

Policy on Individual Externships

Approved by the Faculty May 2, 2014

Individual externships are student field placements with organizations or individual lawyers or judges outside the law school that are arranged and conducted on an individual basis and are designed to promote student learning in a supervised practice setting. All individual externships are subject to the following requirements (except as noted at the end of this policy for Insurance Law LL.M. students):

1. A designated placement supervisor, who is a licensed attorney or a judge, is responsible for providing, and monitoring educationally valuable work assignments for the student, ensuring that the student receives adequate supervision and feedback on his or her work, and evaluating the student's performance in the placement.
2. Except as set forth in paragraph 3 below, a designated member of the full-time faculty (the faculty supervisor) is responsible for meeting with the student at least twice during the period of the externship, once at or near the mid-point and once at or near the conclusion. The purpose of these meetings is to discuss and engage in critical reflection on the student's experience in the placement. Such meetings may be conducted telephonically if it is not feasible for the student or faculty supervisor to meet in person because of either's location away from the law school during the term of the placement. The faculty supervisor is also responsible for reviewing the student's reflective journal (see paragraph 7 below).
3. There is no required classroom component for individual externships. In order for an externship to satisfy the Practice-Based Learning Requirement (PBLR), however, the student must be simultaneously enrolled in the optional "Individual Externship Seminar" and successfully complete all of the seminar's requirements. The seminar instructor will serve as the faculty supervisor for the student's individual externship, and the requirements of paragraph 2 above will not apply.
4. An Externship Director appointed by the Dean is responsible for providing initial approval for each individual externship placement and certifying its successful completion before credit is awarded; disseminating information to students and supervisors on program expectations and best practices; monitoring student and supervisor compliance with program requirements; and periodically reviewing all ongoing individual externship placements to ensure that they are meeting program goals and determining whether they should be continued. The Externship Director is authorized to develop and to revise as necessary forms for initiating, conducting, and evaluating individual externships. The Externship Director may promulgate any

additional guidelines or requirements to further the program's objectives that are not inconsistent with this policy.

5. In order to enroll in an individual externship, a student must obtain the approval of the Externship Director. Such approval must be obtained no later than the first week of the semester or the second class day of the June Term for summer individual externships. To obtain such approval, a student must submit to the Externship Director a completed individual externship application form accompanied by a supervisor-approval form signed by both the placement supervisor and the faculty supervisor. A student may enroll in an individual externship beyond this deadline only with the approval of the Externship Director and either the Associate Dean for Academic Affairs or the Associate Dean for Clinical and Experiential Education. Under no circumstances will a student receive credit for any work performed in a field placement prior to the date on which the Externship Director approves a completed and signed set of externship and supervisor-approval forms.
6. All students enrolled in their first individual externship must attend an orientation session, to be held during the first week of the semester, that will address program expectations and requirements, relevant issues of ethics and professionalism, and ways of maximizing learning in an externship. The format, duration, and content of the orientation program will be determined by the Externship Director.
7. All students enrolled in an individual externship are required to maintain a reflective journal. Journal entries must be submitted to the Externship Director and faculty supervisor at least four times at regular intervals during the semester or term of the externship. Students will take care during the preparation of this journal not to improperly reveal any confidential client information (see Rule 1.6 of the Rules of Professional Conduct). At least twelve to fifteen pages of journal entries are expected over the semester or term of the externship. The faculty supervisor will review the student's reflective journal and discuss it when meeting with the student, and/or comment on it in other ways. The provisions of this paragraph (except for the third sentence) do not apply to students enrolled in the Individual Externship Seminar; the journal requirements for those students will be established by the seminar instructor.
8. All students enrolled in an individual externship are also required to maintain a log listing dates and hours worked and describing the nature of the tasks that the student performed in the placement on each date. The Externship Director will develop forms for such logs and specify the intervals and manner of submission. The Externship Director will review such logs to ensure that students are assigned meaningful work and complete the required number of hours.
9. A student's placement supervisor is responsible for ensuring that the student receives feedback on all substantial written and non-written work assignments. Faculty supervisors are not required or expected to review or provide feedback on written work

produced by the student in the placement. However, some faculty supervisors may wish to review selected work done by the student in the field placement. This may be done if the placement supervisor consents and appropriate steps are taken to safeguard client confidentiality.

10. The maximum number of credits that may be awarded for an individual externship is three during the fall or spring semester, and four during the summer. A minimum of fifty-six hours of work in the field placement (an average of four hours per week over a fourteen-week semester) is required for each credit. The total number of individual externship credits taken before graduation cannot exceed eight, except that with the approval of the Director of International Exchange Programs and the Associate Dean for Academic Affairs, this eight credit maximum may be increased to no more than twelve for a student who has received approval to study abroad and who is authorized to complete a special research project to compensate for credits missed as a result of foreign study. *All of the credit limits set forth in this paragraph apply to the combined total of individual externship credits and special research project (SRP) credits.* Thus, for example, a student enrolled in a two-credit SRP over the summer would be limited to two externship credits during that same summer. Similarly, a student who has completed six SRP credits and wants to enroll in an individual externship would be limited to two credits for that externship.
11. All credits awarded for an individual externship shall be graded pass/fail, and are subject to the credit limits for courses taken pass/fail that are detailed in the academic regulations on pass/fail grading. Upon completion of the externship and submission of all required evaluation forms from the student, field supervisor, and faculty supervisor, the Externship Director, in consultation with the faculty supervisor, will submit a grade of pass or fail to the Registrar.

Students in the Insurance Law LL.M. program are subject to the requirements set forth in paragraph 1, paragraphs 6-10, and the pass-fail provisions of paragraph 11, above. For Insurance Law LL.M. students, the procedures for approval and faculty supervision of a field placement, and for student enrollment in the individual externship, shall be determined by the Directors of the Insurance Law LL.M. program.