Externship Program Information Sheet

Purpose and Educational Goals of Externships

Externships are intended to serve the following goals:
- to educate students about their professional responsibilities, including the Rules of Professional Conduct as well as their obligation to perform pro bono work as practicing attorneys
- to help students develop practical lawyering skills by carefully supervising students in real-world situations and thereby teaching them to integrate the theory of law with the practice of law
- to help students become aware of meaningful career opportunities, particularly in public interest and governmental settings, and to encourage a lifelong commitment to public service

Eligibility

Students must have completed one (1) full academic year of law school before participating in an externship. Students may apply during the first year of law school for externships beginning in the summer following the first year of study.

Application

Applying for an externship has two parts: School and Sponsor Organization.
- School: A completed and signed Externship Application should be submitted to the Externship Program as soon as students consider participating in an externship, whether or not the student has found a placement.
- Sponsor Organization: Applying for placement at Sponsor Organization is like applying for a job. Students may apply to sponsor organizations directly or through the Externship Program.

Approved Placements

All externship placements must be approved by the Externship Program before any student may begin working there for academic credit. Students may request review of proposed externship sites by submitting a Request for Approval of Sponsor Organization to the Externship Program Office by the deadlines posted on the Externship Program website.

Registration

Students do not self-register for externships. To be registered for an externship, a completed and signed (1) Externship Registration Form and (2) Confirmation Letter from Field Supervisor must be submitted to the Externship Program Office by the deadlines posted on the Externship Program website. After the required materials are received, the Externship Program Office will notify Academic Services to register the student for the externship and applicable seminar.

Supervision

Each extern must have both a Field Supervisor and a Faculty Supervisor. The Field Supervisor must agree to abide by the policies and procedures of the Externship Program. This includes providing the student with appropriate training and meeting regularly with the student to provide ongoing supervision and feedback. Students will be assigned a Faculty Supervisor designated by the Externship Program to evaluate their academic performance.

Seminar

In any quarter during which a student takes six (6) or more externship credits, the student must take an approved seminar concurrently.
Site Visit
A site visit is required for externships of six (6) or more credits.

Receiving Credit
Students must satisfy all of the requirements of the Externship Program in order to receive credit for an externship. Failure to meet any of the requirements of the Externship Program, including those established by the Field Supervisor and the Faculty Supervisor, will result in reduction or denial of credit.

Field Requirements:
- Perform all work assigned by the Field Supervisor in a professionally responsible manner in accordance with the relevant Rules of Professional Conduct governing the jurisdiction where the externship will take place
- Meet with Field Supervisor weekly to review and evaluate work performance
- Perform at least 30 hours of approved legal work for each credit student seeks to earn

Academic Requirements:
- Perform all work assigned by the Faculty Supervisor, including submission of written work, if assigned
- Attend the approved seminar and satisfy the requirements to receive credit for it
- Arrange a site visit

Final Requirements:
- Submit a Student Final Report and Time Log by the posted deadline
- Ask Field Supervisor to submit Evaluation to Externship Program

The Student’s Final Report and Time Log and Field Supervisor Evaluation will be given to the Faculty Supervisor for evaluation of the student’s performance.

Policy on Late Submissions
Students are expected to submit all assignments, both field work and academic work, on time.

Students should discuss all deadlines with their Field Supervisors to ensure that the clients’ and organizations’ needs are appropriately met throughout the course of the externship.

Students must also complete all work assigned by the Faculty Supervisor, by the established due dates. Assignments submitted after the due dates may be accepted at the discretion of the Faculty Supervisor.

Student Final Reports and Field Supervisor Evaluations are due two (2) weeks after the end of the quarter. Any requests for extensions of the final deadline must be made in writing and approved by the Director of the Externship Program before the last day of the quarter.