

*SAVE - You will need this to complete reports throughout the semester.*

## **OBJECTIVES AND METHODS**

### **OFFICE OF GENERAL COUNSEL, ENVIRONMENTAL PROTECTION AGENCY**

**OBJECTIVE I** Learn the procedural aspects of federal administrative agency legal practice. Gain substantive knowledge of national environmental law. These laws include the Clean Air Act, the Clean Water Act, the Safe Drinking Water Act, the Federal Insecticide Fungicide and Rodenticide Act, the Toxic Substances Control Act, the Resource Conservation and Recovery Act, and the Comprehensive Environmental Response, Compensation and Liability Act (“Superfund”)

**METHOD** 1. Review statutes, rules, regulations and applicable cases.

**OBJECTIVE II** Learn about the role of an attorney as a legal advisor to a federal administrative agency.

**METHOD** 1. Conduct legal research and write memoranda of law on issues pending before the agency.  
2. Attend agency meetings and observe the role of the advisory attorney.

**OBJECTIVE III** If casework is available, students may develop proficiency in skills necessary for providing representation to a federal administrative agency in adversarial proceedings.

**METHOD** 1. Draft pleadings, motions and briefs.  
2. Conduct pretrial activities:  
a. draft discovery requests  
a. conduct witness interviews  
b. prepare pretrial stipulations  
c. anticipate evidentiary problems and prepare response

OBJECTIVE IV      Learn negotiation skills and alternative dispute resolution methods.

METHOD      1.      Attend negotiation session with supervising attorney.

OBJECTIVE V      Maintain awareness of progress in the externship program.

METHOD      1.      Make daily reflective entries in learning journals.  
2.      Write periodic papers on topics related to externship experience.  
3.      Participate in seminars.  
4.      Complete monthly reports on personal progress made during the externship.  
5.      Receive regular oral critique and monthly written evaluations from supervising attorney.