

# THE OFFICE OF PRO BONO OUTREACH & EXTERNSHIPS

## **The Externship Program**

### **Who is eligible for an externship?**

Students who have completed all required first year courses, are in good academic standing, and have at least a 2.0 GPA prior to enrolling in the externship program are eligible to participate.

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

Students may earn a total of twelve (12) 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. 3L's may earn more than 6 credits in a semester upon approval from the Associate Dean.

### **How many hours must I work at my externship?**

Students must work a total of 47 hours in a 14-week semester for each credit hour. For example, a student must work 141 hours or approximately 10 hours a week for 3 credits.

### **Are summer externs required to complete their externship by the end of the summer class schedule?**

No. Summer students have 14 weeks to complete their externship.

### **What is the procedure for enrolling in an externship?**

To enroll in an externship class, students must:

- Secure a position at an approved placement
- Complete and submit a Secured Placement Form to the Externship Office
- Register in the Externship Class with the registrar
- Join the Externship TWEN Class for that semester.

### **How do I secure a position for an externship?**

Mandatory externship meetings are held each semester for students interested in an externship the following semester. After the meeting, the Externship Office collects and sends student resumes to potential employers. Employers extend interviews and/or offers to students they are interested. Students who miss this application cycle may secure positions on their own; however, they cannot apply to offices that have already extended interviews.

### **What constitutes an eligible placement?**

In order to qualify for the externship program, a 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.

Placements with private firms or attorneys are allowed only if the firm or attorney has pro bono cases referred to them from a legal service provider or the court and will certify that the student will work only on the non-profit cases.

### **Where can I find a list of approved placements?**

A list of approved placements can be found on the AMJLS website under the “U.S. Externships” tab.

### **Will I have any responsibilities outside of my externship?**

Yes. There is a mandatory classroom component to your externship. Students are required to join the externship TWEN class for assignments and other class requirements. Students are also required to meet with the Professor Turner for a mid-term conference.

### **May I receive monetary compensation for my work?**

No. Students are not allowed to receive any monetary compensation from their field placements, with the exception of reimbursements for out-of-pocket expenses such as parking.

### **What is a 3rd Year Practice Act Certificate, how do I get one, and is it required for all externships?**

The 3rd Year Practice Act allows law students to make court appearances under the supervision of a supervising attorney. Only students accepting placements that will involve litigation are required to have a 3rd year practice certificate.

Students regularly enrolled in school who are in good standing and have satisfactorily completed at least two-thirds (59 credits) of the requirements for a J.D. are eligible to practice under the act. Students may contact the Associate Dean’s secretary to request a certificate.

### **Where can I get more information?**

You can join the Externship Basics TWEN page for more information about the program. You may also contact Bridgett Ortega at [bortega@johnmarshall.edu](mailto:bortega@johnmarshall.edu) or Professor Turner at [rturner@johnmarshall.edu](mailto:rturner@johnmarshall.edu).

## **The Pro Bono Program**

### **Is it mandatory to participate in the Pro Bono Program?**

First-year students are required to complete at least four hours of community service during their first year. Beyond first year, pro bono service is encouraged, but not mandated.

### **What is the difference between pro bono and community service?**

Community service is any volunteer work. Pro bono service is defined as meaningful, legal work that helps a person of limited means, or helps an organization that serves people of limited means.

### **Where do I find pro bono opportunities?**

The Pro Bono Outreach TWEN page has a list of pro bono opportunities along with timesheets and other pro bono related information. You can also find opportunities on the “Pro Bono” tab.

### **Can I volunteer at an organization that is not listed as an approved placement?**

Yes. The placement list is not exclusive and students are encouraged to find volunteer opportunities that match their interests. The Director of Pro Bono Outreach & Externships Renata Turner, makes the final determination as to what qualifies for pro bono credit.

### **How do I turn in my pro bono hours?**

All time sheets should be sent to the pro bono email- [probono@johnmarshall.edu](mailto:probono@johnmarshall.edu). Timesheets are due to the Pro Bono Director by April 1 of each year. You are encouraged to submit hours as you complete them. Your total hours will be confirmed no later than May 1. When submitting hours, be sure to include the date the hours were performed, where they were performed, the number of hours, a brief description of the work, a brief statement describing the impact of the work, as well as the name and phone number of someone we may call to verify the hours.

### **Can I get pro bono credit for work done at a non-profit externship?**

You may get credit for work at a non-profit externship AFTER you have completed the number of work hours needed to fulfill your externship.

### **How many hours are required for pro bono recognition?**

Students must have at least 75 pro bono hours to be recognized prior to or at graduation.

### **What are the pro bono recognitions?**

Graduating students will receive the “**Excellence in Pro Bono Service**” award if they are in the top 10 percent of their class for total pro bono hours accumulated during their law school career. The student whose pro bono service had the greatest impact or who completed the highest overall pro bono hours will receive the **Chief Justice Leah Ward Sears Pro Bono Award**.

### **Does non-legal volunteer work count?**

No. Only pro bono work will be recognized for these awards.

**Why should I perform pro bono work?**

Not only is pro bono service a form of giving back to the community and helping those in need, it is also a great opportunity to build ties with the legal community and gain practical legal experience.

**What if I have more questions?**

Many questions can be answered by reviewing the information on TWEN and the AJMLS website. If you still have questions, you may submit them to [probono@johnmarshall.edu](mailto:probono@johnmarshall.edu).