

# ANDRE AGASSI FOUNDATION

## *I. OVERVIEW OF FIELD WORK*

The Andre Agassi Foundation (AAF) Externship Program will enable a student to develop an in-depth understanding of public foundation issues, including education, legislation, non-profit and legal issues, in addition to business, transactional and litigation matters. The student placed in AAF's office will work closely with the General Counsel, Stephen B. Panus, Executive Legal Assistant, Vicki Bryant and Governmental Affairs Director, Francisco Aguilar.

The program's primary goals include legal research and writing opportunities, litigation case assessment and management, foundation, education and legislation program management/participation. The externship will provide the student with the opportunity to conduct legal research, draft a variety of legal documents; participate/attend various board and staff meetings and activities; participate/attend fund-raising meetings and legal and educational strategy meetings/sessions.

## *II. DESCRIPTION OF FIELD WORK*

The Student will be given an opportunity to experience public foundation and non-profit practice under the direct supervision of the General Counsel and Governmental Affairs Director.

1. Students will review and assess legislation and assist with management and strategy decisions.
2. Provide legal research and analysis for attorney's use in responding to foundation, education, and non-profit-related issues.
3. Research substantive legal issues arising under State and Federal laws.
4. Draft and assist the attorney in drafting memoranda of law.
5. Research procedural and legislative issues arising under the Nevada and Federal Rules of Civil Procedure.

## *III. GENERAL REQUIREMENTS*

1. Eligibility and Prerequisites. Students must have completed all first-year courses and be in good academic standing. Student participation is subject to an interview with the General Counsel and Governmental Affairs Director.

2. Credit Hours. This program will provide up to seven (7) credits. The Externship Director, in consultation with the Field Supervisor, must approve the number of credits for each student. Students will not be required to be on-site during any examination periods.
3. Supervision. The General Counsel will act as the student's Primary Field Supervisor.
4. Confidentiality. Due to the sensitive nature of the business and information handled by AAF and AGH, the extern must execute an agreement of confidentiality with regard to all privileged information learned during the course of the externship.

#### IV. ACADEMIC COMPONENT

Writing Requirements - Externs will maintain a weekly journal and timesheet, which they will submit to the Externship Director. The log should include a description of the student's work, a record of the hours worked, and a discussion of substantive and procedural legal issues, professional responsibility issues, lawyering skills, and values as they arise in the context of the field work. Students are also required to submit at least two other memo assignments as instructed by the Externship Director.

#### V. EVALUATION

The field work for this course is graded on a Pass-Fail basis. Course work (1 credit) is on a Pass-Fail grading basis.

The Field Supervisor will evaluate each student's work by:

1. Conferring regularly with the student throughout the placement;
2. Reviewing and observing the student's work and conducting feedback sessions with the student; and
3. Evaluating the student's overall work performance at the end of the placement.
4. The Externship Director will evaluate each student's work by:
  - a. Conferring with the Field Supervisor;
  - b. Reviewing the student's journals, memo assignments and weekly timesheets;
  - c. Conducting at least one individual conference with the extern; and
  - d. Conducting on-site visits as required by law school policies and program need.

