



EXTERNSHIP PROGRAM

STUDENT INFORMATION PACKET

Prof. Renata D. Turner
Director of Externships
1422 West Peachtree Street, N.W.
Atlanta, Georgia 30309
(404) 872-3593
(404) 873-3802 (FAX)
rturner@johnmarshall.edu

Table of Contents

I.	Introduction	3
II.	Mission	3
III.	Externship Goals	3
IV.	Course Description	4
V.	Student Eligibility	5
VI.	Field Placement Eligibility	6
VII.	Registration Procedure	7
VIII.	Approved Field Placements	7
IX.	Forms	<i>Error! Bookmark not defined.</i>
A.	Skills Self-Assessment	<i>Error! Bookmark not defined.</i>
B.	Pre-Registration	<i>Error! Bookmark not defined.</i>
C.	Placement Approval Request	<i>Error! Bookmark not defined.</i>
D.	Registration Form	<i>Error! Bookmark not defined.</i>
E.	Sample Timesheet	<i>Error! Bookmark not defined.</i>
F.	Placement Evaluation	<i>Error! Bookmark not defined.</i>

I. Introduction

Externships or field placements allow students the opportunity to integrate the theoretical knowledge learned in the classroom with the practical experience of on-the-job training. Unlike an internship, an externship allows a student to receive academic credit as they continue to learn outside of the classroom. The Externship Program at John Marshall Law School (JMLS) offers students a variety of field placements to enhance their legal education. Students who participate in the Externship Program gain the practical experience and confidence necessary to embark on a successful legal career.

II. Mission

The Externship Program's mission is to provide students with quality field placements that develop professional and practical skills while providing the academic support needed to ensure a successful on-the-job performance.

III. Externship Goals

The goals of the Externship Program are to:

1. Provide professional skills instruction in the following areas:
 - a. problem solving;
 - b. legal analysis and reasoning;
 - c. legal research;
 - d. fact investigation;
 - e. interviewing and counseling;
 - f. negotiation; and
 - g. organization and management.
2. Provide students with opportunities to develop their written and oral communications skills by:
 - a. drafting pleadings, legal memoranda and correspondence;
 - b. drafting transactional documents; and

- c. representing clients in formal and/or informal judicial and administrative proceedings.
3. Instill fundamental values of the legal profession by:
 - a. acquainting students with the rules governing attorney conduct in their jurisdictions;
 - b. enhancing students' abilities to recognize, address and resolve ethical issues in context; and
 - c. emphasizing the lawyer's responsibility to:
 - i. provide competent representation;
 - ii. promote fairness and justice;
 - iii. engage in an on-going process of professional growth and development.
4. Develop professional practice standards by encouraging students to:
 - a. invite critique by supervisors and peers;
 - b. engage in thoughtful self-assessment; and
 - c. reflect on and extrapolate from placement experiences and observations.
5. Promote students' understanding of the roles played by the various "actors" in the judicial system.
6. Promote students' understanding of the psychological and sociological factors that may affect an attorney's ability to be an effective counselor and advocate for his or her clients.
7. Provide opportunities for examining the application of legal doctrines learned in the classroom to the resolution of "real world" legal problems.
8. Expose students to importance of public service and the need for equal access and competent legal representation to all.

IV. Course Description

Second and third year students are assigned to work at pre-approved field placements under the supervision of judges or practicing attorneys in corporate legal departments, government agencies and public interest agencies. Field placements that involve litigation are open only to third-year students who are eligible to practice under Georgia's Third-Year Practice Act.

Students engage in a variety of tasks that assist them in developing sound lawyering skills in real-world situations. Field placements are supplemented by classroom sessions. The classroom sessions meet on a regular basis to enhance the student's externship experience. Discussion topics include goal setting, ethical issues, client confidentiality, getting useful feedback from supervisor and work-place challenges.

A. Credit Hours

Students in the program during the regular academic year must earn a minimum of two and no more than three credit hours per field placement. That translates into a minimum 94 working hours a semester or 3.6 hours a week per credit hour. During the summer, a student may earn up to six credits for participating in the Externship Program.

Students must record their hours on a weekly timesheet signed by the supervising attorney. The timesheets also require a brief synopsis of the work performed each week.

B. Grading

Externships are graded as pass/fail. Grades are based on classroom participation and the supervising attorney's assessment of the student's work. Note: No more than eight (8) pass/fail credit hours will be applied to the credit requirements for a J.D. Students taking other pass/fail electives may not be eligible for an externship.

C. Withdrawal

A student may withdraw from an externship only with the permission of the Externship Director and the Associate Dean. Since withdrawal from an externship may also mean withdrawing as counsel in a case, the rights of the client(s) affected will be a paramount consideration. JMLS Academic Code § 502(d).

V. Student Eligibility

Students must have completed all required first year courses, be in good academic standing prior and have at least a 2.00 GPA prior to enrolling in the Externship Program. After the field placement interview, students must be accepted by the field placement supervising attorney. Students are not allowed to receive any monetary compensation

from the field placements, with the exception of reimbursements for out-of-pocket expenses. Students accepting placements that will involve litigation must be eligible to practice under Georgia's Third-Year Practice Act, which requires a student to be regularly enrolled and in good standing in a law school in this state and to have satisfactorily completed at least two-thirds of the requirements for the first professional degree in law, a J.D. or its equivalent, in not less than four semesters or six quarters of residence. A Dean's Certificate will be sent to the supervising attorney for students practicing under the Act.

VI. Field Placements

All field placements must be approved by the Externship Director. Placements will be approved if they meet the educational goals and objectives of the Externship Program and provide supervision by a practicing attorney or judge.

JMLS has a list of placements available to students. These placements have been approved and expect to have students contact them for externships.

If a student is interested in a placement not on the list, they should contact the Externship Director with the placement's information. The Director will then contact and visit the office to approve it for the Externship Program.

In order to be approved, a placement must:

- Be a judicial clerkship or with a governmental agency, corporate legal department or a legal non-profit agency;
- Meet the educational goals of the Externship Program; and
- Provide direct supervision by an attorney.

NOTE: PLACEMENTS WITH A PRIVATE LAW FIRM OR PRACTITIONER ARE NOT ELIGIBLE FOR THE EXTERNSHIP PROGRAM.

Students must complete an individual goals sheet at the beginning of the semester listing their educational goals from the externship. The goal sheet must be signed by the supervising attorney and returned to the Externship Director. The weekly timesheets will be used to monitor whether the goals are being met.

Please note that while a paralegal or secretary may give you an assignment from an attorney, students cannot undertake projects assigned or supervised by non-lawyers. Neither law school policy nor the ABA regulations permit students to earn academic credit for photo-copying, typing or answering the telephone. While you may be asked to do one or all of these activities periodically, they cannot be a regular part of the placement experience. Students cannot earn credit for time traveling to and from their placement. However, time spent with the supervising attorney traveling to interviews, depositions, hearings or trainings can be counted toward their required credit hours. Supervisors are encouraged to take students with them to practice-related activities outside the office.

Students who feel that are not given appropriate assignments should contact the Externship Director immediately.

VII. Registration/Selection Procedures

1. Attend Externship Orientation Meeting

Meetings are held in March for summer and fall semester and October for Spring Semester

2. Complete and submit pre-registration form with preferred placements. (Students may interview for up to three (3) placements). Students must also submit a resume.

3. Director submits resumes to the placement's supervising attorney.

4. Attorney contacts Director with names of students selected for an interview. Director contacts students selected.

5. Student contacts placement to schedule interview.

6. Placement's supervising attorney contacts Externship Director with offers

a. Director contacts student with offers

b. Student declines or accepts by contacting the Externship Director and Placement supervisor

7. Register for Externship Class (660-3)

8. Supervisor contacts the student with start date and time. **If a student has not heard from the supervisor three weeks before the beginning of the semester, they should contact the attorney for the start date and time.**

