

GEORGETOWN LAW

Graduate Career and Professional Development FAQs: Externships for LL.M. Students 2018

- 1. What is an externship and are LL.M. students able to do an externship during their Master of Laws degree program?**

Yes. LL.M. students are able to do one externship which allows students to receive academic credit for an 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 eligible 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 in the Summer after their first year or in the Fall or Spring semester during the second year of their program. Part-time foreign-trained LL.M. students may do an externship in the second semester of their degree program. Note: JD/LL.M. students may do an externship during their LL.M. program even if a student did one during his/her J.D. program.
- 3. How many LL.M. students did externships in the 2017-2018 school year?**

A total of 161 students did externships in the 2017-2018 academic year; 45 students in the Fall and 116 students in the Spring.
- 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. Note: Some organizations require more than 10 hours per week. In fact, most students participating in the program average 12-16 hours per week. However, please note that full-time students are not permitted to work more than 20 hours in any given week. Students are encouraged to speak to their externship supervisor during the interview process or prior to starting their externship to establish the expected hourly commitment from the student.
- 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. Can students in the executive/online LL.M program do an externship?**

Yes, students in the executive/online LL.M. program are permitted to do an externship. They can do an externship in the area in which they live as long as it meets all the other externship program requirements.
- 7. 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?**

The Office of Graduate Programs maintains a database of “pre-approved” opportunities for externships with contact information and application deadlines, but LL.M. students are not limited to the opportunities in this database and are able to seek out their own externship opportunities (see below for information about the Student Initiated Placement). Students will need their NetId and password to access the [Pre-Approved Database](#). **Please note** that the deadlines in the Pre-Approved Database are updated over the Summer for Fall externship opportunities and in the Fall for Spring opportunities. Please check this Database regularly for updated information.
- 8. If an organization is in the Pre-Approved Externship Database, does that mean the organization will automatically offer a student an externship?**

No. Organizations in the [Pre-Approved Database](#) select their own for-credit extern(s), and they select these externs based on their own hiring criteria.

9. Are LL.M. students allowed to do an externship outside the Washington D.C. area?

During the Fall and Spring semesters, LL.M. students' placements must be in the Washington, D.C. metropolitan area and are required to be on-site at the externship employer (rather than doing research from home or at the Law Center, for example). Students may be able to do an externship outside the Washington D.C. area during the Summer. Executive/Online LL.M. students who live outside the Washington D.C. metropolitan area are permitted to do an externship where they live as long as it meets all the other externship program requirements.

9. Can LL.M. students do an externship at an organization they have previously worked or done an internship?

No. Students are not permitted to do an externship for an organization at which they previously worked at or interned with. For example, if a student is currently working at the IRS part-time as an intern, that student cannot do an externship at the IRS during their LL.M. program. We want students to have a NEW learning experience.

10. May U.S.-trained LL.M. students do two externships, one in the Fall and one in the Spring?

No. LL.M. students may only receive academic credit for one externship.

11. Does an LL.M. student need to find an externship from the Pre-approved Database maintained by the Office of Graduate Programs or can a student secure an externship that is not in the Database?

Incoming students can find an externship by looking at the [Pre-Approved Database](#) maintained by the Office of Graduate Programs, and/or they may find an externship on their own, known as a Student Initiated Placement (SIP). Some useful resources for finding an externship on your own include: [PSJD](#) and [Symplicity](#), Georgetown Law's online jobs database. Incoming students will get their credentials to access Symplicity during Orientation week. Students are also encouraged to look at the [Summer Page](#) of the Graduate Career and Professional Development website where we have a link to a [list](#) of externships with early deadlines. Please check this list often, as we will be updating it with new externships and deadlines over the Summer.

NOTE: Students who are considering an externship that is not in the Pre-Approved Database must submit an [Approval Request Form](#) to Molly Jackson before they accept the position.

12. 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.

Also, please keep in mind that the two credits for an externship are included in the TOTAL number of credits a student can take in one semester. Students cannot maintain a course schedule of 13 credits and an externship; the externship must fit within in the 13 credits.

13. What type of writing sample is recommended 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 legal analysis. If you are coming straight from your J.D. or first degree in law program, you may submit an English-language 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, please click [here](#).

14. How difficult is it to get a SIP externship approved that is not in the Pre-Approved Database and what is the process for approval?

It is not too difficult as long as the externship meets the requirements of the program. The work in your externship has to be law-related, unpaid and under the direct supervision of an attorney. In addition, if the externship is with a private firm or for-profit entity, your time and work product cannot be billed to a client. If you are interested in applying for an externship that is not in the Pre-Approved Database, please complete the SIP [Approval Request Form](#).

15. How many LL.M. students apply for externships?

As most LL.M. students apply directly to the organization, we are unable to track the total number of students who submit externship applications

16. When should students start searching for a Fall externship?

The sooner the better, A few Fall externships have deadlines in late Spring and Summer. As noted above, incoming students can find an externship by looking at the [Pre-Approved Database](#) maintained by the Office of Graduate Programs, and/or they may find an externship on their own. Some useful resources for finding an externship on your own include: [PSJD](#) and [Syplicity](#), Georgetown Law’s online jobs database. Incoming students will get their credentials to access [Syplicity](#) during Orientation week in August. Students are also encouraged to look at the [Summer Page](#) of the Graduate Career and Professional Development website where we have a link to a [list](#) of externships with early deadlines. Please check this list often, as we will be updating it with new externships and deadlines over the Summer. The Summer Page will become available in June.

Starting in mid-August, students may submit their resume and cover letters for review and comment by Graduate Career and Professional Development (the LL.M. career advisors). Please see this [link](#) for more information about our resume and cover letter review service.

The deadline for approval of an externship for a Fall externship is September 4, 2018. Students must have their externship secured by September 4th if they plan to extern in the Fall and the externship must start by the week of September 10th.

17. When should students start searching for a Spring externship?

For the Spring semester, most applications for externships are submitted in early Fall. The deadline for approval of an externship for a Spring externship is January 22, 2018. Students must have their externship secured by January 22nd if they plan to extern in the Spring and must begin work by the week of January 21th. Students can use the following resources to find a Spring externship: the [Pre-Approved Database](#); [PSJD](#) and [Syplicity](#), Georgetown Law’s online jobs database.

18. For those who want to work on mergers & acquisitions (M&A) and in project finance, which organizations do you most recommend?

In terms of project finance, you should look at any of the international organizations focusing in particular on development banks. For M&A, students should look at a corporate practice group at a law firm or the U.S. Securities & Exchange Commission (Division of Corporation Finance). Please note that the SEC has early deadlines for their Fall and Spring programs.

19. Do all of the organizations listed in the Pre-Approved Externship Database hire non-U.S. citizens?

No. Many 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. We have noted citizenship requirements when employers have provided them. If not listed, we do not know the requirements regarding citizenship status and all are welcome to apply.

20. Where did LL.M. students do externships in past years?

LL.M. students externed at the following organizations/agencies in the last several years.

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| AIPAC (American Israel Public Affairs Committee) | Cochran & Owens |
| Alston & Bird | Consumer Financial Protection Bureau |
| American Bar Association American Dental Association Amnesty International | Crowell & Moring |
| Asian Pacific American Legal Resource Center | Curtis, Mallet-Prevost, Colt & Mosle |
| Bailey & Glasser | Davis Wright Tremaine LLP |
| Baker Hostetler | D.C. Office of Tax & Revenue |
| Berkshire Hathaway Energy Bingham McCutchen LLP Blackboard, Inc. | D.C. Superior Court Dechert |
| Caplin & Drysdale CBS News | Deloitte Dentons |
| Center for International Environmental Law | Dixon Hughes Goodman DLA Piper US LLP Embassy of Canada Embassy of Colombia Embassy of Mexico |
| Chadbourne & Parke LLP | Embassy of New Zealand |
| | Eversheds Sutherland |

Environmental Defense Fund	Physicians for Human Rights
ERISA	The Protection Project
Financial Industry Regulatory Authority	Public Defender Services
Foley Hoag LLP	Public International Law & Policy Group
Fortney & Scott	Reed Smith
Foundation for International Community Assistance	Robert F. Kennedy Center for Justice and Human Rights
Freedom Now	SES World Skies
General Dynamics	Sidley Austin LLP
Grant Thornton LLP	Skadden
Holland & Knight	Tax Foundation
Human Rights Watch	Three Crowns LLP
Immigration Law Center	U.N. High Commissioner for Refugees
Innovista Law PLLC	U.S. Department of Justice
Inter-American Development Bank	U.S. Bankruptcy Court
International Bar Association	U.S. Commodity Futures Trading Commission
International Centre for Missing & Exploited Children	U.S. Department of Commerce
International Corporate Accountability Roundtable	U.S. Department of Health and Human Services
International Finance Corporation	U.S. Department of Homeland Security
International Monetary Fund	U.S. Department of Labor
Jones Day	U.S. Department of Transportation
Kaiser Family Foundation	U.S. Department of Treasury
KPMG	U.S. Environmental Protection Agency
Maryland Attorney General's Office	U.S. Export-Import Bank
McDermott Will & Emery LLP	U.S. Federal Trade Commission
McGuire Woods LLP	U.S. Food & Drug Administration
Miles & Stockbridge	U.S. House of Representatives
Multilateral Investment Guarantee Agency (MIGA)	U.S. Internal Revenue Service
National Association of Federal Credit Unions	U.S. Joint Committee on Taxation
National Juvenile Justice Network	U.S. Securities & Exchange Commission
National Public Radio	U.S. Senate
The Nature Conservancy	U.S. Trade Representative
New Markets Lab	U.S. Tax Court
Open Society Foundation	Vera Institute of Justice
Organization of American States	Veterans of Foreign Wars, National Legislative Service
Overseas Private Investment Corporation	Voice of America
Pan American Health Organization	Weil, Gotshal & Manges LLP Williams and Mullen
Paul Hastings	Woodrow Wilson International Center for Scholars
People's Global Access to Medicine	World Bank

21. Can an LL.M. student apply to more than one organization?

Absolutely. We encourage students to apply to as many organizations as interest them.

22. May a student change their externship placement after they have accepted an offer to extern with an employer but prior to starting their externship?

No. Once a student has accepted an offer to extern at an organization, that student **must** withdraw his or her applications at all other organizations where s/he has applied. Please note that it is in violation of the policies in the [Student Handbook](#) regarding student conduct in the job search process for a student to continue to interview with other employers after a student has accepted an offer to extern with an employer. In addition, once a student has secured an externship and completed the [LL.M. Externship Application Form](#), the student may not change their externship placement.

23. Is there a place where the school posts organizations looking for externs from Georgetown Law, beyond the Pre-approved Database?

Yes. LL.M. students are encouraged to look on [Symplicity](#) for externship opportunities. Incoming LL.M. students will get their credentials for Symplicity during Orientation week. We also have a **Binder of Student Evaluations** in the Office of Graduate Programs for LL.M. students to look at when determining where to apply for an externship or when considering an externship at a particular organization. To access this **Binder**, please come to the Office of Graduate Programs during business hours (9:00 a.m. to 5:30 p.m. Monday through Thursday; 9:00am to 5:00pm Friday) and ask the Front Desk Assistant to give you the Binder. Please note that you may not remove the **Binder** from the Office of Graduate Programs.

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.

24. If U.S. government employers list that they are looking for J.D. students as externs will these employers accept LL.M. students as well or should students look for positions that are specifically listed for LL.M. students?

If the organization is in our [Pre-Approved Database](#), it is interested in hosting LL.M. students as externs. If you are looking at a posting on another list or somewhere else, please read the job requirements carefully.

25. The U.S. Department of Justice website for the National Security Division indicates that the organization is looking for second semester 1Ls, 2Ls and 3Ls. Does this mean that the National Security Division will not accept LL.M. students?

No. Students should still apply for these opportunities. In addition, students should be in touch with the [Center on National Security and the Law](#) by contacting Nadia Asanchev, Executive 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.

26. Can doing research for a professor count as an externship?

No, a research assistant position does not count as an externship. Some professors do hire LL.M. students as paid research assistants. These opportunities are usually posted on Symplicity. In addition, LL.M. students are encouraged to reach out to individual professors whose work interests them.

27. What are some of the popular externships for LL.M. in Taxation students?

Some of the popular externships for Taxation LL.M. students include: 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 (for example, KPMG, and Deloitte); and some law firms.

28. Does the externship placement satisfy the New York Bar Pro Bono requirement?

The state of New York has 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 towards it. 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.

29. How do students register for an externship on MyAccess?

Students cannot register for an externship themselves; the Office of Graduate Programs must do that for you. Once you have secured an externship and we receive your required documents (the [Externship Application](#) and [Supervision Agreement Form](#)), Molly Jackson, Director of LL.M. Externship Program in the Office of Graduate Programs, will contact the Registrar's Office so they can add the two credits to your schedule.

30. After accepting an offer to extern with an employer in the Pre-Approved Database, what do students need to do?

Once you have accepted an offer to extern with an employer, you need to complete the [Externship Application](#) and [Supervision Agreement Form](#). The completed [Supervision Agreement Form](#) should be emailed to Molly Jackson at jacksonm@georgetown.edu.

31. Whom should students contact if they have additional questions?

If you have additional questions about finding or applying for an externship, please contact Graduate Career and Professional Development at gradprofdevp@georgetown.edu. Students may make an externship counseling appointment with a career advisor on [Acuity](#), or come in during our Drop-In Hours (Monday through Friday from 12:00 p.m. to 1:00 p.m. during the academic year) to speak to a career advisor. If you have additional questions about the process of getting an externship approved for academic credit, please contact Molly Jackson, Director of the LL.M. Externship Program, in the Office of Graduate Programs, at jacksonm@georgetown.edu. Also, for more information about externships, please see the [LL.M. Externship website](#).

