

Externship Supervisor Handbook

Issued on June 2026

WWW.JOHNMARSHALL.EDU

Table of Contents

<u>INTRODUCTION</u>	3
<u>MISSION</u>	3
<u>EXTERNSHIP REQUIREMENTS AND GOALS</u>	3
<u>FAIR LABOR STANDARDS ACT AND EXTERNS</u>	9
<u>REQUIRED EXTERNSHIP FORMS</u>	10
<u>CREDIT HOURS AND GRADING</u>	12
<u>STUDENT ELIGIBILITY</u>	13
<u>SITE VISITS</u>	14
<u>EVALUATIONS AND FEEDBACK</u>	14
<u>NON-DISCRIMINATION POLICY</u>	15
<u>APPENDIX 1: Constructive Feedback Framework</u>	16
<u>APPENDIX 2: Feedback Outline Worksheet</u>	17
<u>CONTACT US</u>	18

Introduction

Welcome to Atlanta's John Marshall Law School (AJMLS) Externship Program. As a participating field placement, you are providing students with a valuable educational opportunity to integrate the theoretical knowledge learned in the classroom with the practical experience of on-the-job training. The following provides an overview of the program and your responsibilities as a supervising attorney. Please contact the Program Coordinator, Allyn Haynes, at (678) 916- 2688 or ahaynes@johnmarshall.edu with questions, concerns, or requests for additional information.

Mission

The mission of the Externship 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 deeper insight into what it means to be a lawyer.

Externship Requirements and Goals¹

Attorney Supervision

All placements must be supervised by a practicing attorney or compliance officer with five or more years of experience or a sitting judge. While students may receive assignments through non-attorney staff members, students cannot undertake projects assigned or supervised solely by non-lawyers and feedback on assignments should be given by the supervising attorney, compliance officer or judge.

¹ Externships are governed by the American Bar Association's Standards for Approval of Law Schools, Standard 305.

Externship Requirements and Goals

Educational Goals

Externships must also meet the school's educational goals. In accordance with ABA Guidelines supervising attorneys are asked to acknowledge the following conditions for Atlanta's John Marshall Law School's Externship Program:

1. The supervisor recognizes that an externship allows a student to earn academic credit for a "substantial" lawyering experience.
2. The supervisor accepts direct supervision and responsibility for the extern while at the placement office this semester; specifically, provide opportunities for observation, performance and face-to-face as well as written feedback.
3. The supervisor promises to monitor, mentor and assess the student's progress of individual learning goals.
4. The supervisor understands that only students certified to practice under the Georgia Student Practice Rule or the Third-Year Practice Act are qualified to practice law under the supervision of an attorney licensed in the State of Georgia.
5. The supervisor or someone with authority will ensure the student is oriented to any applicable rules, policies, procedures, methods, and operations at the Field Placement Office.
6. The supervisor will ensure the student has adequate/designated and safe on-site workspace which includes access to technology and resources necessary to complete assignments.
7. Should circumstance require that the student work remotely, the supervisor agrees to follow the 12Tips outlined in Appendix A.
8. The supervisor acknowledges that externs will have access to the placement's Lexis Nexis, Westlaw and Bloomberg accounts for research performed for the benefit of the placement.
9. The supervisor acknowledges the student is to perform substantive legal work and will not primarily perform clerical tasks such as filing or photocopying.

Externship Requirements and Goals

10. The supervisor will make him or herself available for student questions and will meet with students face-to-face on a regular basis.
11. The supervisor agrees to assign work that requires timely and specific feedback and to ensure the feedback is substantive in nature according to the learning objectives set forth at the beginning of the semester, and the supervisor agrees to meet with the student extern throughout the semester to provide formative feedback.
12. At the beginning of this semester, the supervisor or someone with authority will meet with the student to discuss specific learning objectives and provide a plan for the student to complete said objectives.
13. The supervisor will assess and certify the student's overall performance including required field hours by completing a midterm and final evaluation form.
14. The supervisor will ensure the student's work schedule will not prevent him/her from attending scheduled classes.
15. The supervisor will not rely solely on text messaging or email as the primary method of communicating with the student. Face to face meetings as often as possible is the preferred method of communication.
16. If the supervisor observes any behavior or lack of skill that can be developed in the classroom or if a problem occurs, The supervisor will contact Ms. Mecca Anderson at manderson@johnmarshall.edu or (678) 916-2679.

The supervisor is required to sign a Memorandum of Understanding for each student, every semester acknowledging:

- The supervisor has read and understand the terms and conditions stated above;
- The supervisor has 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;

Externship Requirements and Goals

- The supervisor will ensure prompt completion of midterm and final evaluations, and prompt cooperation and communication with the faculty supervisor and externship program administrator as requested;
- The supervisor will comply with all rules promulgated by the Law School regarding externships, and all applicable federal and state laws, regulations, and Georgia Bar rules;
- The supervisor will not compensate the student, except for reasonable incidental expenses (e.g. parking, mileage, photocopying, etc.);
- The supervisor will not bill out or otherwise claim compensation for student's work for clients or other third parties;
- The supervisor 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.

Externship Requirements and Goals

The educational goals of the Program are as follows:

1. Provide professional skills instruction in the following areas:

- problem solving;
- legal analysis and reasoning;
- legal research;
- fact investigation;
- interviewing and counseling;
- negotiation; and
- organization and management.

2. Provide students with opportunities to develop their written and oral communications skills by:

- drafting pleadings, legal memoranda and correspondence;
- drafting transactional documents; and
- representing clients in formal and/or informal judicial and administrative proceedings.

3. Instill fundamental values of the legal profession by:

- acquainting students with the rules governing attorney conduct in their jurisdictions;
- enhancing students' abilities to recognize, address and resolve ethical issues in context; and
- emphasizing the lawyer's responsibility to:
 - i. provide competent representation;
 - ii. promote fairness and justice; and
 - iii. engage in an on-going process of professional growth and development.

4. Develop professional practice standards by encouraging students to:

- invite critique by supervisors and peers;
- engage in thoughtful self-assessment; and
- reflect on and extrapolate from placement experiences and observations.

Externship Requirements and Goals

5. Promote students' understanding of the roles played by the various "actors" in the judicial system. 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.
6. Provide opportunities for examining the application of legal doctrines learned in the classroom to the resolution of "real world" legal problems.
7. Expose students to the importance of public service and the need for equal access and competent legal representation for all.

Non-legal assignments

Neither law school policy nor the ABA regulations permit students to earn academic credit for photo-copying, typing or answering the telephone. While an extern may be asked to do one or more 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; 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 may work remotely on assignments under the attorney's supervision as outlined in Appendix I.

Students are not allowed to receive any monetary compensation or fringe benefits from a field placement. Students may be reimbursed for out-of-pocket expenses. Students can be compensated through a Fellowship provided by a Non-Interested Third Party e.g. fellowships.

Fair Labor Standards Act and Externs

The following six criteria must be met for students participating in externship and internship programs to be exempt from the compensation requirements of FSLA:

1. The externship student must receive training that is similar to what would be given in an educational environment;
2. The externship experience is for the benefit of the extern;
3. The extern does not displace regular employees, but works under close supervision of a licensed practicing attorney;
4. The employer that provides the training derives no immediate advantage from the activities of the extern;
5. The extern is not necessarily entitled to a job after the externship is concluded;
6. The extern and employer both understand that the extern is not entitled to wages for the time spent in the externship.

Private firms and attorneys

Students can work for a private firm or attorney on a case-by-case basis, provided the firm certifies the following:

1. The supervising attorney or compliance officer has been in practice for 5 or more years;
2. The supervising attorney is in good standing with the State Bar of Georgia;
3. The supervising attorney has not been the subject of a disciplinary proceeding, current or past;
4. That the law firm agrees to the FSLA criteria outlined above; and finally,
5. Student is not a relative of the supervising attorney or anyone at the law firm.

Preference is given to private firms or attorneys that have a significant number of pro bono cases which a student can work on during their externship. Factors for approving a placement without pro bono cases include, but are not limited to, length of time the attorney or firm has been in practice, their reputation in the legal community and the primary areas of practice. Preferred practice areas include immigration law; family law; health law, alternate dispute resolutions; estates, wills and trust; bankruptcy; entertainment and sports law; real estate; and intellectual property. Insurance defense firms will not be considered for placement nor should students work on insurance defense cases.

Required Externship Forms

To ensure compliance with ABA standards, Atlanta's John Marshall Law School policies, and program requirements, all externship placements must complete the appropriate documentation before the student begins the externship. Students will provide these forms to their supervising attorney; however, they are also available on the Externship Program website.

Memorandum of Understanding (MOU)

The Memorandum of Understanding (MOU) establishes the responsibilities and expectations of the three parties involved in every externship: the student, the field placement supervisor, and the law school's externship faculty. This agreement confirms that all parties understand their respective roles in creating a meaningful educational experience.

The MOU outlines expectations regarding supervision, mentoring, substantive legal work, regular feedback, evaluation requirements, student learning objectives, communication, workplace safety, confidentiality, and compliance with ABA standards. It also affirms that the supervisor will complete the required midterm and final evaluations and collaborate with the Office of Externships throughout the semester.

The MOU must be signed by the student, the field placement supervisor, and the faculty supervisor before the externship begins. A new MOU is required for every semester in which a student participates in an externship.

Required Externship Forms

Private Firm/For-Profit Placement Certification

This form is required only for externships with private law firms or other for-profit legal employers. Because private-sector placements are subject to additional educational and legal requirements, the certification helps ensure that the placement qualifies as an academic externship rather than employment.

By completing this form, the supervising attorney certifies that the placement:

- Meets the criteria for an unpaid educational externship under the Fair Labor Standards Act (FLSA);
- Is designed primarily to benefit the student's educational experience;
- Provides substantive legal work under attorney supervision;
- Does not displace paid employees or bill clients for the student's work;
- Complies with the Atlanta's John Marshall Law School Externship Program's eligibility requirements for private firm placements.

Private Firm/For-Profit Placement Certification forms must be submitted and approved before a student may begin an externship with a private firm or for-profit legal employer. Supervisors should allow sufficient time for the approval process, as students should include this signed form in their application submission.

Credit Hours and Grading

Unlike internships, externships allow a student to receive academic credit. Students in the program during the regular academic year must earn a minimum of two and typically no more than six credit hours per field placement. Students must work 47 actual hours at the placement to receive 1 credit. During the summer semester, a student may earn up to six credits. Students seeking two credit hours must work a minimum of 94 working hours or 6.7 hours a week in a 14-week semester. Students seeking three credit hours must work a minimum of 141 working hours or 10 hours a week. Summer students can work beyond the seven weeks of summer classes; however, their work must be completed by the second week in August. Students track their hours on weekly timesheets in the 12Twenty platform that must be verified by the supervising attorney.

Externships are graded on a pass/no credit/fail basis. Grades are based on the supervising attorney's evaluation of the student including but not limited to the student's work habits, work quality, and professionalism. Grades are also determined by the student's participation in externship's classroom component.

Student Eligibility

Students must have completed their first year of law school which is typically 30 credit hours (including all required first year courses) and be in good academic standing.

Students accepting placements that require court appearances must be eligible to practice under Georgia's Student Practice Rule which requires a student to be regularly enrolled and in good standing in a law school in this state and to have satisfactorily completed legal studies equivalent to at least two semesters of full-time study. The Associate Dean of Academic Administration will certify that the law student meets the requirements under the student practice rule and said certification will be sent to the Office of Bar Admissions once the requisite credit hours and GPA are verified by the Registrar and Associate Dean. Eligible students will then sign an oath affirming that they will support the Constitution of the United States and the Constitution of the State of Georgia; maintain the respect due to courts of justice and judicial officers; employ such means only as are consistent with truth and honor, and will never seek to mislead by any artifice or false statement of fact or law; will maintain and protect all confidences; and will in all other respects conduct themselves personally and professionally in conformity with the high standards of conduct imposed upon members of the State Bar of Georgia.

It is understood that some placements still require that students be admitted under the Third-Year Practice Act.

Workplace Confidentiality

Observing ethical obligations of confidentiality is a central principle of the lawyer-client relationship. Because students may not have experienced formal training in professional responsibility at the time of the externship, Atlanta's John Marshall Law School recommend supervising attorneys ensure that law students are aware of the confidentiality policies specific to the placement. The law school advises the following:

1. Confidentiality policies be set forth in writing and distributed to each extern at the beginning of the externship;
2. Externs sign an acknowledgment of receipt of the policies; and,
3. Supervising attorneys discuss the importance of confidentiality and the ethical implications involved in a case or matter with externs throughout the term of the placement.

Site Visits

AJMLS requires site visits to placement offices as required by the ABA standards. The Externship Program Administrator will contact supervising attorneys to arrange a site visit, when necessary, at a mutually agreed upon time.

Evaluations and Feedback

Supervising attorneys are encouraged to give meaningful feedback to students throughout the externship. Attorneys should discuss evaluations with the student and offer suggestions for improvement. In appendix I and II, we include some of our suggested strategies for delivering constructive feedback. The attorney must complete two evaluations before the student can receive academic credit. Supervisor evaluations will be completed on 12Twenty. A link for the evaluation will be sent via email directly to you when the evaluations are due.

Mid-term evaluations are due seven (7) weeks into the semester. Final evaluations are due at the end of the semester. Supervising attorneys should contact the Externship faculty immediately if there are any concerns with a student's behavior, conduct, or work product. Please be advised that a student will not receive a grade until the Supervisor's final evaluation is submitted. These evaluations are an integral part of the grading process.

Non-Discrimination Policy

Consistent with sound educational policy, Atlanta's John Marshall Law School, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 (45 CFR 86), and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and other best practices, does not discriminate on the basis of sex, handicap, disability, race, color, religion, age, national or ethnic origin, marital status, veteran status, political affiliation or belief, gender identity, gender expressions, or sexual or affectional preference in the law school's educational and campus life programs, admissions policies, employment and compensation policies, financial aid and scholarships allocation, code of conduct, or other school administered programs and events. Inquiries concerning these policies should be directed to the Dean of the Law School.

IF YOU HAVE ANY QUESTIONS, CONCERNS OR SUGGESTIONS, PLEASE DO
NOT HESITATE TO CONTACT US.

Externships Program Director, Mecca Anderson - (678) 916-2679
manderson@johnmarshall.edu

**THANK YOU FOR PROVIDING OUR STUDENTS THIS OPPORTUNITY.
WE LOOK FORWARD TO PARTNERING WITH YOU.**

Appendix 1

Constructive Feedback Framework

FAST

- **F**requent
- **A**ccurate
- **S**pecific
- **T**imely

BAM

- **B**e Honest
- **A**lways focus on the good first, room for improvement second
- **M**ake them better

SKM

- What you should **S**top doing
- What you should **K**eeP doing
- What you should do **M**ore of

AID Strategy

- **A**ctions: specific observations
- **I**mpact: result of the actions
- **D**o: mutually agree on alternative approaches for the future

Appendix 2

Feedback Outline Worksheet

1. Write out two key points that you want to address.

a. _____

b. _____

2. Write out two positive observations.

a. _____

b. _____

3. Transition to constructive feedback.

4. Two areas for improvement/development.

a. _____

b. _____

5. Agreed upon action steps and notes.

09

Contact Us



DIRECTOR OF EXTERNSHIPS:	PROFESSOR MECCA ANDERSON
EXTERNSHIPS COORDINATOR:	ALLYN HAYNES
PHONE:	678-916-2688
EMAIL:	AHAYNES@JOHNMARSHALL.EDU
WEBSITE:	WWW.JOHNMARSHALL.EDU/AJMLS-STUDENT/EXTERNSHIP-PROGRAMS
LOCATION:	1245 PEACHTREE CENTER AVE. NE, SUITE 1900 ATLANTA, GA 30303 17TH FLOOR, CCJI OFFICES