Externships offer students the opportunity to gain insight into the legal system by seeing law in action, and to gain a deeper understanding of an area of the law by integrating classroom work with real world experience. Externships also allow students to explore their professional objectives, to understand better an area of practice, and to enhance opportunities for public/community service.

Students will receive two (2) credits that will be graded on a pass/fail basis, and may participate in only one (1) “for-credit” externship during their LL.M. program.

Requirements

All students who wish to receive academic credit for an externship must submit a completed “Externship Application and Supervisor Agreement Form.” In addition, students whose placement is a “student-initiated placement” rather than “pre-approved,” must also submit a “SIP Approval Request Form.” These forms should be submitted to the Office of Graduate Programs promptly after securing a placement, but no later than Tuesday, January 26, 2016 at 5:00 p.m. Links for forms can be found here: [www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/requirements.cfm](http://www.law.georgetown.edu/academics/academic-programs/graduate-programs/externships/requirements.cfm).

Students are then required to devote a minimum of ten (10) hours per week for at least eleven (11) weeks to the externship. Please note that a number of organizations request more than 10 hours per week, but no full-time student should work more than 20 hours in any given week. On average, students work between 12 and 16 hours per week.

Students must submit a weekly time sheet via a Google doc that confirms the student’s participation and generally describes the nature of the work performed without disclosing any confidential information. The link for the timesheet is on the Externship website. Each week’s time sheet is due no later that the Monday of the following week.

At the end of the semester, the student will be required to submit a 5 to 10 page paper reflecting on the externship experience (see below).

Students who do not meet all program requirements, including the timely submission of time sheets, will not receive credit for the externship.

The Required Paper

At the end of the semester, you must submit a 5 to 10 page (double-spaced) memo. The memo should be submitted to the Registrar’s Office no later than 5 pm on Friday, May 6, 2016. Please see the handout on the Externship Memo.

Important Dates

- Friday, April 29, 2016 – Required Exit Class, 4 pm
- Friday, April 29, 2016 – Students must have completed the Externship.
- Friday, May 6, 2016 – 5 pm: Required memo must be submitted to the Office of the Registrar.