



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 policies and more information 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
- Real Estate
- 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. Plaintiff's personal injury will be considered for possible placement on a case by case basis.

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](#). Your 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.



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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 the Executive Director of Career Services & Professional Development, Dr. J.L. Wyatt, at (678) 916-2612 or jwyatt@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"/>	Wills & Trusts
<input type="checkbox"/>	Health Care Law	-	<input type="checkbox"/>	Real Property
		-		

_____ 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

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_____ 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: _____

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: