1. Are LL.M. students able to do externships during their Master of Laws studies?  
Yes. LL.M. students are able to receive academic credit for unpaid work experience that is law-related. Students work about 10-15 hours a week during the semester under the direct supervision of an attorney, and receive two credits for the experience.

2. When do most LL.M. students do externships?  
Most LL.M. students do externships in the spring, but U.S.-Trained LL.M. students are permitted to do an externship for credit in the fall (instead of the spring). Students in the Two-Year LL.M. program can do an externship during the second year of their program.

3. How many LL.M. students did externships last year?  
During the spring of 2014, we had 72 LL.M. students complete externships and we had 33 LL.M. students do externships during the fall of 2013.

4. How many hours are required per unit of credit?  
LL.M. students must work a minimum of 10 hours a week, for 11 weeks, to receive two academic credits.

5. Where do LL.M. students do their externships?  
LL.M. students work in a variety of settings, including government agencies, non-governmental organizations (NGOs), private corporations, law firms, and accounting firms, among others.

6. Does Georgetown Law provide contact information (for example, to whom LL.M. students can send e-mails) to apply for each externship? Or do LL.M. students have to search for information on their own?  
Each semester, the Office of Graduate Programs provides LL.M. students with a database of “pre-approved” organizations with contact information, but LL.M. students are not limited to that list. Click here to view the database of “pre-approved” externship opportunities.

7. Are LL.M. students allowed to do externships outside Washington, D.C.?  
LL.M. students’ placements need to be in the greater D.C. area. Since most students are in classes, it is difficult to travel elsewhere for an externship. Also, we require students to be on-site at the externship (rather than doing research from home, for example).

8. Are externships limited to the spring semester?  
No. U.S.-trained LL.M. students are permitted to undertake a fall externship for credit, instead of in the spring. However, foreign-trained LL.M. students cannot participate in a fall externship unless they are entering the second year of their Two-Year LL.M. program.

9. May U.S.-trained LL.M. students do two externships, one in the spring and one in the fall?  
No. LL.M. students may only receive academic credit for one externship.

10. Do LL.M. students need to find an externship from the pre-approved list provided by the Office of Graduate Programs or can they look on their own?  
Students can find externships by looking at the database provided by the Office of Graduate Programs, and/or they may also find them on their own.
11. Do externship credits count towards the total number of credits required for graduation?
Yes. Externship credits count toward the total number of credits required for graduation, but they do not count toward the specialization credit requirements for your LL.M. degree or LL.M. certificate. For example, for LL.M. in Taxation students, externship credits do not count as tax credits. In addition, for students who began their LL.M. studies in 2012-2013 or later, the externship credits do not count toward the 24 credits required for the New York Bar exam.

12. What type of writing sample would you recommend we submit when applying for an externship?
It would be best if your writing sample relates to the field you are studying. If not, it should show a thorough analysis. If you are coming straight from your J.D. program, you may submit an excerpt from a class paper in which you received a high grade. If you have work experience, you can submit a client memorandum, but ensure that it is redacted and that you have permission from your prior employer. For more information on writing samples, click here.

13. How difficult is it to get an externship approved that is not on the list of “pre-approved” externships?
It is not too difficult. The work has to be law-related, unpaid and under the direct supervision of an attorney. Also, if the externship is with a private firm or for-profit entity, your time and work product cannot be billed to a client.

14. How many LL.M. students apply for externships?
That is difficult to answer, as most LL.M. students apply directly to the organization.

15. When should I start searching for an organization to work for if I want an externship in the spring? When in the fall do most students apply for externships?
For the spring semester, most applications for externships are submitted in September and October. After the add/drop period ends on September 9, 2014, you may submit your resume and cover letter for review and comments by Graduate Career and Professional Development (the LL.M. career advisors). The deadline for approval of an externship for the spring semester is January 20, 2015, so students must have their externship secured by then in order to receive academic credit.

For the fall semester, students apply beginning in August. The deadline for approval of an externship for the fall semester is September 9, 2014, so students must have their externship secured by then in order to receive academic credit.

16. For those who want to work on mergers & acquisitions (M&A) and on infrastructure projects, which organizations do you mostly recommend?
In terms of infrastructure projects, you should look at any of the international organizations. For M&A, perhaps a corporate practice group at a law firm or the U.S. Securities & Exchange Commission (Division of Corporation Finance).

17. Do all of the organizations listed on the pre-approved externship list hire non-U.S. citizens?
No. Many of the U.S. government agencies have restrictions on hiring non-U.S. citizens as externs. However, Foreign-Trained LL.M. students who are U.S. citizens may be eligible to apply to many of the U.S. government agencies if the positions do not require a J.D.

18. Where did LL.M. students do externships in past semesters?
LL.M. students externed at the following organizations/agencies:

- AIPAC (American Israel Public Affairs Committee)
- Alston & Bird
- American Dental Association
- Baker Hostetler

- Bingham McCutchen LLP
- Caplin & Drysdale
- Center for International Environmental Law
- CBS News
19. Can LL.M. students apply to more than one organization?
Absolutely. We encourage students to apply to as many as interest them.

20. Is there a list where the school posts organizations looking for externs from Georgetown Law, beyond the “pre-approved” list?
Yes. Students can look at the J.D. Externship Program Web site for information on opportunities available to J.D. students. LL.M. students can apply for many of these openings as well. Additionally, the career advisors in Graduate Career and Professional Development are always trying to make
connections with new employers and promote externships, and the “pre-approved” database will continue to grow throughout the year.

21. I have noticed that many U.S. government employers list that they are looking for J.D. students as externs. In general, will most of these employers accept LL.M. students as well or do we have to look for positions that are specifically listed for LL.M. students?
   If the organization is in our “pre-approved” database, it is interested in LL.M. students. If you are looking at a posting on another list or somewhere else, please read the job requirements carefully.

22. When I look at the U.S. Department of Justice web site for the National Security Division, it says that the organization was looking for second semester 1Ls, 2Ls and 3Ls. Does this mean that the National Security Division will not accept LL.M. students?
   No. You should still apply for these opportunities. In addition, you should be in touch with the Center on National Security and the Law. You can contact Nadia Asancheyev, Deputy Director of the Center on National Security and the Law, Georgetown University Law Center (na76@law.georgetown.edu), to obtain more ideas about possible externship opportunities.

23. This is not exactly about externships, but I was wondering if professors hire LL.M. students as research assistants, and if there is a list anywhere of available positions or if we just contact individual professors?
   Yes, professors hire LL.M. students as research assistants, but the list of available positions is not posted yet. Research assistant opportunities are usually posted on Symplicity. In addition, LL.M. students are encouraged to reach out to individual professors whose work interests them.

24. What are some of the popular externships for LL.M. in Taxation students?
   Some of the popular externships for Taxation LL.M. students include the: Internal Revenue Service; U.S. Tax Court; Office of Chief Counsel, D.C. Office of Tax and Revenue; Joint Committee on Taxation; Pension Benefit Guaranty Corporation (PBGC); some of the Big 4 accounting firms (Ernst & Young, KPMG, and Deloitte); and some law firms.

25. Does the externship placement satisfy the New York’s Bar Pro Bono requirement?
   The state of New York recently introduced a pro bono requirement for all New York Bar applicants. Beginning January 1, 2015, all applicants for admission by examination to the New York Bar must perform 50 hours of law-related pro bono service prior to filing their application. Because Georgetown Law is not the administrator of this requirement, we cannot officially verify or confirm that a particular activity will count. Consequently, what we have provided below is our best advice based on the information publicly available. We recommend that you contact the NY Bar directly with specific questions.

   Under the new rule (22NYCRR 520.16), pro bono is broadly defined, though the work must be law-related in nature and supervised by an attorney or faculty member who is barred in the jurisdiction where the work is performed. Examples of qualifying activities include:
   - Law-school sponsored clinics that provide legal assistance to those who cannot afford representation;
   - Externships or internships (even if funded or performed for academic credit) for a nonprofit provider of legal services, legal aid office, judge or court system, Public Defender, U.S. Attorney, District Attorney, State Attorney General, or other federal, state or local government agency or legislative body;
   - Private sector pro bono work;
   - Law school sponsored projects or programs that serve the poor or disadvantaged (provided the work is law-related and supervised in accordance with the pro bono requirement);
   - Law-related work in connection with a faculty or instructor’s pro bono work.
You should refer to the text of the law or the Court's guidance on its implementation to determine whether a particular activity qualifies. Please see this link for more information about the N.Y. Bar Pro Bono Requirement: [http://www.law.georgetown.edu/careers/opics/pro-bono/nybar-probono.cfm](http://www.law.georgetown.edu/careers/opics/pro-bono/nybar-probono.cfm).

26. **How competitive are the USAID, OPIC, CEIL, and other international development/human rights type externships?**
Those externships, while competitive, seem to have fewer students applying recently.

27. **Who should I contact if I have additional questions?**
If you have additional questions about locating an externship placement, contact Graduate Career and Professional Development at gradprofdevp@law.georgetown.edu.

If you have additional questions about the process of getting an externship approved for academic credit, please contact Molly Jackson in the Office of Graduate Programs. She is the Externship Coordinator and can be reached at jacksonm@law.georgetown.edu.