



EXTERNSHIP PROGRAM

SUPERVISOR'S HANDBOOK

Office of Experiential Learning

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I. Introduction

Welcome to Atlanta's John Marshall Law School (AJMLS) 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 Assistant Dean of Experiential Learning, Professor Bridgett E. Ortega, at (678) 916-2678 or bortega@johnmarshall.edu or the Program Administrator, Carolyn Roan, at (678) 916-2679 or croan@johnmarshall.edu with questions, concerns, or requests for additional information.

II. 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 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 AJMLS' and/or their individual educational goals.

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

The educational goals of the 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 on a case-by-case 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; health law, alternate dispute resolutions; estates, wills and trust; bankruptcy; entertainment and sports law; and intellectual property.

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 typically no

more than six 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. Summer students are allowed to work beyond the seven weeks of summer classes; however, their work must be completed by the second week in August. Students track their hours on weekly timesheets that must be verified 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 Assistant Dean of Experiential Learning.

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 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 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.

It is understood that some placements still require that students be admitted under the Third Year Practice Act.

VI. Site Visits

AJMLS requires site visits to 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. 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. Supervisor evaluations will be completed on Symplicity. A link for the evaluation will be sent via email directly to you when the evaluations are 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. Please be advised that a student will not receive a grade until the Supervisor's evaluation is turned in. These evaluations are an integral part of the grading process.

VIII. 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.

IF YOU HAVE ANY QUESTIONS, CONCERNS OR SUGGESTIONS, PLEASE DO NOT HESITATE TO CONTACT US.

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**THANK YOU FOR PROVIDING OUR STUDENTS THIS OPPORTUNITY. WE
LOOK FORWARD TO PARTNERING WITH YOU.**