



ATLANTA'S  
**JOHN MARSHALL**  
LAW SCHOOL

Externship Orientation

# Externship Orientation



**Professionalism, Practice and  
Other Matters of Importance in  
Legal Externships**

# Purpose of Legal Externships

- Part of your legal education – gain hands on experience under attorney supervision & faculty guidance.
- Apply what you learn in the classroom.
- Build your portfolio of legal skills.
- Learn how to become a legal professional.
- Employers want: *Practical experience*.

# Externships vs. Internships

Externships	Internships
<ul style="list-style-type: none"><li>▪ <b>Actual class</b> with syllabus and mandatory assignments.</li></ul>	<ul style="list-style-type: none"><li>▪ <b>No class</b> or course assignments requirements.</li></ul>
<ul style="list-style-type: none"><li>▪ Externs earn <b>**academic credits</b> towards graduation for JD program for experience gained outside of classroom.</li></ul>	<ul style="list-style-type: none"><li>▪ Interns <b>do <u>not</u> earn academic</b> credits towards graduations for JD program for experience gained.</li></ul>
<ul style="list-style-type: none"><li>▪ Externships must be unpaid. <i>Exception: 3<sup>rd</sup> Party Fellowships and reimbursement of reasonable expenses.</i></li></ul>	<ul style="list-style-type: none"><li>▪ Internships may be paid, partially paid or unpaid.</li></ul>

**\*\* Students MUST pay regular tuition for externship credits**

# The Six-Credit Experiential Learning Requirement

The ABA's Standard 303 mandates that students complete at least one or more experiential courses totaling at least six credit hours.

## Experiential courses are

- Field Placements
- Law Clinics
- Simulation Courses (e.g. Trial advocacy, mediation, client interviewing, etc.)

# Field Placements

AJMLS students perform legal work under the supervision of a practicing attorney at approved placement sites:

## Approved Field Placement (Externship) Sites

■ Compliance	■ Legal Non-profits
■ Corporate Legal	■ Private Law Firms ( <i>limited</i> )
■ Government Agencies	■ Prosecutors' Offices
– Federal	– District Attorneys
– State	– Solicitor-General's
– Local	■ Public Defender's Offices

# Hot Externships

- **Criminal Defense**
  - Corey Martin & Associates
  - Peters, Rubin, Sheffield, Hodges
- **Employment**
  - Equal Employment Opportunity Commission (EEOC)
  - The Employment Law Solution
  - \*City of Atlanta Labor & Employer
- **Entertainment**
  - GA Lawyer for the Arts
- **Family Law**
  - AB Olmos & Associates
  - Jaffe Law
  - Atlanta Legal Aid – Family Law Unit
- **Government**
  - City of Atlanta - Office of the City Solicitor/Public Defender/D.A.
  - Fulton County Solicitor/ PD/DA
  - Cobb County Solicitor/PD/DA
  - Clayton County Solicitor/PD/Da
  - Douglas County Solicitor/PD/DA
  - Clayton County PD/Solicitor/DA
- **Nonprofit/Business**
  - \*\*American Cancer Society
- **Immigration**
  - Corey Martin & Associates
  - GAIN
- **Personal Injury**
  - Atlanta Personal Injury Law Group - Gore LLC
- **Sports**
  - GSU Athletics Compliance (Summer only)

# Clinics & Intensive Externships

Clinics	Requirements	Min. Credits (Each Semester)	Semester Offerings
AJMLS Landlord Tenant Hybrid Clinic	1-semester	4-credits	Fall & Spring
Micronesian Hybrid Externship	1-semester	3-credits	Spring
Fulton Landlord-Tenant Mediation Program	1-semester	2-credits	Fall, Spring & Summer
Micronesian Intensive Externship (Overseas)	1-semester	2-credits	Summer only
Veteran Law Externship	1-semester	3-credits	Fall, Spring & Summer
AJMLS Family Law Hybrid Clinic	2-semesters*	4-credits	Fall & Spring

*\* denotes consecutive semesters required.*

# Simulation Courses

Students register via MyAJMLS. Questions concerning simulation courses should be directed to Professor Judith Barger, Associate Dean for Academic Programs. \*Check the course schedule for active offerings.

Crs#	Course
210	Pretrial Practice & Procedure (Civil)
215	Transactional Drafting
217	Advanced Transactional Drafting
220	Trial Advocacy & Writing
225	Alternative Dispute Resolution & Writing
235	Advanced Appellate Advocacy
260	Criminal Pretrial Practice & Procedure
467	Integrated Criminal Practice

Crs#	Course
610	Law Office Management
620	Alternative Dispute Resolution
622	Mediation
630	Trial Advocacy
632	Depositions
650	Client Interviewing & Counseling
651	Negotiations

# Private Firm Policy

- Attorneys/firms not listed on the “**Recent Past Field Placements List**” must be vetted
  - Limited to specialized areas of law
  - Licensed/practicing for a minimum of 5 years
  - Externship must meet the criteria of an internship under the Fair Standard Labor Act.
- The attorney must complete and submit a *Private Firm Certification (PFC) Form*
- Certification forms are due at least 30 days before the start of the externship

# Paid Externship Policy

- AJMLS does not provide academic credit for paid or partially paid work

*Exception:* Scholarships and Third-Party Fellowship

- Renata Turner Public Interest Scholarship
- Equal Justice Works Legal Fellowships
- Peggy Browning Fellowship Program
- Janet Steiger Antitrust Fellowship Project
- Georgia Latino Law Foundation Fellows, etc...

# AJMLS Externship Program

## *Externship Program Requirements, Effective Fall 2021*

### **(a) Eligibility**

In order to enroll in a clinic or the Externship Program, a student:

- must have completed all required first-year courses
- Must have a minimum of 30 credit hours
- must be in good academic standing
- Summer between 1L and 2L year min. GPA 2.3

# AJMLS Externship Program

## (b) Externship Credit Requirements

A student is limited to the number of externship credits as indicated in the following schedule:

GPA	Total Maximum Number of Lifetime Externship Credits
Below 2.5	6
2.5 and above	Up to 9 credit hours Max *

Total maximum externship credits may be divided among multiple externships, subject to the approval of the Director of Externships. For approval outside of these requirements, submit a variance request to the Associate Dean for Academic Programs.

# The Externship Components

The Externship Program is a class with two components:

1. An off-campus field placement organization with direct attorney supervision; and
2. An externship class on Canvas

Class Components	Administrative Component
Administered via Canvas	Managed through 12Twenty
– Syllabus	– Externship Registration
– Class assignments ( <b>mandatory</b> )	– Evaluations (midterm and final)
– Midterm Conference	– Track Hours and log activities

**Site Visits:** May be requested with your supervising attorney to discuss the facilities, assignments, resources, administrative support, etc.

# The Externship Seminar Class

All extern students must participate in a companion externship seminar class

Learning from Practice (DD-665)	Advanced Legal Externship (D-660)
<ul style="list-style-type: none"><li>Students doing an externship for the 1<sup>st</sup> time. Taken only once.</li></ul>	<ul style="list-style-type: none"><li>Students doing an externship for the 2<sup>nd</sup> or 3<sup>rd</sup> time. Taken with multiple externships.</li></ul>
<ul style="list-style-type: none"><li>“Live” class + field placement<ul style="list-style-type: none"><li>Fall/Spring: Meets once a week for 1-hr</li><li>Summer: Meets twice a week for 1-hr</li></ul></li></ul>	<ul style="list-style-type: none"><li>“Canvas” class + field placement</li></ul>
<ul style="list-style-type: none"><li>Credit Hours: 1</li></ul>	<ul style="list-style-type: none"><li>Credit Hours: 0</li></ul>
<ul style="list-style-type: none"><li>Registration: via 12Twenty</li></ul>	<ul style="list-style-type: none"><li>Registration: not required</li></ul>
<ul style="list-style-type: none"><li>Grade: Pass/Fail</li></ul>	<ul style="list-style-type: none"><li>Grade: Pass/Fail</li></ul>

**Exemptions:** Students in the Fulton County Landlord-Tenant Mediation Clinic, AJMLS Landlord Tenant Hybrid Clinic, Micronesian Hybrid Externship

# Learning How To Become A Legal Professional

- Review the Georgia Rules of Professional Conduct to understand the legal rules that apply to the practice of law  
<http://www.gabar.org/barrules/georgia-rules-of-professional-conduct.cfm>
- Understand supervisor/supervisee roles
- Create your professional image
  - Dress
  - eProfessionalism
  - Attitude/Behavior



# Being A Legal Professional

- Respectful and courteous to **ALL** members of the office.
- Do not ask anyone to do work for you unless you've first cleared it with your supervisor.
- Set your hours with the supervisor and stick with it.
  - If something unexpected comes up, notify your supervisor.  
(Be early if you can)
- **NEVER** use the internet for personal use.
- Dress appropriately.
- Do not remove anything from the office without permission.

# Candor

- Rule 3.3 A lawyer shall not knowingly: make a false statement of material fact or law to a tribunal.
- Always, always, always tell the truth! (This includes things in your past that you are required to disclose prior to securing the externship.)
- More and more employers are conducting criminal background checks.

# Competence

- A lawyer shall provide competent representation to a client.
- Competence requires the legal knowledge, skill, thoroughness, and preparation reasonably necessary for the representation.
- If you don't know something.....ASK!

# Confidentiality

- Lawyer **shall not** reveal any information relating to the representation of a client.
  - All information related to the matter, except what is “*generally known.*”
    - Personal information that the client would not want to be disclosed.
    - Information learned from the client and other sources.
    - Information acquired before representation begins and after representation ends.
    - Notes/memoranda that the lawyer created relating to the matter.

(A good rule of thumb is do not discuss your externship work at all outside of the place you are working and only generally in the classroom with no client identifying information.)

# Getting the Most Out of Your Experience

## Being a Professional



# Interacting with Supervisors

- **Assignment Clarification:** What do you need to know about a project to increase the chance you will produce what the supervisor wants?
  - Deadline?
  - Jurisdiction?
  - What should be the final product?
  - How does this project fit into the larger picture of what the attorney is working on?
  - Who is my audience— will anyone else read what I give you?

# Assignment Clarification - continued

- How will you use the information I gather?
- Do you already have a similar product or format that I could use?
- Are there specific resources you suggest I start with?
- Is there anyone with expertise in this area who I should talk to?
- Memorialize in a short email what you understand is your assignment.

# Ask For Feedback

- Let supervisor know you want to be supervised.
- Do not accept comments that do not make sense to you or a cryptic - good job.
  - **Example:** *I would appreciate knowing why you eliminated the two cases and analysis from the memorandum. It would help me understand your reasoning so that I know what to do next time.*
- Remind supervisor of your specific learning goals and express that you would like to accomplish your goals.

# Concluding Your Externship

- Wrap up all unfinished projects with a memo to the file to update your work and what needs to be finished.
- Contact attorneys and other supervisors you've worked with to let them know your last day of externship, if applicable, progress report on projects.
- If you have multiple projects to finish, ask supervisor which one to prioritize and finish.
- Check with supervisor about use of product as writing sample.
- Ask your supervisor, other attorneys and managers if they are willing to be your references.
- Continue to touch basis with anyone you would like to maintain in your network.

# Biggest Complaints From Supervisors

- Tardiness
- Missing deadlines
- Lack of assertiveness (waiting for assignments instead of asking for them)
- Poor Communication
- Failure to ask questions
- Attitude (uncoachable)
- Inappropriate Attire

# Weekly Drop In

- We have a weekly drop-in time on zoom for all externship students.
  - Opportunity to network with other students doing externships.
  - Opportunity to share your experience (the good, the bad, the ugly.
  - Opportunity to ask questions to Attorney Abbott.
  - \*Only 1 drop-in will count per scheduled drop-in day

# Boundaries

- Maintain the student/supervisor relationship at an appropriate professional level.
  - Professional boundaries define effective and appropriate interaction. It protects **both** people.
  - Both people are responsible for them.
  - Setting boundaries include stating limits and expectations, maintaining consistency, respecting structure of the relationship.
  - Normal emotional reaction is to feel confused, ashamed, worried about consequences, and uncertain if you perceive the situation accurately.
  - Concerned about your reputation and future job potential. If it feels secretive in any way, it is an important signal there is a potential problem.
  - Not just sexual – oversharing, intrusiveness
  - Happens to men and women

# What To Do...

- Report the problem to us or appropriate authority right away.
- You have personal power – even though you are a student and don't feel like you have any!
- Even when you know yourself, you don't know what the other person might do
- Personal power comes from:
  - Knowing yourself
  - Behaving like a Professional, including dress
  - Having self-care skills

# Our Commitment To You

- We strive to provide a learning environment that maximizes the potential of each student.
- Take all complaints seriously.
- Conduct timely and appropriate fact-finding.
- Retaliation will not be tolerated.
- Enforce policies.



Login to continue to THE ADVOCATE

Email Address

Password

**Student/Alumni Log In**

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**12Twenty –  
The Advocate**

**<https://law-ajmls.12twenty.com>**

# STEP 1

- Have an approved resume in 12Twenty
- Complete an externship orientation
- Meet eligibility requirements
  - Have at least a 2.0 GPA
  - Complete all First-year courses
  - In good standing
  - Must have at least a 2.3 cumulative GPA to participate in the summer program between 1L and 2L years

# STEP 2

- Secure your externship placement
  - Minimum Requirement: Supervising attorneys must be licensed for at least 5 years, In Good Standing, and have no record of disciplinary history.
  - Discuss work tasks, office safety protocols, schedule, logistics, etc.
  - Discuss Learning Objectives (What do you want to learn?)

# STEP 2 - Learning Objectives

- Learning Objectives (REQUIRED FOR 12TWENTY). Refer to page 5 of the Externship Student Handbook for help on learning objectives.
  - **Learning Objectives** are the learning goals that have been agreed on by you and your supervisor.
  - **Learning Objective Tasks/Strategies** are how you will achieve your learning objective.
  - **Learning Objective Evaluation** is how you will measure your progress for that objective.

# STEP 2 – Placement Approval

- New Placement
  - Submit through 12Twenty
  - Private Firms require a certification form
  - Site visit required

# STEP 3 – 12Twenty & Docs

- Register on 12Twenty
  - Complete all required information
    - \*Field Placement Credits
    - \*Learning Objectives
  - MOU
  - Liability Waiver

# STEP 4 - Classes & Credits

- Classes (We will enroll you!)
  - Canvas
    - First-Time Extern: Learning from Practice
    - Returning Extern: Advanced Externship
- Credits on your transcript (We will enroll you!)
  - Learning from Practice (DD665) – Classroom (1 credit)
  - Externship (DD660) – Field placement
  - \*Returning externs will take a 0-credit course on Canvas

# Evaluations & Conference

- Midterm
  - Student Self Evaluation
  - Employer Midterm Evaluation
  - Midterm Conference (Student & Professor)
- Final
  - Student Program Evaluation
  - Employer Final Evaluation

# Timeline/Deadlines

- February 28 - Registration
- March 15 - Application Materials Due
- April 3 - 12Twenty Registration Due
- April 28 - Placement Confirmed
- May 1 - MOU & Liability Waiver Due
- May 22 - First Day of Classes
- May 26 - 2:00 pm - Drop Add Ends

# Tips

- Registration takes time...start early!
- Review the handbook
- Write clear learning objectives
- Use the supervisor's best contact info and include 2<sup>nd</sup> party (para, atty, etc.)
- Contact us for any questions & issues

# Contact Us...

## Office of Career Services and Professional Development

18<sup>th</sup> Floor

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