



EXTERNSHIP PROGRAM

STUDENT HANDBOOK

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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.

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 and meaningful on-the-job performance.

Externship Goals

Students must identify learning objectives at the beginning of the semester. These learning objectives help to define educational goals for the externship. The learning objectives should be coordinated with the supervising attorney at the beginning of the externship. Keep in mind that these objectives may change as you learn more on site. The forum discussions and evaluations will be used to monitor whether the goals are being met.

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.

Course Description and Requirements

THIS IS A CLASS. In addition to working at field placements, students MUST complete the classroom assignments on TWEN. Students are given assignments and discussion topics including goal setting, ethical issues, client confidentiality, getting

useful feedback from supervisors, and work-place challenges. Student **must** also participate in online discussions in discipline specific forums with their fellow classmates. As a class, the externship is governed, in large part, by the same procedural requirements and schedules of any other class, including registration and drop/add deadlines.

A. Credit Hours

Students in the program must earn a minimum of two and no more than six credit hours per semester.¹ That translates into a minimum of 94 hours a semester or approximately 6.7 hours a week to a maximum of 282 hours or 20 hours a week.² The breakdown for the number of hours per credit is as follows:

2 credits	94 hours
3 credits	141 hours
4 credits	188 hours
5 credits	235 hours
6 credits	282 hours

Those students wishing to complete more than 6 hours in a semester must receive permission from the Assistant Dean of Experiential Learning and the Associate Dean.

Students must record their hours accurately on Symplicity weekly. Your supervisor will receive an email of the hours recorded. If your supervisor disputes the number of hours you are reporting we will accept the hours the supervisor reports. If this is a repeated problem you may be subject to academic discipline. Please be accurate in your reporting of hours. Remember that externships are reported on your Character and Fitness application for the state bar.

B. Grading

Externships are graded as Pass/No Credit/Fail.³ Grades are based on classroom participation in forums, TWEN assignments, and the supervising attorney's assessment of

¹ Some out-of- state externships may require more credit hours in a semester. Students must get prior approval from the Associate Dean before participating in such placements during the fall or spring semesters.

² Based on a 14-week semester.

³ See Section 501 of the Academic Code for a definition of "pass," "no credit," and "fail."

the student including but not limited to the student's work habits, work quality and professionalism. Students who are terminated or asked to leave a placement because of unprofessional or inappropriate behavior will fail the externship.

Note that no more than twelve (12) externship pass/fail credit hours will be applied to the credit requirements for a J.D.

C. Withdrawal

A student may withdraw from an externship only with the prior permission of the Assistant Dean of Experiential Learning. 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). Students are strongly discouraged from withdrawing from their externship. Students will be given permission to withdraw only under extreme and unavoidable circumstances.

There are times when a placement might experience circumstance that render it impossible for the student to complete the externship. In those circumstances the Office of Experiential Learning will do everything in its power to provide opportunities for the student not to lose the registered credits. If this situation arises, please notify the Office of Experiential Learning immediately.

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.⁴ 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 expense, such as parking and housing allowance in out of state placements. Students accepting placements that will involve litigation must be eligible to practice under Georgia's Student Practice Rule which requires a student to be regularly enrolled and in good standing in a law school in this state and to have satisfactorily completed legal

⁴ First year students are eligible after the summer between their first and second year. Part-time or evening students are typically eligible after their second year.

studies equivalent to at least two semesters of full-time study. A Dean's Certificate will be sent to the Office of Bar Admissions for students practicing under the Act once the requisite credit hours and GPA are verified by the Registrar and Associate Dean. Eligible students will then sign an oath affirming that they will support the Constitution of the United States and the Constitution of the State of Georgia; maintain the respect due to courts of justice and judicial officers; employ such means only as are consistent with truth and honor, and will never seek to mislead by any artifice or false statement of fact or law; will maintain and protect all confidences; and will in all other respects conduct themselves personally and professionally in conformity with the high standards of conduct imposed upon members of the State Bar of Georgia.

Field Placements

All field placements must be approved by the Assistant Dean of Experiential Learning. Placements will be approved if they meet the educational goals and objectives of the Externship Program. JMLS has a non-exhaustive list of placements available to students on the JMLS website. These placements have been approved and expect to have JMLS students contact them for externships.

If a student is interested in a placement not on the list, they must see the Assistant Dean of Experiential Learning prior to registering for the externship. The Assistant Dean will contact and visit, if necessary, 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 a practicing attorney.

Placements with private firms or attorneys are approved on a limited basis. Preference is given to private firms or attorneys that have a significant number of pro bono cases which a student can work on during their externship. Factors for approving a placement without pro bono cases include, but are not limited to, length of time the attorney or firm has been in practice, their reputation in the legal community and the primary areas of practice. Preferred practice areas include immigration law; family law;

alternate dispute resolutions; estates, wills and trusts; bankruptcy; health law, entertainment and sports law; and intellectual property. Students seeking approval for a private placement must submit a Private Placement Certification Form to the office at least 30 days before the first day of class in the semester the externship is requested. This form may be found on Symplicity and on the JMLS website.

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 they are not given appropriate assignments should contact the Dean of Experiential Learning immediately.*

Externship Pre-Registration and Interview Schedule

Summer/ Fall Semester - MARCH

Spring Semester - OCTOBER

NOTE: Students who do not participate in the above interview cycle may still register for an externship. However, they are responsible for securing a field placement. If the field placement is not already approved, the placement must be approved by the Assistant Dean of Experiential Learning before the student can register for the class.

NOTE: Some summer placements have January application deadlines. The office will do its best to notify you of such deadlines via Symplicity. Students are encouraged to research position of interests to determine applicable deadlines.

Placement Selection and Registration Procedures

Applying For Jobs:

Students have the option of finding a placement on their own (please see stipulations above for acceptable placements) or applying via Symplicity. A listing of approved placements is available at www.johnmarshall.edu.

Applying For a Job via Symplicity:

- Log-in at www.law-ajmls-csm.symplicity.com
 - Note: This is the same login that was assigned to you by the Career Development Department.
 - Please make sure that you have an updated resume on file. You will not be able to access the job posting until you have posted a resume, and have it approved by Career Development. You only need to upload one document.
- Click on “jobs & resume collection” button
- Click on “job posting”, then click the “Student- Externship (course credit)” option.
- Follow the instructions listed in the job profile.
- The employer can invite you to interview via Symplicity or other methods (email & phone).
- If you have been offered a position via Symplicity, you can either accept the offer or decline the offer.
- Once you accept the position, you can register for an externship.

If you find a placement on your own

- Please register via Symplicity.

***NOTE- Please, be mindful of the security needs and requirements of the placement.** Be sure to allow enough time for security clearances BEFORE the start of your externship. If your externship is delayed because of security clearance issues, you will be responsible for making up any lost hours. At the end of your placement, return security badges or other office property. Many placements will not submit final evaluations before you have returned security items; you will not receive a grade until such matters are completed.

How to Register For an Externship via Symplicity:

You must register for an externship via Symplicity. To register:

- Log-in at www.law-ajmls-csm.symplicity.com

- Click on the “Profile” tab
- Click on the “Externship” tab
- Click on “Add New Experience” button.
- Fill out the form. Please note that if you have not viewed the *Mandatory Externship Orientation* PowerPoint presentation, you will be prompted to do so. Once you view the presentation, click “yes” on the form to complete registration.
- You will **not** have to fill out a Student Action Request Form.
- Once you have filled out the form, the Experiential Learning office will approve your placement. Once approved by PBEL, your employer will automatically receive an email prompting them to verify your placement. Once your employer approves the placement, the registrar will add your externship course to your schedule.
 - Note: If for some reason, we (experiential learning dept., employer, or registrar) are unable to approve your placement, you will receive a note prompting you to take further action.
 - If you are asked to complete additional steps, you will need to edit your registration form and re-submit.
 - You must get permission in writing from Dean Boone to take more than 6 credits. You must also get permission from Dean Boon to overload courses for the semester.
- Once you are registered and approved for the externship course, you must join the TWEN class for that semester.

What Is The Difference Between TWEN And Symplicity?

Good question. Assignments and discussions will be posted on TWEN. Administrative items will be managed on Symplicity.

If this is your first externship, you will need to complete and submit the following assignments on TWEN:

- Review the syllabus
- Forum Discussion “*Before Your Externship Begins*”
- CALI Lessons: Covering Ethics in the Profession: Client or Not OR The Attorney’s Duty of Confidentiality & the Attorney Client Privilege
- Forum Discussion “*Work/Life Balances*”
- Overview of your experience
- Final Paper (5 or more credits)
- Practice Area Forums (recommended)

Extended, Second & Third Time Externs, you will need to complete and submit the following assignments on TWEN:

- Review the syllabus
- Overview of your experience
- Final Paper (5 or more credits)
- Practice Area Forums

All administrative forms will be submitted on Symplicity. All externs will complete and submit the following on Symplicity:

- Registration
- Track time worked (timesheets)- Please record your time weekly
- Mid-term evaluations (student & supervisor)- you and your supervisor will receive email reminders
- Final evaluations (student & supervisor)- you and your supervisor will receive email reminders

***Note-** In-person mid-term conferences with are required for all students. Sign-up sheets will be available on TWEN. Both student and employer evaluations are due **PRIOR** to your midterm conference.

Reflective Learning:

- A. Learning Objective Assignment - The first goal of the externship program is to improve your legal skills. These skills include problem solving, legal analysis, legal research, factual investigation, communication, counseling, negotiation, advocacy, work place management, and professionalism. Your placement may expose you to all or some of these skills. Consider which of these skills you want to gain from your externship experience and discuss. (Printout – Learning objective worksheet on Symplicity) Finalize with anticipated work schedule.
- discuss with supervisor
 - record in Symplicity as goals
- B. The second goal of the program is to develop an understanding of what it means to be a lawyer and a member of the legal profession. Specifically, your goal is to use this experience as a tool to help you shape your future as a member of the bar. The required journal entries and forum discussions provide an opportunity for you to reflect on your experience and its impact on your developing legal career.
- C. “Reflective Learning” describes the cycle of:

- Reflecting on practical experience
- Assessing positive and negative aspects of the experience
- Abstracting lessons learned and developing a plan, and
- Reapplying those lessons to future practice.

Reflective lawyers are constantly reassessing and seeking ways to improve. The externship class is designed in part to teach you the habit of reflection (and is such a key part of externship learning that the ABA requires it if course credit is to be granted).

- D. Self-Evaluations – you will submit a midterm and final self-evaluation – you will also submit a final paper at the end of the externship. Your supervisor will also submit a midterm and final evaluation. Self and supervisor evaluations will be completed on Symplicity. You must satisfactorily complete all assignments to receive a passing grade.
- E. There will also be a midterm conference to debrief with the externship professor. The order is self-evaluation – midterm evaluation with your supervisor – midterm conference with instructor. You can sign up for midterm conference on TWEN. If necessary, instructor may schedule an exit interview as well.

Working At the Placement:

- You must physically work at the placement office at least 10 of the 14 week semester.
- Report your hours on simplicity.
- The hour's requirement is a minimum. Don't appear anxious to get out of there as fast as you can. When your work is determined between you and your supervisor.
- Regardless of when you complete your hours, you must do whatever is necessary to complete outstanding assignments and transition them to the attorneys or other interns.
- When you count your hours include the hours on site, your preparation time, and any class time spent discussing the cases i.e. the forum discussions and reflective writing.

Student Conduct and Professionalism

Professional Responsibility and Ethics:

- A. Know the 3 C's of Basic Legal Ethics

- 1 Confidentiality (Do's and Don'ts)

- 2 Conflicts
- 3 Competence (How Far is Too Far – Unauthorized Practice of Law)

B. Professional Conduct

- 1 Zealous Representation
- 2 Truthfulness in Communications
- 3 Beyond Ethics
 - a. Work Ethic
 - b. Respect (Tone)
 - c. Attire
 - d. Communicate (Handout – Assignment Checklist Q’s)
 - e. Be prepared
 - f. Proofread, proofread, proofread
 - g. Constructive Criticism
 - h. Avoid office politics and gossip
 - i. Read carefully, Respond carefully

Students must conduct themselves in accordance with the Atlanta’s John Marshall Law School Code of Student Responsibility at all times during their externship. Students must be honest in reporting their work hours and conduct themselves professionally at all times. Students who fail to comply with these conduct requirements shall be in violation of the JMLS Disciplinary Rules and shall face disciplinary sanctions up to and including expulsion. Your externship is a job and should be treated as such. During your externship you are expected to:

Be on time (everyday!)

Dress appropriately (everyday!)

Be prepared (everyday!)

Should your supervisor fail to provide you with an assignment for the day, take the initiative by: asking for something to do, attending meetings, talking to other professionals, helping with clients. The bottom line is DO SOMETHING! During your externship it is okay to ask questions, to say “I don’t know” or to ask for help.

During your externship you can expect your on-site supervisor(s) to give instructions, feedback and suggestions. During the externship you can expect the Office of Experiential Learning to provide support to you and the placement supervisor. Should a problem arise do not hesitate to talk to the Assistant Dean or Program Administrator. Challenges might include: interpersonal conflicts, scheduling, inconsistent or no feedback, expectations too high. Ask for how to handle challenging situations in a timely manner. Do not wait until the end of the term. More often than not the challenge can be handled in a way that everyone wins.

Student Safety

Students are advised to use caution and common sense when traveling to and from their externship site and while working. Students should not go to crime scenes or places outside of the placement office to interview or serve clients or witnesses without a supervising attorney. Students should also avoid giving personal information to clients and witnesses. At all times students should be mindful of their surroundings and exercise caution.

Non-Discrimination Policy

Atlanta's John Marshall Law School does not discriminate on the basis of race, gender identity, gender expression, color, religion, national origin, sex, age, handicap or disability, or sexual orientation. The policy of the Association of American Law Schools, required of all AALS-accredited law schools, reinforces our long-standing practice. Accordingly, John Marshall Law School's placement services are expressly limited to employers willing to have their request for placement services, including posting notices, considered as an assurance of the employer's agreement to consider John Marshall's students without discrimination on the stated bases. In addition, the Law School requests that employers using our placement services also not discriminate on the basis of any other factor related to an individual's capacity to perform lawyering tasks.

Students should contact the Assistant Dean of Experiential Learning immediately if they feel that they are being harassed or discriminated against.

Westlaw/Lexis Policy

Please note that students are not allowed to use their Westlaw or Lexis accounts to conduct research for their externship. For more details contact Dean Ortega.

If you have any questions about the experiential learning program, please do not hesitate to contact:

Dean Bridgett Ortega
bortega@johnmarshall.edu
(678) 916-2678

Carolyn L. Roan
croan@johnmarshall.edu
(678) 916-2679

Office Hours:

Dean Ortega is available on Mondays, Wednesdays and Fridays from 10:30 am- 3:30 pm, and Tuesdays and Thursdays from 2:00 pm - 6:00 pm or by appointment.

Ms. Roan is available Monday and Wednesday from 9:00 am - 6:00 pm and Tuesday, Thursday and Fridays from 9:00 am – 5:15 pm or by appointment.

Our offices are located on the 7th Floor

If you have questions about Symplicity, please contact Carolyn Roan at croan@johnmarshall.edu.