PROCEDURE FOR OBTAINING CLINICAL STUDIES CREDIT

1. Request a clinical Studies packet from the Registrar. This packet will include:
   a) Application Form
   b) Time Sheets
   c) Supervisor Evaluation Form
   d) Student Report

2. Submit the completed Application Form to the Dean for approval. You will receive written confirmation of your application is approved. Your application must be submitted prior to registration for the semester in which you want to receive credit.

3. Register and pay tuition for your unit(s) at the same time you register for your other courses and prior to beginning work. A copy of your approved application must be attached to your registration form.

4. Upon completion of your hours (60 hours for 1 credit, 120 hours for 2 credits), submit the following items to the Dean:
   a) Verified Time Sheets
   b) Sample Work Product
   c) Supervisor Evaluation Form
   d) Student Report

5. You will receive a grade of “Pass” or “Fail” based on your verified time sheets, the supervisor evaluation form, and your sample work product, determined by the Dean.
MONTEREY COLLEGE OF LAW
CLINICAL STUDIES
APPLICATION FORM

Name: ____________________________  Last  First  Middle Initial

Address: ____________________________  Home Phone: ____________________________
       Street ____________________________  Work Phone: ____________________________
       City  State  Zip ____________________________

S. S. #: ____________________________  Graduation Date: ____________________________

State Your GPA: ____________________________ and Class Ranking: ____________________________

Units Requested:

☐ 1  ☐ 2  ☐ 3  For  ☐ Fall  ☐ Spring  ☐ Summer  200__ Semester

Name of Firm/Agency for which you will work: ____________________________

Address: ____________________________

Name of Supervising Judge/Attorney: ____________________________

List your previous clinical study activities and the number of units received:

________________________________________________________________________

________________________________________________________________________

Check the courses you have completed:

☐ Criminal Law & Procedure  ☐ Legal Research  ☐ Evidence  ☐ Legal Writing

☐ Civil Procedure  ☐ Advanced Legal Writing  ☐ Constitutional Law

Date ____________________________  Student Signature ____________________________

Continued on reverse side.
Describe the legal work you will be doing. Be specific. For example, state that you will be researching the area of property rights of parties who have commingled funds in separate accounts, not that you will be working in a family law firm. Describe your anticipated activities (e.g. research, drafting pleadings, client contact, etc.) Either have your supervising attorney or judge sign below or attach a letter confirming this work plan signed by your supervising attorney or judge.

Date: ____________________________ Supervising Judge/Attorney: ____________________________
This time sheet should be filled in each day contemporaneously with the work done. You may have several entries during a day. Describe fully the tasks completed. Be specific. Use as many time sheets as necessary.

<table>
<thead>
<tr>
<th>Date</th>
<th>Work Done (Be Specific)</th>
<th>Hours</th>
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MONTEREY COLLEGE OF LAW
CLINICAL STUDIES
TIME SHEETS

Student: ___________________________ Social Security #: ___________________________

Supervising Judge/Attorney: ___________________________ Date: ___________________________

Firm/Agency: ___________________________

VERIFICATION OF TIME SHEETS

I verify that the above named student worked a total of ____________ hours under my supervision for clinical studies credit between ____________ and ____________.

beginning date ____________ ending date ____________

Date ___________________________ Supervising Judge/Attorney ___________________________
MONTEREY COLLEGE OF LAW
CLINICAL STUDIES
STUDENT REPORT

Name: ___________________________ Date: ___________________________

Clinical studies units to be awarded: ☐ Second ☐ Spring ☐ Summer 200__

1. Your year in school is: ☐ Second ☐ Third ☐ Fourth

2. Firm/Agency name: ___________________________

3. Supervising Judge/Attorney: ___________________________

4. This is a: ☐ Court ☐ Government Agency ☐ Law Firm ☐ Legal Services Agency

5. ________ attorneys work in the office.

6. The area(s) of the law practiced in this office was/were:

_________________________________________________________________

_________________________________________________________________

7. The area(s) of law in which you work was/were:

_________________________________________________________________

_________________________________________________________________

8. Show how much of your work involved the following legal tasks:

a) Legal research Considerable Some None

b) Draft Court documents Considerable Some None

c) Draft other documents Considerable Some None
   (wills, trusts, contracts, etc.)

d) Client contact Considerable Some None

e) Contact with opposing attorney Considerable Some None

f) Contact with governmental Considerable Some None
   agencies/attorney

g) Court appearances Considerable Some None

h) Other Considerable Some None

9. Rank from 1-4 the factors which affected your decision to do this internship.
   ________ Learning opportunity
   ________ Contact/reference for future employment
   ________ Compensation
   ________ Other (Identify)
10. Characterize the amount and quality of judicial/attorney supervision you received?
   □ Excellent          □ Very Good          □ Adequate          □ Poor

11. What is your overall evaluation of the judge/attorney for whom you worked?

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Integrity</td>
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<td>Work Product</td>
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<tr>
<td>Professionalism</td>
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</table>

12. Characterize the degree of responsibility you had:
   □ Substantial  □ Considerable □ Some □ Not Much

13. Describe how this internship contributed to your professional development.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

14. Were you paid for your work? □ Yes □ No

15. Did you become a Certified Law Student? □ Yes □ No

16. Would you recommend this internship to other students? □ Yes □ No

17. Why/Why Not?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

18. Please comment on the clinical studies program at MCL.
# MONTEREY COLLEGE OF LAW
## CLINICAL STUDIES
### SUPERVISOR EVALUATION FORM

**Supervising Judge/Attorney:**

**Firm/Agency:**

**Area of Law:**

**Student’s Name:**

In order for Monterey College of Law to evaluate student performance in the clinical studies program, we ask the supervising judge or attorney to complete this form.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Poor</th>
<th>Unknown</th>
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<tbody>
<tr>
<td>1. Knowledge of the law</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<td>2. Research skills</td>
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<td>□</td>
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<td>3. Writing skills</td>
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<td>4. Oral communication skills</td>
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<td>5. Quality of work product</td>
<td>□</td>
<td>□</td>
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<td>6. Professional attitude</td>
<td>□</td>
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<td>7. Client relations</td>
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<td>8. Staff relations</td>
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<td>9. Assumption of responsibility</td>
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<td>10. Ability to work autonomously</td>
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<td>11. Ability to meet deadlines</td>
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<td>12. Overall ability</td>
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<td>13. Appearance on the job</td>
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<td>14. Attitude toward work</td>
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</table>

**COMMENTS:**

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**Date**

**Supervising Judge/Attorney**