

## LL.M. ACADEMIC EXTERNSHIP PROGRAM INFORMATION

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.

It is important to adhere to the application and placement deadlines set forth below in order to have an opportunity to participate in the program.

### Eligibility

To be eligible to participate in the externship program, the student must be:

- A current LL.M. student (excluding COST Scholars)
- Able to balance work and school successfully

In addition, some organizations will have additional eligibility requirements, such as U.S. citizenship or Allied Member country citizenship.

### Securing Your Placement

While students are responsible for finding their own placements, it is essential that your placement is one that will provide a valuable learning experience. The Office of Graduate Programs keeps a list of employers where students have worked in past years, and thus these are “pre-approved” placements. These employers have not agreed that they will necessarily take a Georgetown student, but these are placements that we have concluded will meet the educational objectives of our program. The list of pre-approved placements is available online at <http://www.law.georgetown.edu/graduate/ExternshipProgram.html>. Also included in that list is information about what you should include in your application, to whom it should be sent, and any applicable deadlines. (Remember that some organizations have eligibility requirements, such as U.S. citizenship or Allied Membership country citizenship.)

Students may secure a placement that is not pre-approved (known as a “student-initiated placement” or “SIP”). All SIPs must be approved by the Office of Graduate Programs. Students who wish to receive credit for a SIP, must submit a “SIP Approval Request Form.” We recommend that you submit your SIP Approval Request Form well in advance of the January 17<sup>th</sup> deadline because the review committee may have follow-up questions that need to be resolved prior to the start of the spring semester.

SIP placements must be legal in nature and performed under the direct supervision of a lawyer, and must be unpaid.

Some of the pre-approved employers have requested that we collect all of the applications and deliver them to the employer as a group. This service is offered to assist employers, but the employer retains complete authority concerning whom to interview or hire.

## 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 17, 2012 at 5:00 p.m.***

Please note: Students cannot receive credit for an externship with an employer for whom the student will be working for pay during the fall semester.

In order to receive credit, students must attend the mandatory externship orientation program held during the first week of the semester. **This is scheduled for Friday, January 20<sup>th</sup> at 4:00 p.m.** 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 Courseware that confirms the student’s participation and generally describes the nature of the work performed without disclosing any confidential information. If you experience difficulties with Courseware, the timesheet can also be submitted to the Externship Coordinator in the Office of Graduate Programs. **Each week’s time sheet is due no later than 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 description 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 Monday, April 30, 2012**. The memo should:

1. Summarize your overall experience and briefly describe the type of work you did and the skills you developed.
2. Describe whether and how the externship met the education goals you set for yourself.
3. Discuss the extent and quality of the supervision you received and any recommendations concerning continuation or modification of the externship program.
4. Comment on an issue of your choosing which arises from your externship experience. Some examples include: ethical dilemmas you experienced and how they were addressed and resolved; a discussion of how seeing the “law in action” altered or deepened your understanding of the substantive law or your understanding of fairness and justice. Obviously you must be mindful in your memo (as you should be in all contexts) about preserving client confidentiality.

## Important Dates

- **Tuesday, January 17<sup>th</sup> – 5:00 p.m.** Deadline to submit “Externship Application” and “Supervision Agreement Form.” A “SIP Approval Request Form” is also required for students participating in student-initiated placements.
- **Friday, January 20<sup>th</sup> – 4:00 p.m.:** Required Orientation Class
- **By the Week of January 23<sup>rd</sup>** – Students must start Externship. Students may start their externships no earlier than the week of January 2<sup>nd</sup> and no later than the week of January 23<sup>rd</sup>. (Keep in mind: 10 hours per week/11 weeks minimum.)
- **Friday, April 27<sup>th</sup>** – Required Exit Class, 4 pm
- **Friday, April 27<sup>th</sup>** – Students must have completed the Externship.
- **Monday, April 30<sup>th</sup>** – Required memo must be submitted to the Office of the Registrar.