UNIVERSITY OF MEMPHIS SCHOOL OF LAW EXTERNSHIP COURSE
DESCRIPTIONS OF ANTICIPATED SUMMER 2023 EXTERNSHIP FIELD PLACEMENTS

JUDICIAL EXTERNSHIPS – U.S. COURTS
__ U.S. District Court for the Western District of TN (2 or 3 Cds/16 or 24 weekly hours)
__ U.S. Bankruptcy Court for the Western District of TN (2 or 3 Cds/16 or 24 wkly hrs)

JUDICIAL EXTERNSHIPS – TENNESSEE STATE COURTS (2 or 3 Cds/16 or 24 weekly hrs)
__ Shelby County Circuit Court
__ Shelby County Chancery Court

CRIMINAL JUSTICE EXTERNSHIPS
__ U.S. Attorney’s Office* (3 Credits/24 weekly hours) (Must be current 3L to apply)
__ Federal Public Defender’s Office (2 or 3 Credits/16 or 24 weekly hours)
__ Shelby County District Attorney General’s Office* (2 or 3 Cds/16 or 24 wkly hours)
__ Shelby County Honors Prosecution Externship (4 Credits/32 weekly hours)
__ Davidson County District Attorney’s Office (Nashville) (3 Credits/24 wkly hours)**
  **Application Due – Friday, January 27 by 12:00 P.M. (NOON)**

STATE/MUNICIPAL GOVERNMENT EXTERNSHIPS
__ Office of the Attorney General for the State of Tennessee (3 credits/24 weekly hours)
   __ Memphis Office
   __ Nashville Office
__ Memphis City Attorney’s Office (2 or 3 Credits/16 or 24 wkly hours)
   __ Litigation Unit
   __ Transactional Unit
   __ Code Enforcement/Neighborhood Preservation Act Litigation
__ Memphis-Shelby County Airport Authority (General Counsel) (2 or 3 Cds/16 or 24 hrs)

FEDERAL GOVERNMENT/ADMINISTRATIVE AGENCY EXTERNSHIPS
__ Equal Employment Opp’y Commission (3 Credits/24 weekly hours)
   __ Hearings Unit
   __ Legal Unit
__ U.S. Army Corps of Engineers Office of Counsel (3 Credits/24 weekly hours)
  **Application Due – Friday, January 27 by 12:00 P.M. (NOON)**

HEALTH PRACTICE EXTERNSHIPS
__ Baptist Memorial Healthcare Corporation* (3 Credits/24 weekly hours)
   __ General Legal
   __ Labor & Employment
__ Methodist Le Bonheur Healthcare* (3 Credits/24 weekly hours)
__ Regional One Health (The Med)* (3 Credits/24 weekly hours)
__ St. Jude Children’s Research Hospital* (3 or 4 Credits/24 or 32 weekly hours)
  **Application Due – Wednesday, January 25 by 12:00 P.M. (NOON)**

**Application Due – Friday, January 27 by 12:00 P.M. (NOON)***
COMMUNITY LEGAL OFFICE EXTERNSHIPS (2 or 3 Credits/16 or 24 weekly hours)
__ Advocates for Immigrant Rights
__ Bass, Berry, & Sims Pro Bono Program
__ Community Legal Center – Immigrant Justice Program
__ Disability Rights Tennessee
__ Legal Aid of Arkansas – West Memphis Office
__ Memphis Area Legal Services (MALS)
    __ Fair Housing Center
    __ Family Law Unit
    __ Low Income Taxpayer Unit
__ Memphis CHiLD Medical-Legal Partnership
__ Mid-South Immigration Advocates
    __ Asylum/Deportation Defense
    __ Survivors’ Project (Orders of Protection, Family Law)
__ West Tennessee Legal Services (Jackson, TN)
__ The Works, Inc. (formerly Neighborhood Preservation, Inc.)

IN-HOUSE EXTERNSHIPS
__ Ducks Unlimited – Office of Land Protection (2 or 3 Credits/16 or 24 weekly hours)
__ FedEx Logistics, Inc. – Legal Department* (3 Credits/24 hours)
    __ General Placement
    __ Commercial Real Estate Placement
__ Memphis-Shelby County Schools* – Office of General Counsel (3 Credits/16 hours)
__ University of Memphis Office of Athletic Compliance (2 or 3 Credits/16 or 24 weekly hours)
__ University of Memphis Office of University Counsel (3 Credits/24 hours)
__ University of Tennessee Research Foundation (2 or 3 Credits/16 or 24 weekly hours)
__ UTHSC Office of Sponsored Programs (2 or 3 Credits/16 or 24 weekly hours)
SUMMER 2023 EXternship COURSE – FIELD PLACemenT DeSCriPTIONs

JUDICIAL EXTERNSHIPS – U.S. COuRTS

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.

Preferred Course(s) (satisfied by prior or concurrent enrollment):
For Bankruptcy Court: Debtor-Creditor or Secured Transactions

JUDICIAL EXTERNSHIPS – TENNESSEE STATE COuRTS

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 various litigation strategies and advocacy skills, as well as trial court practice and procedure.

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

CRIMINAL JUSTICE EXTERNSHIPS

United States Attorney’s Office (3L Students Only)
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.

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

General Prerequisite: Applicants must have completed their second year of law school (i.e., must be 3L students) 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 will be placed with the Office of the Federal Public Defender for the Western District of Tennessee. The Federal Public Defender’s Office represents indigent persons charged with violations of federal criminal statutes. Externs perform legal research and writing for motions, memoranda, and briefs. Externs are encouraged to attend court hearings, trials, meetings with clients, and field investigation with our investigators. We seek qualified applicants with strong research and writing skills, and an interest in indigent criminal defense or death penalty work.

Shelby County District Attorney’s Office
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 Prerequisite: Must have completed at least 45 credits.
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

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

Honors Prosecution Externship: Shelby County District Attorney’s Office (Rising 3Ls Only)
Shelby County District Attorney General’s Office In this externship, summer students are placed in the Office of the Shelby County District Attorney General. Externs will also enroll in a once-weekly class seminar designed to focus on the substantive, procedural, and ethical issues arising in the day-to-day practice of a criminal prosecutor. 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 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 also prepare trial exhibits, and observe felony jury trials. Externs will 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: 4 Credits (32 hours per week) Preferred Courses: Professional Responsibility, Evidence; Criminal Procedure, 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
IMPORTANT: Externs placed with the Shelby County DA’s Office MAY NOT engage in concurrent employment or volunteer work during the field placements semester.

Davidson County District Attorney's Office (Nashville)

The Davidson County District Attorney’s Office is offering well-rounded candidates, who take initiative, work well with others and have a sincere interest in the ever-evolving criminal justice system, an opportunity to work as interns.

Summer interns with the Office of the District Attorney General–20th Judicial District receive hands-on court experience prosecuting criminal cases. Students who have completed at least half of their legal coursework and are in good standing are eligible to apply for a limited license for practice. This allows students to participate in trials, hearings and other in court proceedings at the General Sessions and/or Criminal Court levels under the supervision of an Assistant District Attorney. You will interact with attorneys in the Office and members of the defense bar while negotiating cases. Interns regularly receive feedback from attorneys as they complete assignments. Our goal is to prepare you to practice!

Interns are assigned to a team in one of the six criminal courts, general sessions, juvenile or special teams (Vehicular Crimes, Domestic Violence, Child Sex Abuse, Special Operations, Human Trafficking, Conviction Review Unit, Financial Crimes or Elder Abuse). Past summers included field trips to Riverbend Max Security Institution, Medical Examiner’s Office, and the MNPD Crime Lab and Property Room. Students also attend office-wide mixers and are encouraged to participate in various office activities.

Application Materials: Interested students should submit a cover letter/letter of interest detailing the personal attributes that make you a well-rounded and qualified applicant, résumé, transcript (unofficial is acceptable), and a writing sample (less than 5 pages). The cover letter should also articulate why you chose to apply to the Davidson County District Attorney’s Office other than the location and why you are interested in prosecution.

STATE/MUNICIPAL GOVERNMENT EXTERNSHIPS

Tennessee Office of the Attorney General

As the State’s Chief Legal Officer, the Tennessee Attorney General and Reporter represents all state executives, officials, departments, boards, agencies and commissions in matters arising from their public duties. Such representation includes participation in litigation and transactional matters, issuing formal written opinions, and giving day-to-day legal advice. The state constitution gives the Tennessee Supreme Court the authority to appoint the Attorney General and Reporter to an eight-year term. This method of appointment is unique among the fifty states. Attorney General Jonathan Skrmetti began his term on September 1, 2022.

Assisting in the supervisory duties are the Chief Deputy, who is responsible for the day-to-day legal matters of the Office; the Solicitor General, whose primary duties involve supervision of the Office's appellate work and opinion writing; and the Chief of Staff, who oversees the operations of the Office.

Law clerks will be assigned to one or two divisions. Assignments will include research; drafting of memoranda, motions, and briefs; preparing for depositions; etc. Each clerk will have a supervising attorney who will be in charge of assigning work to the clerk and who, along with the other attorneys and staff in a division, will be available for feedback.
Anticipated available placement divisions include:

Civil Litigation Section: Civil Law, Environmental, Real Property and Transportation Divisions
Criminal Justice Section: Criminal Appeals, Federal Habeas Corpus, Law Enforcement and Special Prosecutions Divisions
State Services and Litigation Section: Education and Employment, Financial, Health Care, Public Interest, Tax Divisions
Public Protection Section: Bankruptcy, Consumer Protection, Tobacco Enforcement Divisions

Placements are available in both Memphis and Nashville. Additional information regarding the Tennessee Office of the Attorney General and specific details regarding the different sections and divisions can be found at https://www.tn.gov/attorneygeneral/about-the-office/current-openings/summer-clerks.html

Memphis City Attorney’s Office (Law Division)
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 may also have the opportunity to attend and participate in 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. If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

Anticipated Summer 2023 Placements with the Memphis City Attorney’s Office:
General Litigation Unit
Transactional Unit
Code Enforcement/Neighborhood Preservation Litigation

Memphis-Shelby County Airport Authority – Office of General Counsel
This Externship 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.

FEDERAL GOVERNMENT/ADMINISTRATIVE AGENCY EXTERNSHIPS

Equal Employment Opportunity Commission – Hearings Unit or Legal Unit
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 Unit employs four 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.

Preferred Course(s): Evidence, Fair Employment Practice or Federal Courts.
Preference: Student(s) should have a sincere interest in employment law or litigation.

U.S. Army Corps of Engineers Office of Counsel
In this externship, students are placed in the Office of Counsel, United States Army Corps of Engineers, Memphis District. The Memphis District employs over 500 civilian employees and has served the citizens of the Mid-South region since 116162. The District works to minimize flood risk, keeps America’s most vital inland navigation highway – the Mississippi River – open for navigation, and preserves the environment for future generations. As a member of the district’s legal team, externs will work across a wide array of practice areas including government contracts, real estate, labor relations, civilian personnel law, equal employment opportunity, government information practices, administrative law, fiscal law, ethics, environmental law, acquisition law, claims, litigation, and legal assistance.

Typical assignments for externs span all practice areas and may include work such as: research and drafting legal memoranda and other written documents; supporting in the defense of agency and GAO bid protests, contract claims and appeals; processing claims, FOIA requests, and labor-related issues; reviewing or preparing title reviews, closing packages, or other real estate documents; and, participating in federal litigation including assisting with the preparation of motions, interrogatories, briefs, Rule 43 assemblies, and litigation reports. All tasks will involve close coordination with clients, subject matter experts, paraprofessionals, and attorneys in the office.

NOTE: This position is with a civilian legal office; service in the military is not required. Students will need to undergo a background investigation and suitability determination.
HEALTH PRACTICE EXTERNSHIPS

The Health Law Externships will offer students interested in health law and in-house legal practice the opportunity to earn academic credit for legal work performed under the immediate and ongoing supervision of attorneys in the legal departments of local healthcare organizations on health-related research projects. Students enrolled in these externships will be exposed to the wide variety of legal matters handled by these offices, examples of which may include matters involving administrative and regulatory law, hospital risk management, clinical research compliance, labor and employment law; business contracting; formulation and implementation of hospital and corporate policy; healthcare legislation, policy, and reform; and preventative/prophylactic training and counseling. Among other assignments, it is anticipated that externs will perform legal research; draft memoranda, letters, and other documents; draft and review contractual agreements; and prepare presentations to hospital personnel. 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 clinical, business, and health care operations.

Anticipated Summer 2023 Placements:
- Baptist Memorial Health Care
- Methodist Le Bonheur Healthcare
- Regional Medical Center at Memphis
- St. Jude Children’s Research Hospital

***NOTE: STUDENTS WHO WISH TO APPLY FOR THE EXTERNSHIP WITH ST. JUDE CHILDREN’S RESEARCH HOSPITAL MUST REVIEW THE HANDOUT DESCRIPTION AT THE CONCLUSION OF THIS DOCUMENT DESCRIBING THE ST. JUDE OFFICE OF LEGAL SERVICES INTERNSHIP. PLEASE CONTACT PROFESSORS SCHAFFZIN AND FITZGERALD IMMEDIATELY IF YOU PLAN TO APPLY FOR PLACEMENT WITH ST. JUDE. ST. JUDE GIVES PRIORITY TO 3L STUDENTS APPLYING BUT WILL CONSIDER 2L STUDENTS.

COMMUNITY LAW OFFICE EXTERNSHIPS

Advocates for Immigrant Rights
Advocates for Immigrant Rights (AIR) is a non-profit law firm focused on providing direct legal representation for immigrants. Our mission is to fight for the dignity, safety, and inclusion of immigrants in the United States, especially those most marginalized, through legal representation and advocacy. We fight for the rights of immigrants but also for the expansion of those rights to ensure that all people are equally protected by the laws of the United States. AIR seeks to create structural and systemic change by coordinating with other legal service providers and community-based organizations to complement our skills and build our mutual capacity. Our service model inherently provides for relationships that will propel our work and the work of our partners.

AIR is primarily focused on removal defense in the South, making special considerations for people who are LGBTQ or other extremely vulnerable classes, but we also support other types of immigration cases. We offer pro bono and low bono services in an effort to provide accessible legal representation to a community that is often not well established or even authorized to work lawfully in this country. We believe in not only provided excellent legal representation, but also being intentional about our work with clients and with the greater legal community. AIR also provides support to other non-profits across the region and is a part of MEMigration, a larger coalition for non-profit immigrant-oriented organizations, as well as a smaller initiative, Welcome South, working to build a network of providers representing clients
An externship with AIR will provide the student with practical experience in the immigration field and a more expansive understanding of how immigration laws function in relation to the criminal and civil jurisprudence of this country. The extern will have the opportunity to engage in research projects, assist in the preparation of asylum applications and other removal defense applications. The extern will attend immigration court with our attorneys and depending on the student’s year in law school, could have the opportunity to work in Shelby County Probate Court as a student attorney to represent clients in guardianship hearings as the predicate order for certain children to be eligible for lawful permanent residency. If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

**Bass Berry Pro Bono Program**

This placement will operate in conjunction with the Bass, Berry & Sims Pro Bono Internship Program. The Program’s mission is to partner with law schools to help foster the next generation’s commitment to pro bono.

Bass, Berry & Sims engages in pro bono work focused on three primary areas: strengthening families, empowering communities, and protecting civil rights. Memphis Law externs placed through the firm’s Pro Bono Internship Program will be assigned to one or more pro bono matters, working in close collaboration with the team of firm lawyers and staff supporting each project. Through their pro bono project work, it is expected that externs will have the opportunity to enhance their legal knowledge and hone their lawyering skills, including research, analysis, persuasive writing, fact investigation, and client interviewing.

Examples of the projects on which students from other law schools have provided support through the Program include:

- Work on an asylum case that allowed the student to acquire extensive understanding of immigration law and procedure, draft motions, and research specific legal issues.
- Work on one of several Tennessee Innocence Project cases being handled by the firm, including analysis of transcripts of prior hearings, research on substantive legal issues, discussion of strategy, and drafting motions and memoranda in support of motions.
- Work to support foundational research on the policies and practices of the Tennessee Parole Board, requiring collection and assessment of data, identifying statutory bases for policies, surveying state and federal laws, and researching the rights of incarcerated individuals.
- Work on a challenge to the constitutionality of the payment of expert witness fees for postconviction petitions in capital cases, which engaged the student in research, discussions about strategy, and preparation for meetings with the Administrative Office of the Courts to address the process.

**Community Legal Center – Immigrant Justice Program**

The Community Legal Center’s Immigrant Justice Program offers a variety of legal services to low income immigrants living within the jurisdiction of the Memphis Immigration Court (Tennessee, Arkansas, northern Mississippi, and western Kentucky). Externs placed with the IJP will assist staff attorneys on a variety of family and humanitarian-based immigration cases, including applications for adjustment of status, asylum, U nonimmigrant visas for victims of certain crimes, and Special Immigrant Juvenile status. Responsibilities will include conducting and participating in client interviews, legal research and writing, preparation of pleadings and applications for immigration relief, assistance with and attendance of hearings before the Memphis Immigration Court and interviews with U.S. Citizenship and
Immigration Services (“USCIS”). Externs will also have the opportunity to represent clients in guardianship proceedings before the Shelby County Probate Court, an initial step in the process of applying for Special Immigrant Juvenile status. If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

Disability Rights Tennessee

Disability Rights Tennessee (DRT) was founded as E.A.C.H. in 19716. Most recently the agency was known as Disability Law & Advocacy Center of Tennessee. Today, DRT is Tennessee’s Protection & Advocacy Network and has served—at no cost—more than 50,000 clients with disabilities. DRT’s mission is to protect the rights of Tennesseans with disabilities. DRT provides legal advocacy services to people with disabilities across the state with numerous issues, including employment discrimination, safety in schools, abuse and neglect, and access to community resources and services.

DRT focuses its work in the following strategic areas: Freedom from Harm, Freedom from Discrimination, and Freedom to Participate in the Community. Each strategic area promotes the values set forth in the Developmental Disabilities Assistance and Bill of Rights Act (DD Act), which created the Protection & Advocacy System:

• Disability is a natural part of the human experience
• Disability does not diminish the right to live independently or to exert control and choice in life

DRT externs help to advance DRT’s mission in a number of ways, including legal research & help with trial preparation, legislative analysis, and meeting with DRT clients. Organization and communication skills will be key for any successful extern.

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).

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 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. If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

Anticipated Summer 2023 MALS Placements:
- Fair Housing Center
- Family Law Unit
- General Placement Unit
Memphis CHiLD Medical-Legal Partnership
As described by the National Center for Medical-Legal Partnership, medical-legal partnership (MLP) “integrates the expertise of health care, public health and legal professionals and staff to address and prevent health-harming social and legal needs for patients, clinics and populations. By partnering together, health care, public health and legal institutions transform the healthcare system’s response to social determinants of health.”

Memphis CHiLD (Children’s Health Law Directive) is the first MLP of its kind in the region. A collaborative effort among the University of Memphis Cecil C. Humphreys School of Law, Le Bonheur Children’s Hospital, University of Tennessee Health Science Center, and Memphis Area Legal Services (MALS), Memphis CHiLD focuses on identifying the legal and social issues that impact patient health and providing means to address these issues though direct legal services, education and advocacy for children and their families.

The selected extern will work under the supervision of Memphis CHiLD and University of Memphis Medical-Legal Partnership staff attorneys on matters related to one or more of the following I-HELP areas: Income and insurance (including public benefits and public and private health insurance), Housing (including landlord-tenant matters and utilities), Employment and education (including IEP’s), Legal status, and Personal and family safety (including family law matters and guardianships/conservatorships).

Mid-South Immigration Advocates

MIA is a non-profit public interest law office whose primary mission is the provision of affordable immigration services to economically disadvantaged non-citizens within the geographic jurisdiction of the Memphis Immigration Court. Within the Memphis metro region, MIA also seeks to facilitate the administration of justice and to increase public awareness on issues related to US immigration and naturalization law. In particular, MIA assists individuals to obtain immigration status based upon family relationships, domestic violence and persecution, and other non-employment based avenues available in US immigration law. MIA conducts case appeals as resources allow, but does not at this time engage in impact or class-action litigation. MIA also provides community legal rights presentations and consultations ‘clinics’ in the Memphis area. Finally, MIA engages in administrative advocacy in the Memphis area, organizing and attending meetings with USCIS, ICE, EOIR, local police, local immigrants’ rights organizations and attorney stakeholders. Currently our administrative advocacy is focused around the ‘U Visa’ issue.

Under the supervision of MIA staff attorneys, assigned externs will conduct casework in a select number of cases, of the type listed above. Externs will also assist with client intake interviews, have the opportunity to work directly with clients, assist with immigration applications and filings, and potentially represent clients at immigration court hearings. If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

Anticipated Summer 2023 Placements:
   Asylum/Deportation Defense
   Survivors’ Project (Orders of Protection, Family Law)
West Tennessee Legal Services (Jackson, TN)

The mission of West Tennessee Legal Services (WTLS) is to provide equal access to justice in seventeen counties in West Tennessee. WTLS offers no-cost civil legal aid to West Tennesseans, focusing on issues that affect family safety, cohesiveness, and stability. The externship is available to second- or third-year students. Preference may be given to students who live in or near Jackson, Tennessee and are able to perform externship work in person.

Selected externs may have the opportunity 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. If eligible, externs may seek student practice permission pursuant to Tennessee Supreme Court Rule 7, Section 10.03 (the Tennessee Law Student Practice Rule).

More information about WTLS can be found at https://wtls.org.

The Works, Inc./Neighborhood Preservation, Inc.

The mission of The Works Inc. is to work to rebuild, restore and renew our community’s families, and the environments in which they live through housing, economic development, and social services. The Works, Inc.’s goals include: 1) Increasing the availability of affordable housing; 2) Delivering programs and services related to affordable housing and neighborhood revitalization; and 3) Providing the social services, advocacy, and support requisite for families’ holistic, healthful, and socioeconomic success.

Now operating under the umbrella of The Works, Inc., Neighborhood Preservation, Inc. (NPI) is a nonprofit legal and community development organization that works to eliminate or mitigate all known legal and systemic impediments to the removal of such properties so that all available resources for addressing blight can then be effectively and efficiently deployed.

The Works, Inc./NPI Externship offers a formalized entry-level experience for a law student who is interested in exploring a career in housing/community development/municipal law. Among other issues, the selected extern will work closely with staff and stakeholders of The Works, Inc./NPI on matters involving landlord/tenant and eviction disputes, cases and strategies aiming to address property blight, and affordable housing development and policy.

IN-HOUSE COUNSEL EXTERNSHIPS

Ducks Unlimited – Office of Land Protection

Ducks Unlimited, the world’s largest nonprofit, waterfowl and wetlands conservation organization, has an opportunity for placement of a legal extern in its National Headquarters in Memphis, Tennessee. DU is an accredited land trust with a portfolio of nearly 500 conservation easements and a fee-title portfolio of 23,000 acres. DU’s land protection efforts conserve habitat across a diverse array of landscapes, from native prairie ecosystems in the Dakotas to bottomland hardwood forests in the Mississippi Delta to wetland systems along the coasts.

The assigned legal extern will work closely with the Director of Land Protection, whose primary responsibility is to guide, draft, and negotiate easement and fee-title transactions for the organization's nationwide land protection efforts. Specifically, the extern will assist with the following:

• Draft, review, and perform due diligence for conservation easement and fee-title transactions.
• Ensure DU's land protection efforts comply with federal and state statutes and regulations.
Because most conservation easements are either fully or partially donated, it is particularly concerned with IRC § 170 and the associated regulations on Qualified Conservation Contributions, 26 CFR § 1.170A-14.

- Ensure compliance with all internal guidelines and policies, as well as the Land Trust Alliance accreditation standards.
- Interpret Conservation Easement Deed language to determine if a landowner’s request to exercise a reserved right is permissible under the terms of the easement.
- Interpret Conservation Easement Deed language when potential violations arise and determine the organization’s response to easement violations.
- Work with General Counsel’s office to implement easement defense strategies.

The extern may also have the opportunity to work with the General Counsel’s office on matters related to nonprofit fundraising, charitable regulations and governance, and trademarks.

**FedEx Logistics, Inc. – Legal Department**

FedEx Logistics plays a key role within the FedEx portfolio. FedEx Logistics provides air and ocean freight forwarding, customs brokerage and international trade compliance, warehousing and transportation management, critical inventory logistics, and repair and return services. Serving more than 200 countries, FedEx Logistics leverages the power of the extensive international FedEx transportation network to provide customers a single source for end-to-end management of their shipments and global supply chains.

Among other assignments and opportunities, an extern may participate in Compliance and Regulatory risk assessments and audits; help negotiate sales agreements with Fortune 500 Corporations; correspond with global third party service providers; deal with various issues related to import and export controls; learn about various product lines offered by FedEx, including: customs brokerage, freight forwarding, warehouse supply chain, airfreight, ocean freight, e-commerce, surface transportation, return management, warehousing, and trade management; learn about laws and regulations of various U.S. Government agencies, including: Department of Justice, Department of Treasury, Department of Commerce, Department of Homeland Security, Customs and Border Protection, Food and Drug Administration, Department of Transportation, and Securities and Exchange Commission; and address issues directly related to FXL’s workforce. An extern may also take the FedEx Hub Tour, be part of moving into FedEx Logistics’ new WHQ in Downtown Memphis, and participate in other FedEx sponsored events.

**Shelby County Schools – Office of General Counsel**

Shelby County Schools (“SCS”) is the largest school district in the State of Tennessee and among the largest 25 public school districts in the country. SCS serves over 100,000 students in more than 200 schools, including charter schools, and employs approximately 14,000 personnel, including over 6,000 teachers. As Tennessee’s largest public school district and one of the largest employers in the Greater Memphis area, SCS is a diverse district with a large footprint in the city, county, and state. Because of the size and bandwidth of the district, SCS handles a variety of complex legal issues, ranging from special education, labor and employment, charter schools, procurement, contracts, legislation, and policy. Externs will be exposed to legal issues at the forefront of urban education and those facing large governmental entities. Externs will be expected to assist in such tasks as performing legal research; drafting memoranda, pleadings, and correspondence; working with attorneys and legal assistants in trial and hearing preparation; and reviewing and drafting district policies, manuals, and proposed legislation. Tasks and opportunities will be determined by the extern’s interest and the needs of the office, as well as the nature of active matters.

Under the guidance of the General Counsel’s office, the externs will have the opportunity to: (1) assist in developing creative and innovative strategies to resolve legal challenges facing the school district; (2)
attend interoffice and intraoffice meetings within district officials to gain understanding about the operations of the public school system; (3) assist in preparing for and attending depositions, hearings, mediations, and other legal proceedings; (4) perform legal research and render opinions and answers to questions, including, but not limited to, matters pertaining to civil rights, education law, disability and special education matters, student rights, and local, state, and federal government laws, policies, and regulations; (5) assist in providing advice concerning new or revised Board policies and procedures; and (6) perform other related duties as assigned or directed.

**University of Memphis – Office of Athletic Compliance**

The University of Memphis Athletics Compliance Office serves coaches, prospective student-athletes, current student-athletes, athletics representatives and those groups that support varsity sports and several hundred student-athletes. The Office ensures that the integrity of the University of Memphis is upheld by establishing an atmosphere of education, consistency and responsibility in adherence to the explicit guidelines set forth by the governing legislation of the NCAA and the American Athletic Conference.

Selected externs will provide support in the day-to-day operations involving NCAA Compliance at the University of Memphis by performing tasks including assistance with the completion of mandatory NCAA, American Athletic Conference (AAC) and/or University of Memphis compliance forms, maintaining student-athlete files insuring that all required NCAA and AAC documentation is up to date, and assisting with maintenance of the student-athlete database.

**University of Memphis – Office of University Counsel**

The University Counsel Externship course will offer students interested in higher education law and inhouse legal practice the opportunity to earn academic credit for work performed under the immediate and ongoing supervision of attorneys in The University of Memphis Office of Legal Counsel. Students enrolled in this externship will be exposed to the wide variety of legal matters handled by the Office of Legal Counsel on behalf of its University client, examples of which include matters involving labor and employment disputes; academic and student issues; athletic and research compliance; business and real estate transactions; contract drafting and review; formulation and implementation of University policies; and intellectual property. Externs will actively engage in legal research and writing while learning through observation of and participation in hearings, negotiations, client meetings, and other practice events.

**University of Tennessee Research Foundation**

The University of Tennessee Research Foundation (UTRF), the technology transfer office for the University of Tennessee system, is seeking legal interns for Summer 2023 in its Memphis office. UTRF is looking for current law students who are interested in entrepreneurship and intellectual property, with a preference for interns having a scientific background. The Summer legal intern(s) will support UTRF in the commercialization of inventions created at the various campuses of the University of Tennessee (UT). UTHSC has an active program of basic, clinical and translational research in a wide variety of disciplines focused on the health issues that impact the local community, the state of Tennessee and the world. As the technology transfer office for UTHSC, UTRF provides an essential bridge between academia and industry to commercialize technology created by faculty researchers. UTRF’s purpose is to move technologies from lab to marketplace through intellectual property development and commercial licensing.

UTRF is a non-profit 501(c)(3) organization that promotes the commercialization of UT intellectual property, encourages an entrepreneurial culture, contributes to state and regional economic development, and promotes research and education to benefit the people of Tennessee and beyond. UTRF offers numerous opportunities for learning and hands-on experience in the fields of intellectual
property and commercial licensing. Legal interns will work directly under the supervision of UTRF’s Senior Staff Attorney (Lakita Cavin, JD/PhD) and Technology Manager (James Parrett, JD/PharmD) to analyze UTHSC technologies and develop strategies for their intellectual property protection and licensing to commercial entities. Following initial orientation and training, Summer legal interns will be assigned several technologies to work on. Additional assignments may include:

• Preparing patentability and freedom-to-operate assessments on new technologies
• Developing strategies for patenting UT inventions and working with technology managers and outside counsel to manage patent applications
• Assisting in negotiating and drafting license agreements, options, term sheets, material transfer agreements, and other agreements
• Writing legal memos on current intellectual property topics or technology transfer issues.

We hope to offer our legal interns broad exposure to all areas of our work and encourage our interns to help us customize the overall internship experience to meet their interests and career goals. An ideal candidate is a detail oriented, critical thinker with excellent verbal and written communication skills.

This position may be either part time or full time. Total weekly hours will depend on the number of interns hired, current office workload and intern interest. UTRF offers flexible scheduling, including potential for telecommuting and remote work. Ideally, legal interns would be available to work at least 2-3 days per week at the Memphis office.

Job Qualifications/Requirements: Must be a current law student (1L or 2L) with a scientific or technical background, with a minimum of a B.S. degree in life science, physical science, healthcare or engineering. Preference will be given to students with an advanced degree in a life science and prior experience with intellectual property protection and/or healthcare.

If you are looking for an exciting and unique internship opportunity combining law and science, we invite you to apply for a Summer position with UTRF.

University of Tennessee Health Science Center – Office of Sponsored Programs

The Office of Sponsored Programs (OSP) provides support to the faculty and staff of The University of Tennessee Health Science Center (UTHSC) in their efforts to obtain external funding in support of their scholarly endeavors, while ensuring compliance with UT policy, sponsor terms and conditions, and applicable state and federal regulation and law. OSP staff review, negotiate, and approve all proposals for grants and research contracts and operate on the frontlines of health law to negotiate with other universities, government entities, and private companies to ensure that our faculty are able to conduct their research in this competitive market. All universities that accept extramural support have a sponsored programs office (or equivalent functional area) charged with binding the university to the terms and conditions included in the applications submitted and the awards received. The office functions include proper stewardship and oversight of regulatory compliance related to the research, including ensuring human subjects safety, animal safety, and compliance with export control and biosafety regulations.

An externship with OSP would allow a student to be a part of our contracts team and learn about the art of contract negotiation and the many different types of contracts that are used for biomedical research. Some of those contract types include: clinical trial agreements, grant agreements, research collaboration agreements, data use agreements, material transfer agreements, confidentiality agreements, and subcontracts and subawards. Training will be provided for redlining agreements, negotiating with other parties, and relevant law and policies that continually affect our contracts.
St. Jude Children’s Research Hospital Office of Legal Services
Law Student Externship

Summer 2023

St. Jude Children’s Research Hospital is a world-class research hospital treating children with cancer and other catastrophic diseases, and conducting research on those diseases. One of the world’s largest health care charities, St. Jude is the first and only National Cancer Institute-designated Comprehensive Cancer Center devoted solely to children, and is the World Health Organization’s Global Headquarters for the surveillance of animal-to-human influenza transmission. St. Jude is the only pediatric cancer research center in the United States where families do not pay for treatment not covered by insurance. St. Jude has been recognized as the #1 pediatric cancer hospital in the country by both U.S. News and World Report and Parents Magazine, the most trusted non-profit in America by Harris Interactive, among the 10 best places to work in academia by The Scientist for several consecutive years and among the 100 best places to work (in any field) by Fortune Magazine, also for consecutive years. Notably, St. Jude has a strong international presence, and supports medical education, clinics, and hospital networks globally.

About the Internship

Law students enrolled at accredited law schools are invited to apply for legal internship positions with the Office of Legal Services at St. Jude Children’s Research Hospital. We offer internships for the spring, summer and fall.

As a legal intern at St. Jude, you will be immersed in a unique culture where basic, translational and clinical research are housed on the same campus in a robust children’s hospital setting. Interns work closely with both in-house lawyers and outside counsel on substantive projects in many aspects of the law.

Depending on your professional interests, projects may include:

- Health law
- Business transactions
- Risk management
- International law
- Intellectual property
- Commercial transactions
- Construction law
- Labor and employment
- Clinical trials
- Grants and contracts
- Higher education and academic law
- Environmental law
- Bioethics
- Law and regulations at the state and federal levels
Mentoring is a core aspect of the program. Attorney-mentors ensure each assignment comes with ample context and follow-through opportunities, with plentiful client interaction. Moreover, interns are routinely included in meetings of all types for educational purposes.

**Eligibility**

All interested law students are encouraged to apply. Successful applicants:

- Have exceptional grades and/or experience
- Have preferably taken Professional Responsibility or have passed the Multistate Professional Responsibility Exam (MPRE)
- Are fluent in English

To prevent conflicts of interest, we do not accept students who have relatives working at St. Jude, except in extraordinary circumstances.

**Application Details**

Please send a CV and include your undergraduate, graduate (if any), and law school GPAs, and a cover letter to Professor Daniel Schaffzin, addressed to Kaleigh Clanton (see below), for consideration. It is crucial that the cover letter address why the applicant wishes to have an internship at St. Jude, the intern’s expectations, and why the intern believes he or she “belongs” here.

Kaleigh Clanton  
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For more information about the St. Jude legal internship program, please visit [https://www.stjude.org/education-training/predoctoral-training/internships/legal-internships.html](https://www.stjude.org/education-training/predoctoral-training/internships/legal-internships.html)