



AJMLS

Externship Student 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 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 30 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 between 1L and 2L years
- Must be in good standing (not on probation and all fees and tuition current).

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 2.5 and above may take up to a maximum of 9 externship credits during their tenure at the law school.

Students with a cumulative grade point average of less than 2.5 are eligible to take up to a maximum of 6 credits of externship.

Externship Credit Limits

Students 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 2.5 | 6 |
| 2.5 and above | Up to 9 credit hours |

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

| | |
|--|-------------------|
| | 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 all first-year courses, have 30+ credit hours, be in good academic standing, and have at least a 2.0 GPA.

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 the Learning from Practice class and a minimum of one Externship placement.

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 12Twenty weekly. Your supervisor will receive an email of the hours recorded with their midterm and final evaluations. 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.

Ideally, Private Firm Certification forms are due at least 30 business days before the first day of class in the semester the externship is requested. We will however accept them up to 14 business days before the first day of class.

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, answering the telephone or other non-legal tasks. 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 Associate Dean of Career Services and Professional Development 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
- 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 midterm and final program evaluations – you will also submit a final paper at the end of the externship. Your supervisor will also submit midterm and final evaluations. 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, the 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. Your 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. Candor
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 Associate 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.

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.

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 30 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 to participate in the summer program between 1L and 2L year.

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 require 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](https://www.psjd.org) or [Idealist.org](https://www.idealists.org) websites for public sector internship opportunities. Search [USAJobs.gov](https://www.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. *This is in addition to the credit for the Learning from Practice course if you are a first-time extern.
- 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 by 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 18th 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 in the Learning from Practice Course:

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

Please note that you will register for Learning for Practice as you would any other course via MyAJMLS.

Extended, Second & Third Time Externs, you will need to complete and submit the following assignments on Canvas in the Advance Externship course. You do not need to register for this course with the registrar as it is included with your externship credits.

- 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 (Secured Placement Contract)
- 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 Learning for Practice and 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 (18th 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 before 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).



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

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

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