

SAVE -- You need to refer to this when completing reports throughout the semester

Objectives and Methods

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

Objective I: Learn substantive areas of Employment law

Methods:

1. Conduct research to determine the validity of claims under current cases and statutes
2. Obtain direction, supervision and resource materials from supervisors to carry out assigned tasks

Objective II: Learn about administrative procedures of the Equal Employment Opportunity Commission (EEOC) and the decision-making process in determining whether to proceed to litigation with a charge

Methods:

1. Draft investigatory determinations
2. Draft discovery demands
3. Assist attorneys in investigations

Objective III: Learn about employment discrimination investigations

Methods:

1. Review statutes and case law
2. Observe functions of investigative process
3. Interview Claimants
4. Assist attorneys in discovery and other technical aspects of investigation
5. Review investigative reports for legal sufficiency

Objective IV: Learn about how the EEOC operates as a whole

Methods:

1. Speak with attorneys and EEOC staff about the operation of the agency
2. Observe the various procedures the EEOC is responsible for executing
3. Read materials such as office pamphlets on the mission and operation of the EEOC

Objective V: Maintain awareness of progress in externship

Methods:

1. Make reflective entries in learning journals and discuss with faculty supervisor
2. Receive regular critique and written evaluations from supervising attorney
3. Complete student progress reports
4. Participate in seminars