

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. Externship credits do not count as specialization credits for LL.M. degree or certificate programs.

Students may not receive academic credit if they interned or worked previously at the externship organization.

Requirements

All students who wish to receive academic credit for an externship must submit a completed “Externship Application” and signed “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 21, 2020 at 5:00 p.m.** Links for forms can be found on this web page:

<https://www.law.georgetown.edu/experiential-learning/externships/for-ll-m-students/requirements-application-procedures-documents>.

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 form which confirms the student’s participation and generally describes the nature of the work performed without disclosing any confidential information. The link for the time sheet is on the [Externship website](#). **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 - 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 Externship Reflection Memo

At the end of the semester, you must submit a 5 - 10 page (double-spaced) paper. The memo should be submitted to the Registrar’s Office **no later than 5 pm on Friday, May 1, 2020**. Please see the link on the [Externship website](#) about the Externship Reflection Memo.

Important Dates

1. **Tuesday, January 21, 2020 - Due date for Externship Application and signed Supervision Agreement Form**
2. **Friday, January 17, 2020 - Mandatory Externship Orientation Meeting**
3. **Friday, April 24, 2020 - Required Exit Class, 4 pm**
4. **Friday, April 24, 2020 - Students must have completed the Externship**
5. **Friday, May 1, 2020, 5pm - Required paper must be submitted to the Office of the Registrar.**