliminary hearings) under the supervision of a supervising prosecutor, provided the extern
is certified under Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student
Practice Rule).
Credits Offered: 2 Credits (8 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence; Criminal Procedure.

Preferred Course(s) (satisfied by prior or concurrent enrollment): Trial Advocacy

Background Check: Students must be able to pass a rigorous background check that will grant them a security clearance to work in this office

Restriction: Externs placed with the Shelby County DA's Office MAY NOT engage in concurrent employment or volunteer work during the field placements semester.

Administrative Agency Externships

U.S. Department of Homeland Security, Immigration and Customs Enforcement, Office of the Chief Counsel (Memphis OCC Litigation Unit)

(45 Credits Required to Apply)

The U.S. Department of Homeland Security, Immigration and Customs Enforcement (ICE), Office of the Chief Counsel in Memphis, Tennessee (Memphis OCC Litigation Unit) handles all litigation for ICE involving administrative removal/deportation, asylum and Torture Convention claims from many different countries throughout the world, and other relief from removal. The Office of Chief Counsel also provides legal advice to operational components of the Department of Homeland Security, and to the U.S. Attorney's Office throughout its area of responsibility. Memphis OCC Assistant Chief Counsels are in court an average of four to five days per week, covering a docket in excess of 6,000 administrative cases each year.

Externs placed with the Memphis OCC Litigation Unit will gain insight into immigration law from the perspective of the federal government. Assigned externs will also observe the manner in which immigration law touches on many different legal areas. Among other opportunities, externs will perform legal research and writing; work on and assist in the preparation of court filings, and assist in the preparation for and attend immigration hearings. Externs may also be given the opportunity to litigate hearings under the supervision of an Assistant Chief Counsel.

Credits Offered: 2 Credits (8 hours per week)

Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence; Criminal Procedure.

General Prerequisite: Candidates must rank in the top 50% of their respective class.

Background Check: Students must be able to pass a rigorous background check that will grant them a security clearance to work in this office.

Equal Employment Opportunity Commission

Students in this placement will serve as externs in the Memphis Field Office of the Equal Employment Opportunity Commission (EEOC). Students will be assigned to either the Hearings Unit or the Legal Unit of the EEOC Office. The Hearings Units employs three administrative judges who conduct hearings and render decisions with respect to EEO complaints that are brought by Federal workers. The role of the extern in the Hearings Unit
will be similar to that of a judicial law clerk. The extern will conduct legal research on specific topics at the direction of the administrative judge, write decisions in conjunction with the administrative, and prepare for and attend hearings, settlement conferences, and other case-related events. Externs in the Legal Unit will work under the supervision of trial attorneys engaged in litigation against employers for violations of Title VII, the ADEA and the ADA. Externs will perform legal research and writing, assist in interviewing claimants or witnesses, help prepare discovery responses based on those interviews, and help prepare claimants or witnesses for deposition. In addition to the legal assignments, externs will be given the opportunity to observe different aspects of agency functions, including intake interviews, depositions, mediation sessions, administrative hearings, court hearings, and trials.

Credits Offered: 3 Credits (12 hours per week)

Preferred Course(s) (satisfied by prior or concurrent enrollment): Professional Responsibility, Evidence, Fair Employment Practice or Federal Courts.

Preference: Student(s) should have a sincere interest in employment law or litigation.

Memphis Housing Authority – Legal Department

The Memphis Housing Authority Legal Department field placement provides legal guidance and representation to the Housing Authority’s Board of Commissioners and Executive Director. It handles all legal affairs related to the Memphis Housing Authority, including but not limited to labor negotiations, contracts, employment, construction, evictions, bankruptcies, and civil litigation. The Legal Department also administers the agency loss-prevention program and is responsible for the oversight of the Protective Service Department.

Among other assignments, externs assigned to MHA’s Legal Department will perform legal research; draft briefs, memoranda, letters, and other documents; draft and review contractual agreements; and prepare presentations to MHA personnel and departments. Externs will observe and participate in court proceedings, negotiations, meetings, trainings, and counseling sessions. It is anticipated that MHA externs will work on cases pending before both the federal and state courts.

Credits Offered: 2 Credits (8 hours per week)

Preferred Course(s) (satisfied by prior or concurrent enrollment): Professional Responsibility, Evidence.

Memphis-Shelby County Airport Authority – Office of General Counsel

This Externship course will offer students the opportunity to earn academic credit for legal work performed under the immediate and ongoing supervision of the General Counsel to the Memphis-Shelby County Airport Authority. Students enrolled in this externship will be exposed to the wide variety of legal matters handled by the Airport Authority’s General Counsel, examples of which include matters involving business contracting (including contract drafting, negotiation, and interpretation); administrative and regulatory law (e.g., aviation law); risk management (e.g., premises liability issues); labor and employment law (e.g., worker’s compensation issues); formulation and implementation of rules and policies (e.g., adoption of a local preference rule for purchasing); and preventative/prophylactic training, advice, and counseling.
Among other assignments, it is anticipated that the extern will perform legal research; draft, review, and opine on contractual agreements; and draft memoranda, letters, and other documents. Externs will also learn through observation of and participation in day-to-day practice activities, including legal proceedings, negotiations, meetings, trainings, and counseling sessions. When possible, externs will work with client departments and departmental staff to gather information and to gain insight into and understanding of the Airport Authority’s operations and structure.

**Credits Offered:** 2 Credits (8 hours per week)

**Preferred Course(s) (satisfied by prior or concurrent enrollment):** Professional Responsibility, Evidence.

**National Labor Relations Board Externship**

Students in this placement will serve as externs in the Regional Office of the National Labor Relations Board (NLRB) in Memphis. Assigned externs will work on unfair labor practice cases and may assist on matters relating to challenges and objections in representation elections. It is anticipated that externs will perform research of labor law issues, conduct factual investigations, draft relevant documents, and assist in the preparation and handling of hearings and elections.

**Credits Offered:** 2 Credits (8 hours per week)

**Preferred Course(s) (satisfied by prior or concurrent enrollment):** Professional Responsibility, Evidence.

**Preference:** Student should have a sincere interest in labor law.

**MUNICIPAL GOVERNMENT EXTERNSHIPS**

**Memphis City Attorney’s Office**

**(45 Credits Required for Litigation Units)**

The Memphis City Attorney’s Office externship course will introduce students to the legal issues facing attorneys who represent the City of Memphis in civil litigation, transactional, and policy-related matters, and the role of lawyers in municipal government generally. It will also expose students to the intricacies of the City Attorney’s role as counselor and advocate for Memphis, its governmental offices, and its employees. Students selected for this placement will be assigned to either the litigation unit or a transaction unit within the City Attorney’s Office.

Depending on the division within the City Attorney’s Office to which they are assigned, externs may be asked to prepare internal legal memoranda (for example, analyzing legal issues or policy implications for the City Attorney or client agency officials); draft motion papers; assist with discovery; review proposed rules or legislation; or review drafts of transactional agreements. Externs will also have the opportunity to attend and, as appropriate pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule), conduct meetings with government officials, client or witness interviews, legislative hearings, depositions, court appearances, negotiation sessions, or other events relating to their work under the supervision of a licensed attorney. Among other areas of substantive law, externs
may be asked to assist on matters relating to employment discrimination; labor relations; housing; tort actions filed against the city; eminent domain; zoning; city politics; and administrative processes.

_Credits Offered:_ 2 Credits (8 hours per week)

Anticipated Fall 2015 Placements:

General Litigation Unit
Anti-Blight Litigation Unit (Rising 3L Students Only)
Transactional Unit

_Preferred Course(s) (satisfied by prior or concurrent enrollment):_ Professional Responsibility, Evidence.

**COMMUNITY LAW OFFICE EXTERNSHIPS**

**Memphis Area Legal Services**

The Memphis Area Legal Services Externship allows students to receive academic credit for one semester of work at Memphis Area Legal Services (MALs), a nonprofit law firm that provides free civil legal assistance to eligible elderly and low-income people in Western Tennessee. MALs helps clients who are faced with legal problems that harm their ability to have such basics as food, shelter, income, medical care, and personal safety. The externship course is available to second- or third-year students. Students work under the close supervision of MALs staff attorneys to perform client interviews, undertake factual and legal research; collect and review records; develop witness testimony and evidence; draft pleadings and other written submissions; and participate in the representation of clients at hearings and other court proceedings.

_Credits Offered:_ 2 Credits (8 hours/week)

_Anticipated Fall 2015 Placements:_

Consumer Unit
Domestic Violence Unit
Fair Housing Center
Family Law Unit
Senior Benefits Unit
Low Income Taxpayer Unit

**Legal Aid of Arkansas – West Memphis Office**

Legal Aid of Arkansas (LAA) is a public interest, not-for-profit law firm dedicated to providing equal access to justice in civil matters for low-income Arkansans through legal representation, advocacy, community partnerships, education, and outreach. Substantive practice areas include consumer law, family law, housing, public benefits, expungement, wills, and other related poverty-law issues.

Student externs placed with Legal Aid of Arkansas’s West Memphis Office will be presented with opportunities to hone legal writing and researching skills and gain first-hand experience with clients in areas such as client intake, investigation, representation, community education,
and outreach. Students who have completed their 2L year (60 credits) may be able to gain in-court experience by obtaining a limited practice license under Arkansas Rule Governing Bar Admission 15 (Student Practice).

Credits Offered: 2 Credits (8 hours/week)

IN-HOUSE EXTERNSHIPS

ALSAC/St. Jude – Office of Legal Counsel

The mission of ALSAC/St. Jude is to raise the funds and build the awareness needed to sustain St. Jude Children's Research Hospital. Within ALSAC, the Office of the Chief Legal Officer and General Counsel provides legal support to the organization's diverse fundraising programs. Assigned externs will work under the supervision of Sara Hall, ALSAC's Chief Legal Officer and General Counsel. Among other assignments, it is anticipated that assigned externs will perform legal research; draft, review, and opine on legal documents; and draft legal memoranda. Externs will also learn through observation of and participation in day-to-day practice activities, including legal proceedings, meetings, trainings, and counseling sessions. When possible, externs will work with client departments and departmental staff to gather information and to gain insight into and understanding of the ALSAC's operations and structure.

Credits Offered: 2 Credits (8 hours/week)

Orion Federal Credit Union -- Office of Legal Counsel and Compliance

Founded in 1957 as Memphis Area Teachers’ Credit Union, Orion Federal Credit Union has grown to become the largest credit union in Western Tennessee. Orion FCU is a not-for-profit financial cooperative owned Orion offers a full spectrum of banking options ranging from savings and checking accounts to auto, mortgage and personal loans to almost everyone who lives or works in the greater Memphis area.

Student externs placed with Orion FCU's Office of Legal Counsel and Compliance will support the Office's work in the area of banking law. Among other charges, the Office works to ensure compliance with all applicable banking statutes and regulations from the Federal Reserve, NCUA, HUD, and the Consumer Financial Protection Bureau; review of loan documents and modification for specific loan promotions; draft modification and forbearance agreements for commercial loans; file claims against estates and review other probate matters; and create procedures for state law matters related to decedents’ accounts, safe deposit boxes, etc.

Beyond exposure to the Office of Legal Counsel and Compliance's banking law practice, student externs will assist in the Office’s general practice, which includes contract drafting, review, and modification; review of possible EEOC-law violations; management of litigation referred to outside counsel and handling of smaller litigation matters; and provision of legal opinions on general business matters.

Credits Offered: 2 Credits (8 hours/week)
Teach for America – Office of Legal Affairs Teach For America

(45 Credits Required to Apply)

(TFA) is a not-for-profit national corps of college graduates, graduate students, and professionals who commit two years to teach in low-income urban and rural public schools and become leaders in expanding educational opportunity. TFA’s mission is to build the movement to eliminate educational inequity by enlisting America’s most promising future leaders in the effort. Teach For America’s network in the 2012-13 school year included 10,000 corps members teaching in 46 regions across the country and nearly 28,000 alumni working in education and many other sectors to create the systemic changes that will help end educational inequity.

TFA’s Legal Affairs Team provides legal and strategic advice to the 47 Teach for America regions nationwide and the national functional teams on a wide range of substantive areas including different aspects of law, compliance, and risk. The work of the Legal Affairs Team includes researching complex questions of risk and law; creating materials to ensure the legal compliance of Teach For America operations with various federal and state requirements; preparing draft regulations and legal memoranda; drafting and negotiating contracts with school districts, charter schools and other partner entities; reviewing vendor contracts; partnering with teams to assess risk; and providing legal guidance to and representing Teach For America in a variety of legal matters. Credits Offered: 2 Credits (8 hours/week) Course Prerequisites/Co-Requisites: Professional Responsibility, Evidence.

Credits Offered: 2 Credits (8 hours/week)

University of Memphis Office of Athletic Compliance

The University Counsel – Athletics Compliance Externship will offer students interested in higher education law and athletics compliance the opportunity to earn academic credit for work performed under the ongoing supervision of attorneys in The University of Memphis Office of Legal Counsel and members of the University of Memphis Athletics Compliance Staff. The selected extern(s) will immerse themselves within the day-to-day operations of a compliance office operating under both NCAA and SEC regulations, and will gain experience relevant to NCAA bylaws concerning eligibility, recruiting, financial aid, personnel, awards, and other areas as assigned.

Students enrolled in this externship will perform a wide variety of legal and compliance focused assignments on behalf of the University client, examples of which may include various rules interpretations, research, and filing of waivers. In addition, students will aid the compliance staff with initial eligibility, continuing eligibility, recruiting database oversight, National Letter of Intent processing, review of pre- and post-official visit paperwork, research and creation of rules education, maintenance of various compliance forms, and other duties as assigned.

Credits Offered: 2 Credits (8 hours/week)