



EXTERNSHIP PROGRAM

SUPERVISOR'S HANDBOOK

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Introduction

Welcome to Atlanta's John Marshall Law School (JMLS) Externship Program. As a participating field placement, you are providing students with a valuable educational opportunity to integrate the theoretical knowledge learned in the classroom with the practical experience of on-the-job training. The following provides an overview of the program and your responsibilities as a supervising attorney. Please contact the Externship Director, Prof. Renata Turner, at (404) 872-3593 ext. 251 or rturner@johnmarshall.edu with questions, concerns, or requests for additional information.

Mission

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

III. Externship Requirements and Goals¹

- **Attorney Supervision**

All placements must be supervised by a practicing attorney or judge. While students may receive assignments through non-attorney staff members, students cannot undertake projects assigned or supervised solely by non-lawyers.

- **Educational Goals**

Externships must also meet the school's educational goals. Supervising attorneys are asked to sign a student's individual goal sheet at the beginning of

¹ Externships are governed by the American Bar Association's Standards for Approval of Law Schools, Standard 305.

the semester. Weekly timesheets will be used to monitor whether the goals are being met. Students will also complete a placement evaluation at the end of the semester describing how the placement did or did not meet JMLS' and/or their individual educational goals.

The educational goals of the John Marshall Externship Program are as follows:

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; and
 - 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 the importance of public service and the need for equal access and competent legal representation for all.

- **Non-legal assignments**

Neither law school policy nor the ABA regulations permit students to earn academic credit for photo-copying, typing or answering the telephone. While an extern 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.

- **Monetary Compensation**

Students are not allowed to receive any monetary compensation or fringe benefits from a field placement. Students are allowed to receive reimbursements for out-of-pocket expenses.

- **Private firms and attorneys**

As a general rule, students may only work for a judge, governmental agency, corporate legal department or a non-profit legal agency. Students are allowed to work for a private firm or attorney if they work solely on pro bono cases or projects. The pro bono cases must be referred to the attorney or firm by the court or a non-profit legal service provider. The supervising attorney must certify that no for-profit cases or work will be assigned to the student.

IV. Credit Hours and Grading

Unlike internships, externships allow a student to receive academic credit. 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. During the summer semester, a student may earn up to six credits. Students seeking two credit hours must work a minimum of 94 working hours or 6.7 hours a week in a 14-week semester. Students seeking three credit hours must work a minimum of 140 working hours or 10 hours a week. Since the summer semester is only seven weeks, students may need to double the number of hours listed above. Summer students are allowed to work beyond the seven weeks of summer classes; however, their work must be completed within fourteen weeks. Students track their hours on weekly timesheets that must be signed by the supervising attorney.

Externships are graded on a pass/no credit/fail basis. Grades are based on the supervising attorney's evaluation of the student including but not limited to the student's work habits, work quality, and professionalism. Grades are also determined by the student's participation in externship's classroom component facilitated by the Externship Director.

V. Student Eligibility

Students must have completed all required first year courses; be in good academic standing; and have at least a 2.00 GPA prior to enrolling in the Externship Program.

Students accepting placements that involve litigation must be eligible to practice under Georgia's Third-Year Practice Act², which requires a student to be regularly enrolled and in good standing in a law school in Georgia 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 directly to the supervising attorney once the above requirements are verified. Rising third-year students working at litigation placements the summer before their third year will be certified after spring semester grades are submitted and required credit hours are verified.

VI. Site Visits

JMLS requires site visits placement offices as required by the ABA standards. The Externship Director will contact supervising attorneys to arrange a site visit, when necessary, at a mutually agreed upon time.

VII. Student Selection

1. Students complete and submit a résumé and pre-registration form to the Externship Director with up to three (3) preferred placements.
2. The Externship Director sends the résumés of eligible students to the supervising attorney.

² Georgia Supreme Court Rule 93.

3. The attorney contacts the Externship Director with the names of students selected for an interview.
4. Selected interviewees contact the attorney to schedule interviews during the two-week interview period.
5. After interviews, the attorney contacts the Externship Director with offers. The Externship Director relays the information to the selected students who contact the attorney to accept or decline the offer.
6. The supervising attorney and the student confirm the start date.
7. All work begins at the beginning of the semester and must end no later than the end of the examination period for that semester. During the summer semester, students may extend their work schedule until the second week of August.

VIII. Evaluations and Feedback

Supervising attorneys are encouraged to give meaningful feedback to students throughout the externship. Attorneys should discuss evaluations with the student and offer suggestions for improvement. The attorney must complete two evaluations before the student can receive academic credit. The externs are responsible for getting the evaluation forms to their supervising attorneys when due. Mid-term evaluations are due seven (7) weeks into the semester. Final evaluations are due at the end of the semester. Supervising attorneys should contact the Externship Director immediately if there are any concerns with a student's behavior, conduct, or work product.

IX. Non-Discrimination Policy

It is the policy of John Marshall Law School not to discriminate on the basis of sex, physical handicap, disability, race, age, color, religion, national or ethnic origin, marital status, or sexual or affectional preference in its educational programs, admissions programs, employment practices, financial

aid, or other school- administered programs. John Marshall Law School also seeks to create and maintain an academic environment in which all members of the community are free from unlawful harassment.