



AJMLS

Externship Orientation

Handbook

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Externships

Welcome to the Externship Program, your bridge between law school and the practice of law. Externships or field placements provide you with 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 you to receive academic credit for the education you gain outside of the classroom. The Externship Program at Atlanta's John Marshall Law School offers a variety of field placements to enhance your legal education as you gain the practical experience and confidence necessary to embark on a successful legal career.

The Mission

The mission of the Experiential Learning Program is to provide opportunities for students to develop their practical legal skills in real-world legal settings while providing them with the academic support and guidance needed to ensure a successful and meaningful on-the-job performance and a deeper insight into what it means to be a lawyer.

EXPERIENTIAL LEARNING REQUIREMENTS

Students matriculating at the law school after August 1, 2016, must earn six (6) credit hours in one or more experiential courses. Experiential courses include simulation courses, externships, and intensive externships. However, a student may not use an experiential course to also satisfy their upper level writing requirement.

EXTERNSHIPS

Externships allow students to learn and enhance their legal skills by combining classroom work with practical experience in the field. Learning from experience is critical for life long professional development.

Externship Program Overview

The Externship Program is a class with two components:

1. an off-campus field placement organization with direct attorney supervision; and
2. an externship seminar class conducted via Canvas.

You will extern with an approved supervisor and sponsor outside of the Law School while also taking a companion class here at the law school. Externships are paid or unpaid for-credit positions that entail working with a law firm, in-house corporation, government agency, court, or public interest organization.

Externships are unpaid for credit positions that entail taking an externship class at the Law School while working with a law firm, in-house corporation, government agency, Court, or public interest organization.

Student Externship Eligibility

Before a student can participate in the Externship Program, the student must:

- Have successfully completed 45 credit hours (including all first-year required courses)¹;
- Must have a at least a 2.3 cumulative GPA to participate in the summer program and must have at least a 2.7 cumulative GPA to participate in the spring and fall programs; and
- Must be in good standing (not on probation).

Part-time students are also eligible once they meet these criteria and are urged to plan ahead to create the time and schedule adjustment to take advantage of these opportunities.

- Students with a cumulative grade point average of 2.3 -2.699 may take up to a maximum of 6 externship credits during their tenure at the law school. These credits may be taken only during the summer session unless such student is in his or her last full academic year and otherwise meets the eligibility requirement to take an externship.
- Students with a cumulative grade point average of less than 2.3 are not eligible to take an externship.

¹ First year students are eligible during second semester of their second year. Part-time students are typically eligible during their third year.

Externship Credit Limits

Student may earn a total of nine (9) hours in externship credits towards their J.D. The number of externship credit hours is based upon a student's GPA, as referenced by the following:

GPA	Maximum Number of Lifetime Externship Credits allowable per student
Less than 2.3	0
2.3 - 2.7	Up to 6 credit hours <i>* Taken only in the summer semesters</i>
Greater than 2.7	9 credits maximum

Externship Orientation

Externship Field Placement Hours

Students must earn a minimum of two and no more than six credit hours in a semester. Students wishing to complete more than 6 hours in a semester must receive permission from the Associate Dean of Career Services and Professional Development and the Associate Dean of Academic Programs. Students are required to work a total of 47 hours for each credit hour. For example, in a 14-week semester a student must work 141 hours or approximately 10 hours a week for 3 credits.

Credits	Field Placement Hours Per Semester	Fall/Spring Hours Per Week	Summer Hours Per Week
2	94	6.71	9.40
3	141	10.07	14.10
4	188	13.43	18.80
5	235	16.79	23.50
6	282	20.14	28.20

Course Description and Requirements

THE EXTERNSHIP IS AN ACTUAL CLASS. In addition to working at field placements, first-time extern students MUST register for Learning from Practice and add the course on Canvas. Returning extern students MUST add the "advanced externship" course on Canvas and complete the journal assignments.

The Learning from Practice Externship seminar (CRS# D-665) is mandatory for all students participating in an Externship placement for the first time. The seminar is about learning from experience, specifically experience with lawyering. The course helps students: set goals and plan their experience, work under supervision, observe carefully, communicate effectively and reflect upon their experiences. Eligible students must be enrolled in an Externship (i.e. have a secured field placement), have successfully completed 45 credit hours, be in good academic standing and have at least a 2.3 GPA for summer and 2.7 for fall/spring.

The Advanced Legal Externship course (CRS# D-660), an "advanced" externship course, is mandatory for all students participating in an Externship placement for a second, third, or fourth time. Eligible students must be enrolled in an Externship (i.e. have a secured field placement), have successfully completed an externship, be in good academic standing and have at least a 2.3 GPA for summer and 2.7 for fall/spring

Students are given assignments and discussion topics including goal setting, ethical issues, client confidentiality, getting useful feedback from supervisors, and workplace challenges. In order to ensure that student assignments are properly recording on the Canvas system, students MUST access and complete

assignments by clicking “Assignments ,” located on the left navigation bar for the current semester’s externship class. 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.

Students must record their hours accurately with a description of the kind of projects they are engaged in on 12-Twenty 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 a repetitive problem you may be subject to academic discipline. Remember that externships are reported on your Character and Fitness application for the State Bar.

Field Placement Requirements

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

In order to qualify as an approved field placement site, the placement must:

- Be a judicial clerkship or a position with a governmental agency, corporate legal department, or a legal non-profit agency;
- Meet the educational goals of the Externship Program; and
- Be under the supervision of a practicing attorney with 5 years of experience.
 - Unless the placement is a J.D. preferred placement (i.e. compliance or regulatory) in which the supervisor must have 5 years of experience in the field.

Placements with private firms or attorneys are approved on a limited basis. Factors for approving a placement include, but are not limited to, length of time the attorney or firm has been in practice (5 years minimum), their reputation in the legal community and the primary areas of practice. Preference is given to private firms or attorneys that have a significant number of pro bono cases or work in specific areas.

Approval is also contingent on the firm certifying that the placement will meet the criteria for an unpaid intern as defined under the Fair Labor Standards Act.

Private Firm Certification forms are due at least 30 business days before the first day of class in the semester the externship is requested.

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 unless it is a JD Preferred placement determined by the Office of Experiential Learning. 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 or lunch breaks. 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 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 and expand your knowledge in the practice area. The journal entries and evaluations will be used to monitor whether your educational goals and objectives are being met.

The learning 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 ongoing 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 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 to all.

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. Finalize with anticipated work schedule.

- discuss with supervisor
- record in 12Twenty 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 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 as 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 program 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 12Twenty. You must satisfactorily complete all assignments to receive a passing grade.

E. There will also be a midterm conference to debrief with the externship instructor. The order is self-evaluation – midterm evaluation with your supervisor – midterm conference with instructor. You can sign up for midterm conference on Canvas. 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 12Twenty.
- The hour requirement is a minimum. Don’t appear anxious to get out of there as fast as you can. When you work is determined between you and your supervisor as well as your end date.
- 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, in court time, and any time spent traveling with your supervisor.

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 and the Georgia Rules of Professional Conduct 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 AJMLS 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.

Special Note for COVID 19

Externship students may be required to navigate this new reality related to COVID-19. Students are encouraged to take care of yourselves and your loved ones during this time. Students should receive specific guidance from the Externship supervisor. Please note this situation is evolving quickly, so we ask you to stay abreast of all communication from the Office of Career Services and Professionalism which runs the externship program and the administration, including checking your email several times a day. Our office has provided your supervisor with 12Tips to Engage with Remote Externs which provides guidance to them on how to work with you if you are working remotely. The 12Tips document will be uploaded in Canvas. Please review because it states the expectations of the law school if you are working remotely. Your safety is our #1 priority.

The usual preference for externs to complete work while at the site is waived due to the circumstances. If your placement office is working remotely, please ask your supervisor to communicate with you about the time frame to complete ongoing assigned work and the best ways to check in for feedback. Also, please share with your supervisor if you are struggling and feel free to reach out to us if you have any concerns.

Should you become ill or are fearful of working in your placement office for any reason, please notify your supervisor and our office immediately. Stay safe and stay well.

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, please contact Dean Ortega.

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 Associate Dean of Career Services and Professional Development immediately if they feel that they are being harassed or discriminated against.

INTENSIVE EXTERNSHIPS

Intensive externships offer direct experience under the supervision of both a professor and a supervising attorney.

Experiential education at AJMLS is more than simply learning from experience. Students are expected to integrate theory and reflect upon the impact of their experiences on their professional development. Intensive externships provide hands-on-legal experience to law school students and services to various clients. As they represent clients from the Metro Atlanta community and beyond, intensive externship students benefit from close guidance from faculty and supervising lawyers.

AJMLS Fulton County Family Law Intensive Externship

The Fulton County Family Law Intensive Externship is a two-semester externship for 4-credits each semester. This intensive externships operates out of the Fulton County Superior Court where students assist litigants with simple family law matters, participate in 30-day conferences, and make limited appearances on behalf of pre-screened clients.

Requirements:

Semesters: This is a 2-semester externship program (Fall and Spring).

Credit Hours: 4-credits minimum each semester

GPA: A minimum cumulative GPA of 3.0 or higher, and

Certification: Student Practice Act Certification.

Fulton County Landlord-Tenant Mediation Program

The Fulton County Landlord-Tenant Mediation Program allows students to earn 2 to 3-credits per semester for participation in the program. Students receive 20 hours of general civil mediation training and training in Landlord/Tenant Law, Section 8 and Public Housing Law before mediating cases. Participating students will mediate landlord/tenant disputes and other disputes later in the year, including cases handled in the State and Magistrate Courts; particularly small claim civil issues such as disputes between neighbors, consumers and businesses and creditors and debtors.

Requirements:

Semesters: This is a minimum 1-semester externship program (Fall, Spring, and Summer).

Credit Hours: 2-credits minimum each semester

Tax Law Intensive Externship – In Partnership with Georgia State University Law School

The Tax Law Externship offers students who have completed the Federal Income Taxation course an opportunity for hands-on tax law experience in a small firm setting, while under the guidance of a Georgia State University tax law professor.

Requirements:

Semesters: This is a minimum 1-semester externship program (Fall, Spring, and Summer).

Credit Hours: 4-credits minimum each semester

GPA: A minimum cumulative GPA of 3.0 or higher

Veterans Law Intensive Externship

Under the supervision of licensed attorney(s), externs will assist attorneys in conducting interviews, counseling veterans and addressing and resolving legal issues of veterans in the Metro Atlanta areas. There are two tracks Veterans Law externs may take (1) Civil Track; and (2) Criminal Track.

Requirements:

Semesters: This is a minimum 1-semester externship program (Fall, Spring, and Summer).

Credit Hours: 3-credits minimum each semester

Certification: Student Practice Act Certification

SIMULATION COURSES

The following are examples of experiential courses that satisfy the credit requirements for experiential learning and count toward the 6 hour experiential course credit requirement:

Crse#	Course	Credit
210	Pretrial Practice & Procedure (Civil)	2
215	Transactional Drafting	3
217	Advanced Transactional Drafting	3
220	Trial Advocacy & Writing	3
225	Alternative Dispute Resolution & Writing	3
235	Advanced Appellate Advocacy	2
260	Criminal Pretrial Practice & Procedure	2
467	Integrated Criminal Practice (Criminal Honors Program)	6
610	Law Office Management	2
620	Alternative Dispute Resolution	3
622	Mediation	2
630	Trial Advocacy	3
632	Depositions	2
650	Client Interviewing & Counseling	2
651	Negotiations	2
660	Externship	2-6

Registration for simulations course are handled via MyAJMLS and processed by the Registrar's Office. For questions related to these courses, please contact Professor Scott Boone, Associate Dean of Academics.

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FREQUENTLY ASKED QUESTIONS FOR EXPERIENTIAL LEARNING

Students who have any questions pertaining to the Office of Experiential Learning are welcome to speak with Associate Dean Bridgett Ortega directly at bortega@johnmarshall.edu or Mr. Paul Wilson, Experiential Learning Program Administrator at pwilson@johnmarshall.edu.

GENERAL QUESTIONS

What is an “Externship”?

An externship is a for-credit course, which includes both a law-related external placement (practicum) – supervised by an outside legal organization such as a court, nonprofit organization, or state or federal agency – and a seminar (colloquium). Enrolled students must pay regular tuition for all of the credits received through externships. For questions regarding tuition and financial aid, please contact the Financial Aid office directly.

Who is eligible for an externship?

Students who:

- have completed at least 45 credits including the first year of law study, either day or evening (for details, see First Year Required Courses (<http://www.johnmarshall.edu/ajmls-students/academic-affairs/course-descriptions/>))
- are in good standing (not on probation); and
- have at least a 2.3 cumulative GPA may participate in the summer program and or at least a 2.7 cumulative GPA may participate in the spring and fall programs

Transfer and part-time students can participate in the Externship Program under the same conditions as any other student.

What are Intensive Externships?

Intensive externships provide hands-on-legal experience to law school students and services to various clients. As they represent clients from the Metro Atlanta community and beyond, students benefit from close guidance from faculty and supervising lawyers.

AJMLS offers intensive externships in family law, tax law, and veterans’ law.

Applications for all intensive externships are due in the spring semester for the following school year.

Are Intensive Externships offered every semester?

No. Selected intensive externships are taught only in the fall or spring. A few externships are year-long and start in the fall semester.

Course	No. of Semesters Required	Fall Semester	Spring Semester	Summer Semester
AJMLS Fulton County Family Law Externship	2	Yes	Yes	No
Tax Law Externship	2	Yes	Yes	No
Veterans Law Intensive Externship – 1 semester required	1	Yes	Yes	Yes

How do I find a field placement?

Students are responsible for finding and securing their own judicial, governmental, corporate legal or legal nonprofit placements with the assistance of the Office of Experiential Learning if needed. For helpful tips on your search, see the *Applying for An Externship* section below.

I was hired for an “internship.” Can I turn it into an “externship?”

If the internship meets the Externship Program requirements (see Field Placement section below), a student can turn an internship into an externship at any time before the add/drop period ends by enrolling in an externship seminar and requesting approval to register for the field placement through the Externship Program website. Students cannot convert an internship into an externship after the add/drop period is over.

What's the process for turning an internship into an externship?

Once you've received and accepted a job offer, go to 12Twenty and complete the "Experiential Learning Secured Placement Contract" – an online registration that will request your contact information, employer information and direct supervisor information. You will also indicate on the application how many field credits you will be requesting, which depends on the amount of hours you will work at the placement. You must register for at least 2 field placement credits.

After seminars are posted, register for one of the Externship Seminar courses via the student portal.

- If you're externing for the first time, you must enroll in the "Learning from Practice Externship Seminar" (CRS# D-665).
- If you have externed before, you must enroll in the "Advanced Externship Seminar" Externship (CRS# 660).

Can I get paid and receive academic credit from the Externship Program?

No. Students are not allowed to receive any monetary compensation from the field placements, with the exception of reimbursements for out-of-pocket expenses incurred such as parking. Students may also receive pay via scholarships and third-party fellowships.

How are externships graded?

Students are graded as Pass/No Credit/Fail, which is based on participation in the Externship Course via Canvas, factoring in the site supervisor's evaluation of the student's work product, work ethic, general professionalism and the successful completion of work for the Externship Supervisor.

First Time Externs: one credit of the total externship credits is based on participation in the Learning from Practice externship course (CRS# D-665), factoring in the site supervisor's evaluation of the student's work product, work ethic, and general professionalism. The remaining credits are graded Pass/Fail and are based on successful completion of work for the Externship Supervisor at the placement.

Returning Externs: Students enrolled in the advanced externship course (CRS# 660) are graded as Pass/No Credit/Fail, which is based on participation in the Externship Course via Canvas, factoring in the site supervisor's evaluation of the student's work product, work ethic, general professionalism and the successful completion of work for the Externship Supervisor.

Students who are terminated or asked to leave a placement for any reason, including unprofessional or inappropriate behavior, will fail the externship.

Students who do not complete the Canvas course requirements will receive a grade of "F".

What happens if I decide to withdraw from my externship?

Students may withdraw from an externship only with the permission of the Associate Dean of Career Services and Professional Development and the Associate Dean for Academic Programs. See Section 502(d) of the Academic Code. Students should endeavor to honor all commitments made to their employer. 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. 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 circumstances that render it impossible for the student to complete the externship. In those circumstances, the Office of Career Services and Professional Development will do everything in its power to provide opportunities for the student not to lose registered credits. If this situation arises, please notify the Office of Career Services and Professional Development immediately.

APPLYING FOR AN EXTERNSHIP

What are the procedures for obtaining an externship?

Students are responsible for finding and securing their own judicial, governmental, corporate legal or legal nonprofit placements. Students may apply to pre-approved externships opportunities posted to 12Twenty or may seek out externship opportunities on their own.

- 1) If the placement offers to interview you, contact the appropriate person and schedule an interview.
- 2) If the placement is with a private/for-profit law firm or attorney, ask them to complete and return the *Private Firm/For-Profit Placement Certification Form* to the Externship Program Administrator to determine the placement's eligibility no less than 14 days prior to the first day of class for the upcoming semester.
- 3) Once an offer is made, contact the attorney to accept or decline the offer.
- 4) Coordinate the dates and times of employment with your new employer.
- 5) After you have secured a placement, register your externship on 12Twenty.

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.

What resources are available to help me identify a placement?

Start by generating a list of judicial, governmental, corporate legal or legal nonprofit offices that interest you as possible field placements where you might want to work.

Second, check internal and external resources for externship listings.

- a) **Internal:** Log onto 12Twenty to scan the list of externship opportunities under "**OCI and Job Listings**" submitted by offices looking for law student externs. Be sure to fine-tune your resume and cover letters. The Career Services Office is available to help with resume and cover letter preparation as well as mock interviews. Learn about the work of each externship site to which you are applying and tailor your application accordingly. Check each entity's application procedures and requirements and follow them. If you have not heard back within a week or two of sending your materials, follow up with a phone call. While some externship placements require student to apply directly to the organization, others participate in a centralized process whereby students submit material to 12Twenty .
- b) **External:** Search the PSJD.org or Idealist.org websites for public sector internship opportunities. Search USAJobs.gov for federal government internship/externship opportunities. Where available, search specific agency and organization websites for directions on how to apply for internship/externship opportunities. Many agencies have well-developed externship programs with very specific application procedures. Follow any published procedures. If you do not see a listing, contact the office directly and ask about openings for legal externs.

Third, make an appointment with the Office of Career Services and Professional Development staff for guidance and nonprofit and government searches.

Finally, think about the areas of law that interest you and contact Law School faculty in those areas to setup appointments to identify organizations that perform such work.

Can I do an Externship at a place that is not listed on the Approved Placement webpage?

Yes, students can seek an externship at a placement site that they find on their own. Once a student has secured a placement, the student must complete the *Exp. Learning Secured Placement Contract* via **12 Twenty**. If the placement is with a private/for-profit law firm or attorney, the student is responsible for urging the placement site to submit a completed *Private Firm/For-Profit Placement Certification Form* by the designated deadline.

How do I identify a Private Placement Externship?

A student interested in a Private Placement Externship is responsible for identifying both the law firm or office and an attorney at the firm or office who is willing to serve as a supervisor. The supervisor must agree to meet all

law school requirements for the Private Placement Externship including providing assignments and feedback, signing timesheets, assisting the student in identifying externship goals, and completing evaluations.

In addition, some law firms/attorney have been “pre-approved” for a private externship. Students may access the *List of Approved Private Placements* via [the externship webpage](#) – “[Information for Students](#)”. Students can apply to these firms directly.

All Private Placement Externships must be approved in advance at least 14 business days before the first day of class in the semester the externship is requested by Associate Dean Bridgett Ortega at bortega@johnmarshall.edu. The Associate Dean of Career Services and Professional Development will then contact the placement to determine whether the placement qualifies for externship credit.

Can I do an externship outside of Atlanta, Georgia?

Yes, during the fall, spring, and summer semesters, student can earn academic credit for an externship at a judicial, governmental, or nonprofit legal placement anywhere in the country.

How many externship opportunities can I apply to?

You can apply to as many opportunities as you are interested in. Please make sure you are willing to work in ANY opportunity you apply to.

Do I have to interview?

This is entirely dependent on the organization(s) you apply to. Some externship placements require interviews and background checks. Other organizations will make selections off resumes only. If you do need to interview, the organization will contact you directly to set up a time.

Can I decline an externship [job] offer that I have already accepted?

NO. Once you accept an externship [job] offer (verbal or written), you are obligated to fulfill that commitment.

REGISTRATION PROCESS AND OTHER ADMINISTRATIVE ISSUES

How do I register in the Externship Program?

Students who have secured an externship should register their field placements via 12Twenty (<https://law-ajmls.12twenty.com/Login>)

- 1) On the 12Twenty left navigation bar, click on "Experiential Learning", then click the "Add New Experience" button.
- 2) Fill out the Secured Placement Contract in its entirety.
- 3) Please keep in mind that the supervisor you list is the one we will contact for all communications from AJMLS including your evaluations, so it may be necessary for you to find out who those communications should go to.
- 4) The number of externship credit hours should reflect the number of “placement” hours you would like to receive.
- 5) When done, click the “Submit” button.

What if I don't know who my field supervisor is before applications are due?

Students must provide complete contact information (name, title, email address, and phone number) for either their field supervisor or the relevant human resources contact at the proposed field placement when applying to the Externship Program. Upon learning who your field supervisor is, you must promptly update the contact on your *externship registration* via 12Twenty and/or inform the program administrator during Add/Drop week.

Do I need to submit the Private Firm Certification form?

Students seeking an externship with a private law firm/attorney must receive approval BEFORE registering for the Externship Program. The Private Firm/For-Profit Certification Forms (found under the Document Library link) must be submitted to the Office of Career Services and Professional Development at least 14 business days before the first day of class in the semester the externship is requested.

I registered my Externship on 12Twenty but the class hasn't been added to my scheduled

The Office of Career Services and Professional Development will start to review externship registrations submitted to AJMLS 12Twenty in alignment with the impending semester registration dates. After your registration is approved by the Office of Career Services and Professional Development, your externship supervising attorney

will be asked to review and approve your Secured Placement Contract and to sign and return the Memorandum of Understanding (MOU).

After your registration is verified by the employer and your MOU is received, your Secured Placement Contract will be forwarded to the Law School Registrar, Ms. Ferebee who will then review your credentials (i.e., cumulative GPA, class level, and semester credit limits) to determine if you are academically eligible to participate in the externship course.

- If there are no issues, the Registrar will add the externship class to your course schedule for the semester.
- If there are any issues, you will be notified by email and need to respond promptly.

Please note, the externship review process may take up to three weeks or longer dependent upon how quickly information is received from your externship supervisor.

What is the Memorandum of Understanding (MOU)?

The Memorandum of Understanding (MOU) is a three way agreement between the field placement supervisor, the law student, and the faculty supervisor to ensure that everyone is on the same page and understands their roles and responsibilities. The MOU must be signed by the field placement supervisor and the law student before the student's externship registration can be submitted to the Registrar's Office. Fully executed MOUs may be submitted via email to pwilson@johnmarshall.edu, or faxed to 404-873-3802, or hand delivered to Dean Ortega or Paul Wilson in the Office of Experiential Learning; our offices are located on the 2nd Floor of the law school.

EXTERNSHIP SEMINARS

Will I have any responsibilities outside of my externship?

Yes, there is a mandatory classroom component in conjunction with your work experience. Students are required to participate in the online course on Canvas. Students must complete all reading assignments and submit journal entries on topics related to the practice of law. Students are also encouraged to use the discussion boards on Canvas to share experiences with the rest of the class. Students must also submit weekly timesheets and midterm/final evaluations.

What is the difference between Canvas and 12Twenty?

Good question. Assignments and discussions will be posted on Canvas. Administrative items will be managed on 12Twenty.

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

- Review the syllabus
- CALI Lessons: Covering Ethics in the Profession
- Weekly assignments
- Midterm conference
- SOAR exercise
- Final Assignment

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

- Review the syllabus
- CALI Lessons
- Journal Assignments
- Midterm Conference
- Final Journal Assignment

All administrative forms will be submitted on 12Twenty. All externs will complete and submit the following on 12Twenty:

- Registration
- Track time worked (timesheets) - Please record your time and your tasks for the week
- 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 the Associate Dean are required for all students in the Advanced Externship class. Sign-up sheets will be available on Canvas. Both student and employer evaluations are due PRIOR to your midterm conference.

FIELD PLACEMENTS

What qualifies as an externship field placement?

Requirements for field placements include the following:

- The field placement must be in a judicial internship or a position with a governmental agency, corporate legal department, or a legal non-profit agency;
- The field placement must meet the educational goals of the Externship Program;
- The student must be supervised by a judge or a licensed attorney;
- The position must be unpaid
- The student must be physically present in the legal office and in the same location as the attorney supervisor.

Can I extern at a law firm?

Placements with private firms or attorneys are approved on a limited basis. For-profit law firms will be approved only if the student is assigned exclusively to pro bono matters. Pro bono matters are those falling under fee-shifting statutes for which the client is not charged anything up front (except a minimal amount toward costs). This includes contingency fee cases. Firms may not charge for the students' time. All students externing with a for-profit law firm must speak to a member of the Externship Program staff prior to obtaining approval.

Are there a maximum number of Externship credits I can count towards the completion of my degree?

Students may earn a total of nine (9) hours in externship credits towards their J.D. Students must earn a minimum of two and no more than six credit hours in a semester.

Can I count hours/week worked at my field before the start of the semester (or summer session)?

Students can begin working toward their hours/weeks requirements from the first day of regular, semester-long classes (or first day of summer session). Students must complete their hours/weeks requirements by the last day of classes.

How many credits am I eligible to receive from an externship?

Students in the program must earn a minimum of two and no more than six credit hours per semester. 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 in a 14-week semester. Summer students can work beyond the 10 week class schedule. Students are required to track hours weekly of times they work at their externship site with a description of the kind of projects they are engaged in. This requirement encourages students to get in the habit of tracking their hours and to think about how they are allocating their time. The supervising attorney will verify students' hours at the time of the midterm and final evaluations. *NOTE: Students may earn up to nine (9) hours in externship credits towards their J.D. Externship hours do not count toward your total pass/fail allotment. (Please see §707 of the Academic Code for more details).*

How many hours do I have to work each week on site?

Hours must be completed during the semester that the student is participating in the externship seminar. To optimize the experience, extern students must work on site and may not work remotely.

Credits	Field Placement Hours Per Semester	Fall/Spring Hours Per Week	Summer Hours Per Week
2	94	6.71	9.40
3	141	10.07	14.10
4	188	13.43	18.80
5	235	16.79	23.50
6	282	20.14	28.20

Notes:

- During holiday weeks, externs do not have to make up the hours missed at their site. Please also remember that excusable holidays are determined by the sponsoring agency, not by Atlanta's John Marshall Law School.

- You may not front-load your hours. For example, you may not work all of your required externship hours during the first six weeks of the fall/spring semester and take the rest of the time off.
- Externs may work through the last day of final exams for the semester.

Can I work more than the required hours per week (i.e. more than 6 or 20 hours)

To earn academic credit for the fieldwork experience, students must work at least 6 hours per week for 2-credit field placements or at least 20 hours per week for 6-credit field placements. Students may work additional hours beyond the minimum number of hours required by the Externship Program, but no additional academic credit will be granted. Additionally, students whose total hours worked exceed the Externship Program's requirements may be eligible to apply the additional hours worked to their Pro Bono hours. Students may submit Pro Bono hours online via 12TWenty under “**Experiential Learning**”. To determine whether your field placement qualifies for the Pro Bono Pledge, please contact Associate Dean Bridgett Ortega in the Office of Career Services and Professional Development at bortega@johnmarshall.edu.

Can I do an externship and law clerk position in the same semester?

No. You can only participate in one position (externship or paid/volunteer position) at a time.

My field placement requires a security clearance and/or background check. What do I do?

Students must be fully eligible to start work at their field placement (i.e., security clearance and/or background checks complete) by the day before Add/Drop ends or they will be dropped from the Externship Program and companion seminar.

My field placement requires that I submit a Volunteer Service Agreement, certifying my student status. What do I do?

Please submit the Student Volunteer Service Agreement to the Office of Career Services and Professional Development either in person (1422 Bldg., 2nd Floor) or by email to pwilson@johnmarshall.edu. Please allow 1-2 business days for processing.

Other Questions

Do I need a Student Practice Certificate?

Only students accepting placements that will involve litigation (i.e., Prosecutor, Solicitor, or Public Defenders Offices) are required to have a Student Practice Certificate. To be eligible under Georgia’s Student Practice Act, a student must be regularly enrolled, have at least a 2.0 cumulative grade point average, and have satisfactorily completed at least 30 credits of the requirements for a J.D. Please visit the *Registration under the Student Practice Act FAQ* page (<http://www.johnmarshall.edu/studentpracticerulefaq/>) and contact Associate Dean Barger (jbarger@johnmarshall.edu) if you have additional questions. Please note that Prosecutor’s Offices i.e. District Attorneys and Solicitor’s Offices still require certification under the 3rd Year Practice Act which requires students to be sworn in by a judge in the jurisdiction. The placement will arrange for this to happen if you are eligible.

May I use my Lexis and Westlaw passwords to perform research for the benefit of the externship?

No. Students are not allowed to use their Westlaw or Lexis accounts to conduct research for their externship.

Can I still do an Externship even if I've missed the Externship Registration deadline?

If you are interested in doing an externship, you must inform the Office of Career Services and Professional Development by the semester Add/Drop Deadline. **Specific dates for these deadlines will be listed under the Announcements section of 12 Twenty.** Please note that even though deadlines for externships are in place, it is best to apply as soon as possible. Your choices in externship placements decrease significantly if do not begin the application process early. Please be aware that many externship placements have their own internal deadline.

Unanswered Questions?

Contact Paul Wilson (pwilson@johnmarshall.edu) with logistical or externship job postings questions. For substantive or experience questions, contact Dean Ortega (bortega@johnmarshall.edu).



Memorandum of Understanding

Externships are a three-way relationship: The law student performs legal work that is assigned, supervised, and evaluated by the field placement supervisor(s). The faculty supervisor monitors progress of the student's professional development, teaches, and grades the work assigned in the student's classroom component with input from the placement supervisor.

Considering the COVID-19 coronavirus pandemic, the Atlanta's John Marshall Law School Externship Program will permit students to receive course credit for a fully remote placement for the Spring 2021 semester. Remote placements are not favored, and we encourage field placements and students to do in-person placements whenever possible, practical, and safe.

In the event a fully remote placement occurs, all parties involved in such a placement – the student, the field placement organization and supervisor, and Atlanta's John Marshall Law School Externship Program faculty member(s) involved in that placement – must agree to all the below supplements to the Atlanta's John Marshall Law School Externship Program standard field placement memorandum of understanding:

1. The remote placement experience must be comparable to the experience that student would have had if the student had been working in person at the host organization.
2. Students must complete the same minimum hours as usual for an Atlanta's John Marshall Law School Externship Program field placement. In the event a student cannot complete their required hours, the student may (a) be required to take an incomplete and earn the hours at a later date, or, if this is impossible, (b) receive a grade of No Credit in the course.
3. Students will meet frequently with their placement supervisors throughout the spring (the minimum frequency to be once per week). These meetings will be held, whenever possible, in a virtual meeting space and not only by telephone (i.e.; via Zoom, Skype, Microsoft Teams, etc.). Atlanta's John Marshall Law School Externship Program faculty can and will arrange Zoom meeting rooms for such supervision meetings if necessary.
4. Placement hosts will endeavor whenever possible to give students opportunities to observe court proceedings, participate in client/staff/strategy meetings, and other appropriate and timely professional activities via conference call, web-conference, or other similar remote work tools.
5. Students will be able to have access to necessary documents and systems in a way that protects confidentiality and security concerns.
6. The student, with the guidance of their supervisor, will develop and write a plan that outlines the student's goals, planned work projects/assignments for the spring, and the ways in which the student and supervisor will interact. This plan will be submitted to the Atlanta's John Marshall Law School Externship Program faculty member supervising that student's spring course.

7. Supervising attorneys will continue to provide students specific, individualized, and timely feedback on each assignment. Supervising attorneys will complete a mid-term and a final written evaluation for each student.
8. The host placement organization will designate a supervising attorney or judge who could take over supervision of the externship in the unfortunate circumstance where a supervisor falls ill.
9. Atlanta's John Marshall Law School Externship Program faculty will be available during regular business hours throughout the spring semester to provide mentoring to students and guidance to field placement supervisors.
10. The "course component" of the field placement will be held fully online on **Canvas**. Students must participate in the course component and any orientations as normal, and must complete all coursework as assigned.

Furthermore, In recognition of the variability of the threat posed by COVID-19, and various governmental orders and regulations related to COVID-19, AJMLS will allow students to proceed with a for-credit externship and complete the fieldwork onsite if the student and externship supervisor verify the following:

1. That in-person activities to be performed as a part of the externship do not violate relevant federal, state, or local laws, regulations, or orders related to COVID-19.
2. That the externship site will comply with all relevant safety guidance from the Centers for Disease Control and state and local health authorities regarding workplace health and safety then in effect, such as social distancing, size of gatherings, and face coverings.
Please describe below or provide a link to or copy of the site's COVID-19 safety plan.
3. That the externship site will permit the student to complete the externship remotely if the site closes for health or safety reasons during the Spring 2021 semester or if the student or family member falls ill or must self-isolate due to COVID-19 or another infectious disease.

By signing below you certify that:

- You have read and understand the terms and conditions stated above;
- You have been given authority to ensure that externs receive appropriate work assignments, supervision, and feedback, consistent with the description provided above as amended by each student's learning objectives and opportunities for performance;
- You will ensure prompt completion of midterm and final evaluations, and prompt cooperation and communication with the faculty supervisor and externship program administrator as requested;
- You will comply with all rules promulgated by the Law School regarding externships, and all applicable federal and state laws, regulations, and Georgia Bar rules;
- You will not compensate the student, except for reasonable incidental expenses (e.g. parking, mileage, photocopying, etc.);
- It is your responsibility to comply with all relevant safety guidance;
- You will not bill out or otherwise claim compensation for the student's work to clients or other third parties;
- You will provide malpractice insurance coverage of the student's work to the same extent that you provide for other non-lawyers working in your office on legal matters; and

- Unless you are an organization for whom individuals are permitted to volunteer under the Fair Labor Standards Act, no extern will displace an employee whom you would ordinarily have to compensate for the same work, whether on a full-time or part-time basis.

For the Placement Organization:

Placement Organization: _____

Supervisor's Name: _____

Title: _____

Signature & Date: **X** _____

COVID-19 Policy (Enter description or paste link):

For the Student:

Student's Name: _____

Signature & Date: **X** _____

For Atlanta's John Marshall Law School Externship Program:

Name: Bridgett E. Ortega

Title: Associate Dean, Career Services & Professional Development

Signature & Date: **X** _____

Please email the completed form to Assoc. Dean Bridgett E. Ortega (bortega@johnmarshall.edu) and Mr. Paul Wilson (pwilson@johnmarshall.edu)



Hello:

I know that adaptations to externships can be quite complicated and disruptive, and we are invested in helping you meet program requirements, grow your skills, serve the community, and stay safe during the Coronavirus pandemic. This letter is to confirm our communication as it relates to in-person field work at your externship site for the Spring 2021 semester. Atlanta's John Marshall Law School (AJMLS) is concerned that in-person work at field placements and internships will pose significant risk of exposure to the Coronavirus (COVID-19). As such, the default practice for Spring 2021 legal externships at AJMLS involves remote working.

However, you have indicated that that you desire to participate in in-person fieldwork at your externship site and our program and AJMLS more broadly honors this personal decision. Because this is an important decision, we want you to read through and acknowledge the below information before our program begins counting in-person field hours toward your externship. Please reply and acknowledge that:

You have conducted your own research and discussed your plans carefully with a member of our externship program team who has vetted your externship site in accordance with recent university recommendations.

Your externship placement has confirmed with you that it will operate in compliance with local, state and federal governmental authority mandates relating to COVID-19 and has the capacity to offer the externship to you under these local, state, and Federal mandates.

You understand the heightened risk of conducting in-person fieldwork, and you are individually making the decision to participate in the in-person externship despite the risk of contracting the Coronavirus (COVID-19) and despite warnings from AJMLS that in-person externships pose a significant risk to your health and safety and that of your family and friends.

You understand that due to the fluidity of the public health crisis, there is no assurance that the in-person fieldwork will be completed, and that receipt of acceptable externship hours could be delayed. (Note: this does not mean that remote work could not be completed if in-person fieldwork no longer becomes an option).

You understand that if you develop symptoms of the Coronavirus (COVID-19), contract the virus, or are in contact with someone who contracts the virus, your access to the AJMLS may be restricted in accordance with applicable law school policies and procedures, and state protocols.

Please reach out to myself or Mr. Paul Wilson of the AJMLS externship program team if you have questions about the content of this letter. If you have no further questions, please sign below to confirm that you willfully choose to participate in-person at your externship site in Spring 2021 and accept all associated risk and responsibility.

Thank you for your prompt response. I wish you a productive, meaningful, and healthy spring semester.
Best,

Bridgett E. Ortega,
Associate Dean, Career Services and Professional Development

Student Name (Print)

Student Signature

Date



Office of Experiential Learning

Developing Lawyers through Experience and Service

PRIVATE FIRM PLACEMENT POLICY

Placements with private firms or attorneys are approved on a limited basis. Factors for approving a placement include, but are not limited to, length of time the attorney or firm has been in practice (5 years minimum), their reputation in the legal community and the primary areas of practice. Preference is given to private firms or attorneys that have a significant number of pro bono cases or work in specific areas. You can find our policy and form online at:

<https://www.johnmarshall.edu/ajmls-students/career-services-professional-development/externships/information-for-supervisors/>

Preferred practice areas include:

- Alternate Dispute Resolution
- Bankruptcy
- Criminal Law
- Entertainment
- Family Law
- Health Care
- Immigration Law
- Intellectual Property
- Sports Law
- Taxation
- Trusts And Estates
- Wills

Personal injury placements will not be considered unless the law office or attorney practices other areas of law that the student can work on or pro bono cases that the law firm or office has taken on. Only plaintiff's personal injury will be considered for possible placement.

Approval is also contingent on the firm certifying that the placement will meet the [criteria for an unpaid intern as defined under the Fair Labor Standards Act](#). Among other things, the office must certify that the externship is for the benefit of the student's educational experience and that the student will not be paid or entitled to a job as a result of the externship.

Private Firm/For-Profit Certification forms are due at least 30 business days before the first day of class in the semester the externship is requested.



Office of Experiential Learning

Developing Lawyers through Experience and Service

PRIVATE FIRM / FOR-PROFIT PLACEMENT CERTIFICATION FORM

If you are interested in having a student extern in your office, please complete and return the following to the Office of Experiential Learning. We will follow-up with you within two weeks of receipt to finalize the approval process. If you have questions or concerns, please contact Assistant Dean Bridgett Ortega at (678) 916-2678 or bortega@johnmarshall.edu. **Private Firm/For-Profit Certification forms are due at least 30 business days before the first day of class in the semester the externship is requested.**

Firm Name: _____

Supervising Attorney: _____

Address: _____

Telephone: _____

Email: _____

Firm Size: Sole Practitioner 2-49 attorneys 50-100 attorneys 100+ attorneys

Major Practice Area(s): _____

Please initial where appropriate:

_____ **the office has pro bono cases referred by a legal service provider.**

_____ **the firm will not bill out or otherwise claim compensation for the student's work to clients or other third parties.**

_____ **the student will work on cases related to one of the following specialized practice areas:**

- | | |
|---|--|
| <input type="checkbox"/> Alternative Dispute Resolution | <input type="checkbox"/> Immigration Law |
| <input type="checkbox"/> Bankruptcy Law | <input type="checkbox"/> Intellectual Property |
| <input type="checkbox"/> Criminal Law | <input type="checkbox"/> Sports Law |
| <input type="checkbox"/> Entertainment Law | <input type="checkbox"/> Taxation Law |
| <input type="checkbox"/> Family Law | <input type="checkbox"/> Trusts and Estates |
| <input type="checkbox"/> Health Care Law | <input type="checkbox"/> Wills |

_____ **the supervising attorney(s) is/are in good standing with the State Bar of Georgia.**

_____ **there are no current or past disciplinary actions against the supervising attorney(s).**

Please complete the next page

_____ **the student will not receive compensation.**

_____ **the externship meets the criteria of an internship program under the fair labor standards act in that:**

1. The externship is similar to training which would be given in an educational environment;
2. The externship experience is for the benefit of the student, not the employer;
3. The student will not displace regular employees, but will work under close supervision of existing staff;
4. The employer derives no immediate advantage from the activities of the student and may occasionally even be impeded by those activities;
5. The student is not necessarily entitled to a job at the conclusion of the externship; and
6. The employer and student understand that the student is not entitled to wages for the time spent in the externship.

_____ **I understand that a site visit may be required and agree to be available for a scheduled visit during the semester.**

_____ **I certify that the student is not a relative or any attorney or staff person at the firm.**

_____ **I agree to supervise the student in accordance with the guidelines of the Atlanta John Marshall Externship Program. Please send an email request to pwilson@johnmarshall.edu for a copy of the Supervisor's Externship Handbook for
A complete list of guidelines and policies.**

Supervising Attorney: _____

Supervising Attorney's Signature: _____

Date: _____

Please return the completed form by email to pwilson@johnmarshall.edu or by facsimile to (404) 872-3802

FOR OFFICE USE ONLY

_____ Date Received _____ Law School _____ State Bar/Admission Date _____ Disciplinary History _____

_____ Contact Follow-up _____ Certification Reviewed by _____ Approved: Yes No

Additional Notes:



EXTERNSHIP REGISTRATION INSTRUCTIONS

- On the 12Twenty left navigation bar, click "**Experiential Learning,**" and then click the "**Add New Experience**".
- Fill out the *Exp. Learning Secured Placement Contract* (12Twenty registration) in its entirety.
- Please keep in mind that the supervisor you list is the one we will contact for all communications from AJMLS including your evaluations, so it may be necessary for you to find out who those communications should go to.
- The number of externship credit hours should reflect the number of "placement" hours you would like to receive. For instance, if you would like to receive 3 placement credits, your Externship Hours will be 141 (3 credit hours); this works out to about 14.25 hours per week that you would need to work over a 10 week long summer semester.
- When done, click the "Submit" button.

OFFICE OF EXPERIENTIAL LEARNING

1422 W. Peachtree St NW
Atlanta, Georgia

(678) 916-2679 ph
(404) 873-3802 fax

www.johnmarshall.edu/ajmls-students/externships/