Dear J.D. Externship Student,

Welcome to Georgetown Law’s J.D. Externship Program! This Student Extern Manual is designed to introduce you to the Law School’s Externship Program, provide advice on being a successful extern, and answer any questions that you might have about the process — from tips on identifying qualifying externship placements, to eligibility criteria, to fieldwork requirements, to enrolling in the required companion seminar.

Georgetown Law’s Externship Program is dynamic, with both in-class and fieldwork components that each involve their own academic and administrative requirements. As such, it is important to familiarize yourself with the complete contents of this Manual to ensure you receive credit for your participation in the program. Additionally, we want the externship to be a successful educational experience for you from day one, so the Manual also includes practical tips on maximizing the externship experience.

Finally, the concluding portion of the Manual is a compilation of the numerous and varied “Frequently Asked Questions” that we have received from past externships students. Hopefully you will find the answers to any questions you have, but if not, please email us at lawexp@georgetown.edu.

We hope your externship experience is a rewarding and enjoyable one!

Sincerely,

Kennisha A. Austin
J.D. Externship Program Director

Brianna A. Warne
Executive Assistant, Experiential Education
# Table of Contents

Overview ............................................................................................................................................... 1
Eligibility ............................................................................................................................................... 2
Identifying a Field Placement .................................................................................................................. 2
  Tips on your search .................................................................................................................................. 2
Fieldwork and Seminar Requirements ....................................................................................................... 3
How to Enroll in the J.D. Externship Program ......................................................................................... 4
  Fall 2017 Enrollment and Application Process ....................................................................................... 5
  Spring 2018 Enrollment and Application Process ..................................................................................... 5
  Summer Session ....................................................................................................................................... 6
J.D. Externship Program Policies ............................................................................................................. 7
  Field Placement Requirements .................................................................................................................. 7
  Rule 304(c) Agreement ................................................................................................................................. 8
  Field Supervisor and Student Evaluations ................................................................................................. 9
  Second Externship Criteria ....................................................................................................................... 9
  Compensation and Reimbursement ........................................................................................................... 10
Withdrawing from the Externship Program .............................................................................................. 10
Tips for a Successful Law School Externship .......................................................................................... 10
  Preparation ............................................................................................................................................... 10
  Performance ............................................................................................................................................. 11
  Periodic Self-Evaluation .............................................................................................................................. 12
Frequently Asked Questions ................................................................................................................... 12
  Eligibility, Registration, and Enrollment ................................................................................................... 12
  The Externship Seminar ............................................................................................................................. 14
  Field Placements ....................................................................................................................................... 15
APPENDIX A ............................................................................................................................................. 17
  SAMPLE BIWEEKLY TIME SHEET ........................................................................................................... 17
APPENDIX B ............................................................................................................................................. 20
  SAMPLE RULE 304(C) AGREEMENT ....................................................................................................... 20
Overview

An externship can be one of the most rewarding experiences of your legal education. It is an opportunity to develop or hone practical skills, learn about different areas of legal practice, enhance your academic understanding of the law through its real-world application, and gain exposure to some of the most pressing challenges facing legal professionals today.

You will also have the opportunity to become adept at self-directed learning and reflection, assess your professional skillset and values, identify and pursue self-identified learning goals, establish mentoring relationships, build professional networks, and learn from direct observation of and experience in the practice of law. In short, you will complete your externship and seminar with a robust toolkit of skills that you can use in your future legal career. And, you will accomplish all of these things at interesting and complex institutions in or near our nation’s capital!

At the field placement, students work alongside supervising attorneys - at judicial, governmental, or nonprofit field placements - to learn, exercise, and observe a wide range of lawyering skills, including client counseling and interviewing, negotiation, policymaking, and advocacy. Working in collaboration with their supervising attorneys, students establish learning goals for their experience and receive ongoing feedback in a real world practice setting.

At the Law Center, students participate in a companion seminar to reinforce their field placement experiences. Through the seminar, students consider essential topics involving professionalism, self-reflection, ethics, professional identity, legal problem-solving, work-life balance, and the role of a lawyer. Through regular classroom engagement, students enhance their learning at the field placement and develop critical reflective practices that they will use throughout their careers.

Finally, credits earned through the J.D. Externship Program count toward the 6-credit experiential education requirement that all J.D. students who matriculated at the Law Center as first-years in Fall 2016 or later must complete.
Eligibility

To participate in the J.D. Externship Program, all of the following statements must be true:

- You will have completed one year of study as a full-time or part-time J.D. student BEFORE your externship begins.
- You have secured a placement in a judicial, governmental, or nonprofit office.
- Your work at the field placement will be legal in nature.
- You will work on an unpaid basis.
- For fall or spring externships, you will work 10 or 15 hours per week for at least 11 weeks. For summer externships, you will work 18.5 or 27.5 hours per week for at least 6 weeks.
- You will be fully eligible to start working at your field placement (i.e., security clearances and/or background checks complete) by the last business day before Add/Drop ends.

Identifying a Field Placement

Students are responsible for finding and securing their own judicial, governmental, or nonprofit placements. Fortunately, by virtue of our location in the nation’s capital, opportunities for eligible externship placements abound.

Tips on your search:

First, do some pre-planning. Generate a list of judicial, governmental, or nonprofit offices that interest you as possible field placements.

Second, check internal and external Law Center resources for externship listings:

Internal: Log onto Symplicity to scan the list of externship opportunities submitted by offices looking for law student externs. Symplicity also contains numerous student evaluations of various externship placement sites.

External: The University of AZ Government Honors and Internship Handbook and the companion University of AZ Public Policy Handbook are highly recommended resources for law students seeking government and/or non-profit policy opportunities. The AZ Government Honors and Internship Handbook features summer/academic year internships and post-grad opportunities offered by over 100 federal, state, county and municipal government agencies. The AZ Public Policy Handbook features relevant policy internships, fellowships, and other post-grad opportunities with think tanks, advocacy organizations, federal agencies and other organizations engaged in policy analysis and implementation. The password to access these resources is: MOVINGFORWARD.

Other resources include PSJD and Idealist for public sector opportunities, or
USAJOBS for opportunities at government agencies. When available, search an agency's and/or organization's specific website for directions on how to apply for their 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 for a specific office of interest, contact the office directly and ask about openings for legal externs.

Third, make an appointment:

You are encouraged to meet with an OPICS advisor for guidance on nonprofit and government searches. Additionally, OCS advisors are available to support students interested in externing for a judge. You can also contact the J.D. Externship Program at lawexp@georgetown.edu to make an appointment to meet with the Program Director.

Finally, think about the areas of law that interest you and contact Law Center faculty in those areas to setup appointments to identify organizations that perform such work.

Fieldwork and Seminar Requirements

The J.D. Externship Program consists of two core components: (i) 10 or 15 hours per week of fieldwork for at least 11 weeks at a judicial, governmental, or nonprofit field placement during the fall or spring semester (18.5 or 27.5 hours per week for at least 6 weeks during the summer); and (ii) a concurrent 1-credit, graded seminar that meets six times at the Law Center (or via Zoom during the summer session) and includes a mid-semester meeting with your seminar professor.

Per American Bar Association (ABA) Standard 304(c), externship students must engage in "ongoing, contemporaneous, faculty-guided reflection" during their externship semester. We satisfy this requirement through the required companion seminars: Externship I Seminar (for first time externship students) and Externship II Seminar (for second time externship students). Detailed course mechanics and requirements for each seminar will be outlined in the course syllabus.

For an overview of the hours, credits, and locality requirements related to the J.D. Externship Program, please see the chart on the next page.
<table>
<thead>
<tr>
<th></th>
<th>Fall or Spring Externships</th>
<th>Summer Externships</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fieldwork Hours</strong></td>
<td>• 10 or 15 hours per week for <strong>at least</strong> 11 weeks</td>
<td>• 18.5 or 27.5 hours per week for <strong>at least</strong> 6 weeks</td>
</tr>
<tr>
<td></td>
<td>• 110 or 165 total fieldwork hours completed</td>
<td>• 110 or 165 total fieldwork hours completed</td>
</tr>
<tr>
<td><strong>Fieldwork Credits</strong></td>
<td>• <strong>3 Pass/Fail Credits</strong>: 15 hours per week at the field placement for at least 11 weeks during the semester</td>
<td>• <strong>3 Pass/Fail Credits</strong>: 27.5 hours per week at the field placement for at least 6 weeks during the semester</td>
</tr>
<tr>
<td></td>
<td>• <strong>2 Pass/Fail Credits</strong>: 10 hours per week at the field placement for at least 11 weeks during the semester</td>
<td>• <strong>2 Pass/Fail Credits</strong>: 18.5 hours per week at the field placement for at least 6 weeks during the semester</td>
</tr>
<tr>
<td><strong>Seminar Hours</strong></td>
<td>• The required, two-hour companion seminar meets six times at the Law Center in the same semester as the fieldwork</td>
<td>• The required, two-hour companion seminar meets six times at the Law Center (or via Zoom) during the summer session</td>
</tr>
<tr>
<td></td>
<td>• Students also participate in a mid-semester, one-on-one meeting with their seminar professor</td>
<td>• Students also participate in a mid-summer, one-on-one meeting with their seminar professor</td>
</tr>
<tr>
<td><strong>Seminar Credits</strong></td>
<td>• 1 Graded Credit</td>
<td>• 1 Graded Credit</td>
</tr>
<tr>
<td><strong>Geographic Scope</strong></td>
<td>• Washington, DC metro area</td>
<td>• Local or national</td>
</tr>
</tbody>
</table>

**NOTE:** Field placement credits do not count toward the seven-credit limit on Pass/Fail courses.

### How to Enroll in the J.D. Externship Program

In addition to meeting the eligibility criteria, the three steps required for participation in the J.D. Externship Program are: (i) secure a government, judicial, or nonprofit field placement; (ii) enroll in an externship seminar; and (iii) complete the online application for the applicable term, i.e., fall semester, spring semester, or summer session.

As outlined below, the order of these steps can vary depending on when in the calendar year a student applies to the program.

#### a. Fall and Spring Semesters

For instructions on how and when to apply to the J.D. Externship Program for the Fall 2017 and Spring 2018 semesters, please see the two charts on the next page.
## Fall 2017 Enrollment and Application Process

<table>
<thead>
<tr>
<th>How to Apply On or Before August 1</th>
<th>How to Apply After August 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong> Pre-register, register or waitlist for an Externship I or Externship II seminar through MyAccess to begin the enrollment process</td>
<td>Secure a judicial, governmental, or nonprofit field placement</td>
</tr>
<tr>
<td><strong>Step 2</strong> Secure a judicial, governmental, or nonprofit field placement</td>
<td>Register or waitlist for an Externship I or Externship II seminar through MyAccess to begin the enrollment process</td>
</tr>
<tr>
<td><strong>Step 3</strong> Complete the online application* on or before August 1 to finalize your enrollment in the J.D. Externship Program</td>
<td>Complete the online application* within 48 hours of registering for the Externship I or II seminar via MyAccess to finalize your enrollment in the J.D. Externship Program</td>
</tr>
</tbody>
</table>

**NOTE:** Students who enroll for a seminar via MyAccess that (i) do not have a qualifying field placement; (ii) do not meet the program eligibility criteria; and/or (iii) have not submitted an application by the deadlines outlined above will be dropped from the Externship Program and companion seminar.

**NOTE:** Registration for the Fall 2017 J.D. Externship Program will remain open until there are no seats left in the program or through the last day of Add/Drop, whichever occurs first.

## Spring 2018 Enrollment and Application Process

<table>
<thead>
<tr>
<th>How to Apply On or Before January 2</th>
<th>How to Apply After January 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong> Pre-register, register or waitlist for an Externship I or Externship II seminar through MyAccess to begin the enrollment process</td>
<td>Secure a judicial, governmental, or nonprofit field placement</td>
</tr>
<tr>
<td><strong>Step 2</strong> Secure a judicial, governmental, or nonprofit field placement</td>
<td>Register or waitlist for an Externship I or Externship II seminar through MyAccess to begin the enrollment process</td>
</tr>
<tr>
<td><strong>Step 3</strong> Complete the online application** on or before January 2 to finalize your enrollment in the J.D. Externship Program</td>
<td>Complete the online application** within 48 hours of registering for the Externship I or II seminar via MyAccess to finalize your enrollment in the J.D. Externship Program</td>
</tr>
</tbody>
</table>

**NOTE:** Students who enroll for a seminar via MyAccess that (i) do not have a qualifying field placement; (ii) do not meet the program eligibility criteria; and/or (iii) have not submitted an application by the deadlines outlined above will be dropped from the Externship Program and companion seminar.

**NOTE:** Registration for the Spring 2018 J.D. Externship Program will remain open until there are no seats left in the program or through the last day of Add/Drop, whichever occurs first.
* The Fall 2017 Externship Application process is open now, and it will remain open until there are no seats left in the fall program or through the last day of Add/Drop for the fall semester, whichever occurs first.

** The Spring 2018 Externship Application process will open on Thursday, September 7, and it will remain open until there are no seats left in the spring program or through the last day of Add/Drop for the spring semester, whichever occurs first.

Summer Session

For the summer session, J.D. students can register, via MyAccess, for an externship seminar of their choice, space permitting, when the summer registration period opens. After enrolling in an externship seminar, students must complete the Summer Externship Application by or before the last day of summer registration to finalize their enrollment.

Once open, registration for the summer externship program will remain open until there are no seats left in the program or through the last day of summer registration, whichever occurs first.

i. Distance Learning versus In-Class Summer Seminars

Unlike during the school year, there are limitations on the types of externship seminars that students can take during the summer session.

During the summer, we allow students to earn credit at qualifying field placements anywhere in the United States. Accordingly, we offer distance learning seminar options, i.e., the seminar is taught remotely via Zoom. Using Zoom, students in a distance learning seminar can log-in via computer to each seminar class on the scheduled class day/time from anywhere in the world, so long as he/she has internet access.

Per ABA Standard 306, only J.D. students who have completed 28 credits or more by the beginning of summer session can enroll in a distance learning seminar. **NOTE:** Any J.D. student who has completed 28 credits or more by the start of the summer session can enroll in one of the distance learning seminars, even if your summer placement is in the D.C. metropolitan area.

Students who will **not** have completed 28 credits or more by the beginning of summer session, must enroll in the traditional, in-class externship seminar that meets at the Law Center. **NOTE:** Any J.D. student working in the D.C. metropolitan area who prefers to participate in the traditional seminar format can enroll in the in-person seminar, so long as he/she meets all other eligibility requirements.

The two different seminar types (distance and in-class) will be clearly
ii. Summer Tuition Fees

Generally, the summer J.D. Externship Program is free of charge for full-time J.D. students, i.e., there is no tuition fee. The two key exceptions to this rule are:

- Full-time J.D. students who were once part-time students and continue to pay tuition on a per credit basis will be charged for their summer externship credits; and

- Full-time J.D. students who elect to transfer to the part-time division or transfer to another law school in the fall after their summer externship will receive a retroactive tuition charge for their summer externship credits.

For evening students, regular tuition rates apply to their participation in the summer J.D. Externship Program.

J.D. Externship Program Policies

Field Placement Requirements

To earn credit for their participation in the J.D. Externship Program, J.D. students must work at a judicial, governmental, or nonprofit field placement where they are supervised by a “licensed attorney” or an “individual otherwise qualified to supervise” a legal extern. Georgetown Law defines “individual otherwise qualified to supervise” as someone qualified to assign, review, and give substantive feedback on a student’s legal or policy work.

Students must work 10 or 15 hours per week for at least 11 weeks at their field placement during the school year (18.5 or 27.5 hours per week during the summer session). That said, it is possible that there may be a week or two during the semester when a student’s total work hours may be under or over his/her weekly hours requirement. So long as students generally work 10 or 15 hours per week across 11 weeks during the semester, it is acceptable if there is a week or two where a student works a little less for some reason or a little more to make-up previously missed hours. If a student finds, however, that he/she is consistently under their weekly hours requirement, he/she needs to contact their seminar professor immediately to discuss the situation. Students who have not met their hours and weeks requirements will not receive credit for their externship.

Students track their hours using the J.D. Externship Program Biweekly Time Sheets that are available electronically on their externship seminar’s Canvas
A sample Biweekly Time Sheet is available in Appendix A. Every two weeks, on the dates specified on Canvas, students must submit, via Canvas, a biweekly timesheet that accurately reflects the student’s hours worked and tasked performed at the field placement for the prior two weeks. Students must complete and submit their time sheets by the applicable deadlines. **Note:** Students must be mindful of client and field placement confidentiality considerations when completing their time sheets.

In terms of calculating hours, only hours/weeks worked from the first day of regular, semester-long classes (or the first day of summer session) count toward the total hours/weeks requirements. Students must complete their hours/weeks requirements by the last day of classes. Additionally, students should only count lunch breaks toward their hours requirement if they work during their lunch break, which the J.D. Externship Program does not require students to do.

Finally, students must be fully eligible to start work at their field placement (i.e., security clearance and/or background checks complete) **by the last business day before Add/Drop ends** or they will be removed from the J.D. Externship Program and companion seminar for that semester.

**Rule 304(c) Agreement**

For field placement programs, including law school externship programs, the ABA requires:

>a written understanding among the student, faculty member, and a person in authority at the field placement that describes … the substantial lawyering experience and opportunities for performance, feedback, and self-evaluation [the student extern will receive]; and … the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student[].** ABA Standard 304(c)(iii) (2016)**

Accordingly, Georgetown Law requires every student to submit a fully executed **Rule 304(c) Agreement**, i.e., all required signatures included, via his/her seminar’s Canvas page to receive credit for their participation in the J.D. Externship Program. To review a sample Rule 304(c) Agreement, see Appendix B.

The Rule 304(c) Agreement **must** be signed by the primary person who will serve as your field supervisor during the externship, and that person must be “a licensed attorney or an individual otherwise qualified to supervise.” Georgetown Law defines “an individual otherwise qualified to supervise” as someone qualified to assign, review, and give substantive feedback on a student’s legal or policy work.
Field Supervisor and Student Evaluations

To ensure the field placement experience is proceeding appropriately for both our students and the field placement organizations, we require student externs and field supervisors to complete periodic evaluations.

Specifically, at the mid-semester point, both students and field supervisors will receive separate Mid-Semester Surveys to gauge how the externship is proceeding up to that point. Separate End-of-Semester Evaluations will be sent to both groups again toward the end of the semester.

Both evaluations will be disseminated by the J.D. Externship Program with instructions on how and when to submit the completed evaluations.

The J.D. Externship Program will share the completed Field Supervisor Mid-Semester Surveys and End-of-Semester Evaluations with each student’s externship seminar professor.

**NOTE:** Students will not receive his/her final grade for the course if their Student Mid-Semester Survey or End-of-Semester Evaluation has not been submitted.

Second Externship Criteria

J.D. students can participate in a **maximum of two externships** for credit during their time at Georgetown Law.

J.D. students who want to participate in a second externship for academic credit must request permission to do so through the Externship Application. When completing the application, you will need to provide the following information:

- The name of the field placement organization where you completed your first externship for credit;
- The semester in which you completed your first externship;
- The name of your proposed, second field placement organization;
- How your learning goals for the second externship differ from the first externship;
- Why your learning goals for the second externship cannot be fulfilled by another experiential course, e.g., a practicum, clinic, or simulation; and
- The name of the companion seminar that you participated in during your first externship.

If you are applying to do a second externship at the **same** field placement as your first externship, you must also demonstrate the following in the externship application:

- Whether you will have a different field supervisor for the second externship;
- How your responsibilities will differ and how your work will be significantly
more challenging than your first externship; and

- Whether you will develop different knowledge and/or skills in your second externship.

The J.D. Externship Program will email each student who submits a second externship request with our decision.

**Compensation and Reimbursement**

Georgetown Law does not allow students participating in the J.D. Externship Program to earn a salary or receive other compensation, including summer funding, for the work performed at their field placement organizations as part of the J.D. Externship Program.

Students may, however, receive reimbursement from their field placement organization, if available, for their reasonable out-of-pocket expenses related to their work at the field placement, e.g., for metro transit or parking.

**Withdrawing from the Externship Program**

As outlined in the Georgetown Law Student Handbook of Academic Policies under *Withdrawing from Courses in the Upperclass Program of Study*, "[s]tudents who wish to withdraw from a course after the add/drop period has passed must complete a [Course Withdrawal Request Form] … consult with an advisor in J.D. Services, and submit it to the Office of the Registrar by the deadline to withdraw from the course[].” Additionally, for the J.D. Externship Program, students must also obtain written permission to withdraw from the Director of the J.D. Externship Program. The Program Director will consult with the Associate Dean of Academic Affairs on all externship course withdrawal requests received after the add/drop period has passed.

For a general overview of the Upperclass Course Withdrawal Policy, please see [Course Withdrawals – Upperclass Students].

**Tips for a Successful Law School Externship**

The focus of the externship seminar is to help students learn lessons and skills that will assist them both in their externship and beyond in their future career legal careers, but some students will start working at their externship placements before their first externship seminar class. Accordingly, below is some initial guidance to help students start off on the right foot at their externship placements. The guidance is organized across three dimensions: preparation, performance, and periodic self-evaluation.

**Preparation**

1. Participating in an externship is first and foremost an educational experience for you. Start thinking now about what you hope to achieve
through the externship. Your first seminar assignment will involve goal-setting for the externship experience, but it is important to begin reflecting on what you hope to accomplish and why before your first day.

ii. Read about your field placement before you start to ensure you have a basic understanding of what they do and how they do it. Make sure you know and understand your organization’s mission and goals.

iii. Every workplace has its own cultural values and norms. They are reflected in how people dress, behave, interact, and work. Identify and study the norms and values that you observe at your placement. Start reflecting on those values and norms that you want to emulate (and why) and any that you want to eliminate (and why).

iv. Don’t be shy. Introduce yourself to other attorneys and staff at the field placement.

v. Ensure your interactions with support staff are respectful and productive. Remember that support staff does not work for you. Take cues from your field supervisor regarding what you can or cannot ask a support team member to assist with regarding an assignment.

vi. Learn your organization’s policies regarding confidentiality, maintaining files, technology use, reference and research materials, dress code, etc.

vii. Remember that email lives forever, so be mindful of content, tone, spelling, and punctuation when sending emails in the workplace.

Performance

i. Demonstrate your maturity. Externs with poise and confidence inspire confidence in others.

ii. Clarify each assignment when you receive it. Understanding what is expected of you when you receive an assignment is essential to producing high quality work. Tips on how to do this effectively will be discussed in your seminar.

iii. Remember that your work product will leave a lasting impression. So make it a great one from the very first assignment:
   1. Do careful and thorough work that is clear and concise.
   2. Document your process (what you did and where you researched).
   3. Thoroughly review the applicable area(s) of law and procedural rules for any assignment.
   4. For written assignments, consider creating research and memo outlines before you start drafting.
   5. “Give me a draft,” does not mean your first draft. Proofread, double-check your citations, and proofread again.
   6. Your field supervisor will expect thoughtful, well-researched arguments, and legal analysis. Avoid shortcuts, such as substituting conclusory statements for careful reasoning.

iv. Request feedback on your work and ensure you fully understand any feedback provided. Again, this is an educational experience. Do not shy away from seeking input from your field supervisor(s) on your work product and overall progress. Such information will help you continue to
grow as an extern.

Periodic Self-Evaluation

i. Take time to reflect on every observation and assignment you experience at the field placement. What lessons will you take away from those experiences related to professional values, norms, law office culture, practical skills, professionalism, and the practice of law in a particular area? What do and don’t you like about the work?

ii. Think about how you’re spending your time at the placement. Are you accomplishing what you intended each day? If not, think about how you might reprioritize your work at the field placement to meet your deadlines and other goals.

Frequently Asked Questions

Eligibility, Registration, and Enrollment

i. I’m a transfer student, can I participate in the J.D. Externship Program?

   Yes. Transfer students can participate in the Externship Program under the same conditions as any other J.D. student.

ii. I’m a part-time student, can I participate in the J.D. Externship Program?

iii. Yes. Part-time students can participate in the Externship Program under the same conditions as any other J.D. student.

iv. How should I rank the externship course during preregistration?

   Students should preregister for the externship seminar of their choice like they do for any other course. If the externship seminar of your choice or all seminars are full, place yourself on a waitlist.

v. I haven’t yet secured a field placement, can/should I still apply for the J.D. Externship Program?

   If you are planning to participate in an externship during the fall or spring semester, then you can enroll yourself in an externship seminar, via MyAccess, before you have secured a qualifying field placement.

   - For the Fall 2017 semester, enrolled students have until Tuesday, August 1, 2017 to submit a completed externship application, identifying their secured field placement, to finalize their enrollment in the fall Externship Program.
• For the Spring 2018 semester, enrolled students have until Tuesday, January 2, 2018 to submit a completed externship application, identifying their secured field placement, to finalize their enrollment in the spring Externship Program.

Students who secure a qualifying field placement after the applicable application deadline (August 1 for fall externships or January 2 for spring externships) should simultaneously register themselves for an available seminar (or add themselves to a waitlist) and submit the externship application.

If, after August 1 or January 2, you have not submitted an application within 48 hours of your enrollment in an externship seminar or it is determined that you do not have a qualifying field placement and/or meet the eligibility criteria, you will be dropped from the Externship Program and companion seminar for the applicable semester.

Registration for the J.D. Externship Program will remain open until there are no seats left in the program or through the last day of Add/Drop (for each semester), whichever occurs first.

vi. The externship application requires my field supervisor’s contact information, but I don’t yet know who will be my supervisor at the externship. What do I do?

To complete the application, provide contact information (name, title, phone number) for your current contact at the placement. You will have another opportunity to provide your updated field supervisor’s contact information through the Rule 304(c) Agreement.

vii. What documentation, if any, do I need to complete in order to finalize my enrollment in the J.D. Externship Program?

In addition to submitting the externship application, students must also submit a fully complete Rule 304(c) Agreement, via their externship seminar’s Canvas page, by the applicable deadline.

viii. Can I take an externship and another experiential course at the same time?

The chart on the next page outlines which experiential courses may or may not be taken together in the same semester. Please note that any exceptions to these general policies are made clear in the course descriptions in the Curriculum Guide. Please read those descriptions carefully.
ix. Can I do an externship if I have already taken a D.C. Advantage practicum course or plan to take the Government Lawyering (Fieldwork Practicum) course?

The J.D. Externship course is mutually exclusive with all prior D.C. Advantage practicum courses and the Government Lawyering (Fieldwork Practicum) course.

x. Can I earn credit through the J.D. Externship Program for work at a for-profit field placement?

No. Students cannot receive academic credit through the J.D. Externship Program for work at for-profit placements.

The Externship Seminar

i. On the Curriculum Guide, there are Externship I and Externship II Seminars, how do I know which I should enroll in?

The Externship I Seminar is for students participating in the J.D. Externship Program for the first time. Returning J.D. externship students must enroll in the Externship II Seminar.

ii. How are externship seminars graded?

In the externship seminar, students receive two grades: (i) a Pass/Fail grade for their work at their field placement, i.e., a fieldwork grade; and (ii) a letter grade for their work in the 1-credit seminar. Detailed grading rubrics for both the fieldwork and seminar grades will be provided in the course syllabus.

iii. None of the available seminars fit my schedule. Can I take the seminar during a different semester, e.g., complete my fieldwork during the fall semester and the seminar during the spring?

No. Per ABA Standard 304(c), requiring contemporaneous reflection, students must take the seminar and perform their fieldwork during the
same semester.

Field Placements

i. **Can I work more than the required hours per week (i.e. more than 10 or 15 hours)?**

   Students may work additional hours beyond the minimum number of hours required by the J.D. Externship Program, but no additional academic credit will be given.

ii. **Can I work more than 11 weeks during the semester (or 6 weeks during the summer)?**

   Students may work more than 11 weeks during the semester (or 6 weeks during the summer), but no additional academic credit will be provided.

iii. **What if my field placement requires more than 10 or 15 hours per week of work?**

   The J.D. Externship Program does not award additional academic credit for students who work more than 110 hours for 2 fieldwork credits or more than 165 hours for 3 fieldwork credits.

   If you've been offered an externship at a government or poverty law-related field placement that will require you to work more than 15 hours per week, please explore whether the Government Lawyering (Fieldwork Practicum) or Poverty Law and Policy (Fieldwork Practicum) courses would be a better fit for the opportunity.

   Additionally, students whose total hours worked exceed the Externship Program's requirements may be eligible to apply the additional hours worked to the Pro Bono Pledge. Students may sign up for the Pro Bono Pledge online through the OPICS website. To determine whether your field placement qualifies for the Pro Bono Pledge, please contact Jen Tschirch, Assistant Director of Pro Bono Programs at jt1133@georgetown.edu.

iv. **My field placement requires a security clearance and/or background check. When must I have that complete by in order to remain enrolled in the Externship Program?**

   Students must be fully eligible to start work at their field placement (i.e., security clearance and/or background checks complete) by the last business day before Add/Drop ends or they will be removed from the J.D. Externship Program and companion seminar.
v. 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 Public Interest and Community Service (OPICS), either in person (McDonough Room 208) or by email to opics@georgetown.edu. Please allow 1-2 business days for processing.

vi. I didn't work at my field placement at all last week. Do I have to submit a time sheet?

Students do not need to submit time sheets for any week that he/she does not work. Students must, however, ensure their field supervisor is aware, in advance, of any planned week(s) off.

vii. Can I work during final exams?

No. Students must complete their required number of hours by the last day of classes (not the last day of exams).

viii. Can I do an externship outside of Washington D.C.?

During the fall and spring semesters, students can earn academic credit for externships at judicial, governmental, or nonprofit field placements in the Washington, DC metropolitan area.

During the summer session, students can earn academic credit for an externship at a judicial, governmental, or nonprofit field placement anywhere in the United States.
APPENDIX A

SAMPLE BIWEEKLY TIME SHEET
Georgetown University Law Center
J.D. Externship Program
Biweekly Time Sheet

INSTRUCTIONS: Beginning __________, submit biweekly time sheets that accurately reflect your hours worked and tasks performed for the previous two weeks. Your time sheet must be posted to your seminar's Canvas page every other _____.

Please be mindful of client and placement confidentiality when completing this time sheet.
NOTE: You do not have to submit a time sheet for any week(s) that you do not work.

Full Name: Click here to enter text.
Net ID: Click here to enter text.
Select Your Externship Seminar:
For the week of: Click here to enter a date. through Click here to enter a date.
Your Field Placement: Click here to enter text.

Week 1

Day 1: Click here to enter a date.
Brief Summary: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________

Hours: Click here to enter text.

Day 2: Click here to enter a date.
Brief Summary: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________

Hours: Click here to enter text.

Day 3: Click here to enter a date.
Brief Summary: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________

Hours: Click here to enter text.

Day 4: Click here to enter a date.
Brief Summary: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________

Hours: Click here to enter text.

Day 5: Click here to enter a date.
Brief Summary: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________

Hours: Click here to enter text.
Week 2

Day 1: Click here to enter a date.
Brief Summary: ___________________________________________________________
________________________________________________________________________
________________________________________________________________________
Hours: Click here to enter text.

Day 2: Click here to enter a date.
Brief Summary: ___________________________________________________________
________________________________________________________________________
________________________________________________________________________
Hours: Click here to enter text.

Day 3: Click here to enter a date.
Brief Summary: ___________________________________________________________
________________________________________________________________________
________________________________________________________________________
Hours: Click here to enter text.

Day 4: Click here to enter a date.
Brief Summary: ___________________________________________________________
________________________________________________________________________
________________________________________________________________________
Hours: Click here to enter text.

Day 5: Click here to enter a date.
Brief Summary: ___________________________________________________________
________________________________________________________________________
________________________________________________________________________
Hours: Click here to enter text.

Total Hours for Week 2: Click here to enter text.

Total Hours Worked to Date: Click here to enter text.
APPENDIX B

SAMPLE RULE 304(C) AGREEMENT
Georgetown University Law Center
J.D. Externship Program
Rule 304(c) Agreement

Georgetown University Law Center’s J.D. Externship Program (“Externship Program”) provides students with the opportunity to participate in semester-long judicial, governmental, and nonprofit externships.

To formalize the externship, the American Bar Association requires:

a written understanding among the student, faculty member, and a person in authority at the field placement that describes … the substantial lawyering experience and opportunities for performance, feedback, and self-evaluation [the student extern will receive]; and … the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student[,] ABA Standard 304(c) (2016).

Georgetown Law’s Rule 304(c) Agreement outlines the expectations for the Field Supervisor, Student Extern, and the J.D. Externship Program (which includes the Externship Program Director and all Adjunct Externship Faculty Members) related to the Student Extern’s participation in the J.D. Externship Program.

Demographic Information

Student’s name, year, NetID: ________________________________

Student’s start and end dates (not to exceed 12/3/17, the last day of classes): ________________________________

Field Supervisor’s name and title: ________________________________

Field Supervisor’s email address: ________________________________

Field Supervisor’s phone number: ________________________________

The Field Supervisor, Student Extern, and J.D. Externship Program, which includes the Externship Program Director and all Adjunct Externship Faculty Members, agree as follows:

1. All participants understand that the Student Extern is the primary beneficiary of the externship and the fieldwork component will provide the Student Extern with substantial lawyering experiences that are reasonably similar to the experiences of a lawyer advising or representing a client or engaging in other lawyering tasks, while under the supervision of an attorney at the field placement.

Field Supervisor Responsibilities:
1. Field Supervisor will meet with the Student Extern at the beginning of the semester to discuss his/her Statement of Goals and will approve the Statement of Goals only if it appears that the Student Extern will have the opportunity to achieve his/her identified goals.

2. Field Supervisor understands that the Student Extern should be provided multiple opportunities for performance and feedback that will assist the student in making progress toward his/her individual learning goals.

3. Field Supervisor has read the Capital Area Consortium on Externships (CACE) Manual for Extern Supervisors – Best Practices and agrees to follow the educational goals and program guidelines stated therein.

4. Field Supervisor accepts primary responsibility for overseeing the Student Extern’s work at the placement throughout the semester and monitoring the progress of all work assigned to the student.

5. Field Supervisor will ensure that the Student Extern receives an orientation to the rules, policies, procedures, methods, and operations of the field placement organization or office.

6. Field Supervisor agrees that the Student Extern will be assigned tasks representative of work that would be assigned to a law clerk or entry-level attorney at the field placement (keeping in mind that he/she is not yet authorized to practice law), including opportunities to perform a variety of legal tasks and exposure to a variety of legal or policy issues regularly encountered at the placement.

7. Field Supervisor agrees that, to the greatest extent practicable and appropriate, Student Extern will be offered opportunities to participate in and/or observe various aspects of cases or projects related to the substance of assignments he/she has been given, including but not limited to meetings and consultations, client or witness interviews, case planning/strategy sessions, discovery, fact investigations, drafting sessions, negotiation or settlement conferences, and/or court or tribunal proceedings.

8. Field Supervisor agrees that the Student Extern will be provided with specific, individualized, consistent, and timely feedback on his/her work.

9. Field Supervisor agrees that Student Extern will not be assigned clerical tasks (e.g., filing, photocopying) or other non-legal work.

10. Field Supervisor agrees to provide the Student Extern with an adequate workspace at the placement site and the necessary tools/resources for Student Extern to complete his/her assignments.

11. Field Supervisor agrees to complete and submit two evaluations of the Student Extern’s performance – a Mid-Semester Survey and an End-of-Semester Evaluation – and meet with the Student Extern at mid- and end-of-semester points to discuss his/her performance.

12. Field Supervisors who telework or spend considerable time away from the office agree to identify other attorneys to whom the student can report to or secure additional assignments from when the field supervisor is absent from the office.

Student Extern Responsibilities:

1. Student Extern has read the Georgetown Law Student Extern Manual and agrees to comply with the educational goals and guidelines stated therein.
2. Student Extern agrees to create a Statement of Goals for the externship and will discuss these goals with both his/her Field Supervisor and Seminar Professor.

3. Student Extern agrees to perform work assigned by the Field Supervisor in connection with the externship.

4. Student Extern agrees to follow directions, seek clarification and advice in a timely fashion, and comport oneself with professionalism and integrity throughout the externship.

5. Student Extern agrees to set a regular work schedule with the Field Supervisor and seek permission, in advance, for any changes or modifications in the placement work schedule.

6. Student Extern agrees to (i) maintain a weekly time sheet of work performed at the field placement (being mindful of placement/client confidentiality issues); and (ii) timely submit his/her time sheets every two weeks via Canvas.

7. Student Extern agrees to comply with the Rules of Professional Conduct of the jurisdiction in which the placement is located, together with any other rules, guidelines, or policies applicable to the particular field placement, including protecting all confidential and privileged information of the placement and its clients.

8. Student Extern agrees to promptly attend all externship seminar classes and timely complete all class assignments/requirements.

9. Student Extern agrees to contemporaneously reflect (throughout the semester) on the observations, experiences, professional and ethical considerations, and other opportunities for performance and learning presented by the externship.

10. Student Extern agrees to complete and submit a mid-semester survey and end-of-semester evaluation of the field placement.

11. Student Extern acknowledges that he/she meets all program requirements to remain in the J.D. Externship Program and receive academic credit. Detailed policies regarding J.D. Externship Program requirements can be found on the J.D. Externship website.

12. Student Extern understands that he/she will receive academic credit for the externship course as follows:

<table>
<thead>
<tr>
<th>Fieldwork Hours</th>
<th>Fall or Spring Externships</th>
<th>Summer Externships</th>
</tr>
</thead>
</table>
| Fieldwork Hours | • 10 or 15 hours per week for at least 11 weeks  
• 110 or 165 total fieldwork hours completed | • 18.5 or 27.5 hours per week for at least 6 weeks  
• 110 or 165 total fieldwork hours completed |
| Fieldwork Credits | • 3 Pass/Fail Credits: 15 hours per week of fieldwork at the placement for at least 11 weeks during the semester  
• 2 Pass/Fail Credits: 10 hours per week of fieldwork at the | • 3 Pass/Fail Credits: 27.5 hours per week of fieldwork at the placement for at least 6 weeks during the summer  
• 2 Pass/Fail Credits: 18.5 hours per week of fieldwork at the |
<table>
<thead>
<tr>
<th></th>
<th>Fall or Spring Externships</th>
<th>Summer Externships</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seminar Credits</strong></td>
<td>placement for at least 11 weeks during the semester</td>
<td>placement for at least 6 weeks during the summer</td>
</tr>
<tr>
<td></td>
<td>• 1 Graded Credit</td>
<td>• 1 Graded Credit</td>
</tr>
</tbody>
</table>

**J.D. Externship Program Responsibilities:**

1. The J.D. Externship Program oversees all field placements and externship seminars. The J.D. Externship Program will ensure that each student receives contemporaneous, faculty-guided reflection through a seminar taught by an assigned Adjunct Faculty Member.

2. The J.D. Externship Program, through the externship seminar, will provide instruction on various professional skills that will assist the Student Extern in his/her contemporaneous externship experience, and after law school in his/her legal career.

3. The J.D. Externship Program, through the Adjunct Faculty Member, will assure the educational quality of the Student Extern’s experience and evaluate the Student Extern’s academic performance in the seminar.

4. The J.D. Externship Program, through the Adjunct Faculty Member, will review and evaluate the Student Extern’s Time Sheets, Statement of Goals, seminar assignments, and mid-semester and end-of-semester-evaluations to ensure Student Extern’s educational goals are being achieved.

5. The J.D. Externship Program, through the Adjunct Faculty Member, will meet regularly with the Student Extern via the biweekly seminar and a mid-semester meeting. These class sessions will ensure ongoing contemporaneous reflection and assess Student Extern’s overall progress toward his/her individual and program-wide goals. The Adjunct Faculty Member will meet with Student Extern more often, as needed, to assure overall educational progress.

6. The J.D. Externship Program will offer Field Supervisors periodic trainings to support their management of the externship experience.

7. The J.D. Externship Program will maintain regular communication with Field Supervisors and provide relevant information and materials, including but not limited to the CACE Manual.

8. The J.D. Externship Program will be available to assist the Student Extern and/or Field Supervisor if questions or concerns arise about the externship during the semester.

Agreed upon by:

Field Supervisor __________________________________________ Date: ______________________, 201_

Student Extern __________________________________________ Date: ______________________, 201_

J.D. Externship Program Director ____________________________ Date: ______________________, 201_