

GEORGETOWN LAW

LL.M. Student Extern Manual 2019-20 School Year

LL.M. Academic Externship Program

Dear LL.M. Externship Student:

Welcome to the Georgetown University Law Center LL.M. Academic Externship Program! The LL.M. Academic Externship Program provides LL.M. students with the opportunity to get practical legal experience in a variety of settings – including international organizations, government agencies, congressional offices on Capitol Hill, law firms, accounting firms, and non-profit organizations – in exchange for academic credit. For the past sixteen years, Georgetown Law LL.M. students have participated in and benefited from this program, gaining hands on legal experience to complement their educational coursework. We hope you will find your externship experience just as valuable.

This manual provides you with all the information you need to know about the requirements of the program and how to find and secure an externship position. It also contains tips on how to make the most of your externship experience as well as a list of *Frequently Asked Questions* that we compiled from questions students have asked over the years. If, after reading this manual, you have any remaining questions about the externship program, please email Molly Jackson at jacksonm@georgetown.edu.



Molly Jackson
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I. OVERVIEW

An externship is an experience which allows students to receive academic credit for unpaid work that is law-related. On average, students work about 12 to 16 hours per week during the semester under the direct supervision of an attorney and receive two academic credits for the experience. A total of 151 students completed an externship in the 2018-2019 academic year; 34 students in the Fall, 111 students in the Spring, and 6 students during the Summer semester.

A. Eligibility

All LL.M. students are permitted to complete **one** externship for two academic credits during their LL.M. program, unless otherwise specified¹

U.S.-Trained LL.M. Students

- Can complete an externship in the Fall or Spring semester

Foreign-trained LL.M. Students

- Foreign-Trained LL.M. students can only complete an externship in the Spring semester, unless they are in the Two-Year LL.M. program, a part-time student (see below), or have the permission of their LL.M. program director.
- Two-Year LL.M. students can complete 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 complete an externship beginning in the second semester of their degree program.

JD/LL.M. Students

- J.D./LL.M. students may complete one externship during their LL.M. program even if they did so during their J.D. program.

Executive/Online LL.M. Students

- Executive/Online LL.M. students are permitted to complete one externship during their LL.M. program.
- Executive/Online LL.M. students who live outside the Washington, D.C. metropolitan area are permitted to complete an externship local to them, as long as it meets all of the other externship program requirements.

B. Program Requirements

All externships must be:

- Legal in nature – the work must be substantive, law-related and require someone with a legal background;
- Unpaid;
- Under the direct supervision of an attorney;
- A new experience; students cannot receive credit if they have already worked or interned for the same organization prior to the externship;
- For a minimum of 10 but no more than 20 hours per week for at least 11 weeks. Most students participating in the program average 12-16 hours per week. Students are strongly

¹ Check with your LL.M. program director.

encouraged to speak to their externship supervisor at the beginning of their externship to establish the expected hourly commitment from the student²;

- In the Washington, D.C. metropolitan area and at the organization's location.³ Students are NOT permitted to telework/work remotely; and
- Secured by the semester add/drop deadline.

C. Student Requirements

To complete an externship and receive academic credit, students are required to:

- Submit an [LL.M. Externship Application Form](#) before the add/drop deadline;
- Have their externship supervisor complete and sign the [Supervision Agreement Form](#) before the add/drop deadline;
- Attend a mandatory orientation session that will take place the first week of classes;
- Submit a [weekly time sheet and journal](#). LL.M. students must keep a weekly time sheet that confirms the number of hours the student has worked and generally describes the nature of the work performed without disclosing any confidential information. The time sheet must be submitted to Molly Jackson by close of business on the Monday following the work week. A link for the time sheet/journal document can be found [on the website](#).
- Write a reflection paper. At the end of the semester, students are required to submit a 5-10 page paper reflecting on the externship experience. A hard copy of the paper should be submitted to Molly Jackson in Hotung 5000 or students can email a copy to Molly Jackson at jacksonm@georgetown.edu.
- Attend a mandatory exit class that will take place the final week of classes.

II. FINDING AN EXTERNSHIP PLACEMENT

LL.M. students complete their externships in a variety of settings, including government agencies, non-governmental organizations (NGOs), private corporations, law firms, and accounting firms, among others. Students are responsible for securing their own placements.

Pre-Approved Externship Database

- The Office of Graduate Careers maintains a password-protected [Pre-Approved Externship Database](#) of opportunities for externships with position descriptions, contact information and application deadlines. The organizations in the Externship Database have hosted an LL.M. extern in the past, or have agreed to the requirements of hosting an extern and are interested in receiving application materials from students.
- Organizations in the [Pre-Approved Externship Database](#) are not required to offer a student an externship position. They will evaluate and select externs based on their own needs and hiring criteria.
- Students are permitted to apply to as many organizations in the [Pre-Approved Externship Database](#) that interest them.

² Students cannot distribute or reallocate hours. For example, two 5-hour work weeks do not constitute one 10-hour work week, nor does one 20-hour work week equal two 10-hour work weeks. As stated above, students must work at least 11 weeks, and students must work a minimum of 10 hours each week.

³ 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.

- 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.⁴
- Organizations in the [Pre-Approved Externship Database](#) generally require students to apply with a resume, cover letter, and writing sample.

Student Initiated Placement (SIP)

- Students can find and secure externships at organizations not listed in the Pre-Approved Externship Database. Some useful resources for finding an externship on your own include: [Symlicity](#) - Georgetown Law's online jobs database, [PSJD](#), [Idealist](#), [USAJOBS](#), and [The University of Arizona Government Honors and Internship Handbook and the companion University of AZ Public Policy Handbook](#). Many students have also been able to find externship opportunities through their own networking with professors, alumni, and legal professionals.
- Students who find an externship that is not in the Pre-Approved Externship Database must submit a [Student Initiated Placement \(SIP\) Approval Request Form](#). Students should submit the SIP Approval Request Form as soon as they begin to communicate with an organization about an externship position to allow us to verify that the position will meet all of the program requirements. The SIP Approval Request Form should be emailed to Molly Jackson, jacksonm@georgetown.edu.

The Office of Graduate Careers compiles the externship evaluations from past LL.M. students who have completed an externship, and who have given permission for their evaluations to be made available to students. These evaluations can be read by current students and provide valuable information about the application and interview process as well as the externship experience.

III. HOW TO ENROLL IN THE EXTERNSHIP PROGRAM

1. Secure an externship position. 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 and the student may not change their externship placement.
2. After accepting an externship offer, students must complete the [LL.M. Externship Application Form](#).
3. Students must also send their externship supervisor the [Supervision Agreement Form](#) for the supervisor to complete and return to Molly Jackson.
4. Students on an F-1 visa must apply for Curricular Practical Training (CPT), and have their CPT approved BEFORE starting an externship. F-1 visa holders will need to submit three documents to lawcentervisa@georgetown.edu: the CPT Request Form, their I-94 record, and a copy of a completed Externship Supervision Agreement (signed by the externship supervisor). Please contact lawcentervisa@georgetown.edu for further information about the CPT application process.
5. **Students cannot register for an externship in MyAccess.** Once a student has secured an externship and has submitted the [LL.M. Externship Application Form](#) and the [Supervision](#)

⁴ 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.

[Agreement Form](#), Molly Jackson will contact the Registrar's Office to add the two credits to a student's schedule. **Students are not able to add the credits to their own schedule.**

6. Some organizations may require students to submit a letter from their university confirming that they will receive academic credit for the externship. Students should send this request to Molly Jackson at jacksonm@georgetown.edu.

2019-2020 ENROLLMENT DATES AND DEADLINES

FALL

- **Externship Application and Supervision Agreement Form:** Due no later than the add/drop deadline, Tuesday, September 10, 2019 at 5:00pm
- **Mandatory Externship Orientation:** Friday, September 6, 2019, at 4:00pm
- Externships may begin as early as Tuesday, September 3, 2019 but must start no later than the week of September 16, 2019 and end by Friday, December 6, 2019
- **Mandatory Exit Class:** Friday, December 6, 2019 at 4:00pm
- **Paper due to Registrar:** Friday, December 13, 2019 by 5:00pm

SPRING

- **Externship Application and Supervision Agreement Form:** Due no later than the add/drop deadline, Tuesday, January 21, 2020 at 5:00pm
- **Mandatory Externship Orientation:** Friday, January 17, 2020 at 4:00pm
- Externships may begin as early as January 6, 2020, but must start no later than the week of January 20, 2020 and end by Friday, April 24, 2020.
- **Mandatory Exit Class:** Friday, April 24, 2020 at 4:00pm
- **Paper due to Registrar:** Friday, May 1, 2020 by 5:00pm

SUMMER

- **Externship Application and Supervision Agreement Form:** Due no later than the add/drop deadline, Wednesday, May 20 at 5:00pm
- Information regarding **Orientation and Exit Classes** will be sent directly to students

IV. OTHER INFORMATION

A. Supervisor and Student Evaluations

To ensure the externship experience is proceeding appropriately for both our students and the externship organizations, we require student externs and supervisors to complete periodic evaluations.

At the mid-semester point, both students and supervisors will receive separate Mid-Semester Surveys to gauge how the externship is proceeding up to that point. Separate End-of-Semester Evaluations will be sent to both groups again at the end of the semester. Both evaluations will be emailed from Molly Jackson and should be completed online.

B. Compensation and Reimbursement

Georgetown Law does not allow students participating in the LL.M. Externship Program to earn a salary or receive other compensation, including summer funding, for the work performed at their externship organization. Students may, however, receive reimbursement from their externship organization, if available, for their reasonable out-of-pocket expenses related to their work at the organization, e.g., for metro transit or parking.

C. Withdrawing from the Externship Program

Students must receive permission from Molly Jackson to drop/withdraw from an externship.

V. TIPS FOR A SUCCESSFUL LAW SCHOOL EXTERNSHIP

For some students, an externship will be their first time working in a legal setting. Other students may have worked for years before enrolling in the LL.M. program. Although most organizations will not extend a full-time post-graduation job offer to an extern, this does not mean that an externship cannot significantly help with your job search. The following are tips that all students can keep in mind to make the most of their externship experience.

1. Punctuality. Show up on time and complete all tasks by their deadlines. If you are not able to do either of these, let the supervisor know in advance.
2. Complete all tasks with excellence. Even the smallest of tasks that may not seem important to you. Ask questions if you need clarification and check in with the supervisor as you make progress. Proofread everything. No typos!
3. Take on more work without being asked. If you have finished an assignment and haven't been given something else to work on, find a new one. Don't wait for someone to give you a task. Instead, take the initiative, and ask if your supervisor needs help on any other projects.
4. Be resourceful. Research a topic thoroughly before asking a full-time colleague or manager for help, and take the time to reflect and come up with your own insight or solution before consulting others when you uncover a problem.
5. Ask good questions. You want the questions you ask your supervisor or during a meeting to be thoughtful and reflect that you prepared.
6. Ask for feedback. Supervisors are very busy and may forget to make time to sit down with you. Don't be afraid to ask your supervisor for time to check in to talk about your work and ask for feedback on how to improve.
7. Build professional relationships. Your externship only lasts a few months, but you can make relationships that will last much longer. Get to know the other interns and externs as well as the other people working full-time in the organization. Ask them to lunch or for coffee and conduct informational interviews. Attend as many brown bag lunches and other meetings as you are able to.
8. Impress your supervisor. You can accomplish this by being prepared, organized, and doing great work. Learn the best way to communicate with your supervisor and value his/her time.
9. Observe the company culture. An externship is also your opportunity to get to know the culture of a firm or organization and what lawyers actually do in that setting and if it's the

right fit for you. Observe the lifestyle, personalities and strengths of the people who work there.

VI. EXTERNSHIP FREQUENTLY ASKED QUESTIONS

1. 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, unless otherwise specified.⁵ For example, for LL.M. in National Security Law students, externship credits do not count as national security law 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 the 13credit limit.

2. How do students register for the externship?

Students cannot register for an externship themselves. We register students once they submit the required documents. We contact the Registrar and they add the externship to a student's transcript.

3. 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 check the [Office of Graduate Careers Career Manual](#).

4. 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.

5. Can LL.M. students apply to more than one organization?

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

6. Do externships ever turn into full-time job offers?

Some students may receive a full-time job offer from their externship organization, but this is rare. Most, but not all, externship organizations do not take on an extern with the intention of hiring them after the externship period concludes.

Please note that if you have accepted a full-time job offer with an employer while you are currently completing an externship with a different employer, you should not pursue employment opportunities with your externship employer. Doing so would be in violation of the policies in our Student Handbook.

⁵ Check with your LL.M. program director.

7. 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.

8. Can doing research for a Georgetown Law professor count as an externship?

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

9. How can students find out about what it is like to extern with a specific organization?

Students can look at the externship evaluations from past students in the Office of Graduate Careers. These evaluations are helpful to look at when determining where to apply for an externship or when considering an externship at a particular organization. To access the evaluations, please come to the Office of Graduate Careers during business hours (9:00am to 5:30pm Monday through Thursday; 9:00am to 5:00pm Friday) and ask the Front Desk Assistant to see the externship evaluations binder. Please note that you may not remove the binder from our office.

10. Does the externship placement satisfy the New York 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 towards it. Consequently, what we have provided below is our best advice based on the information publicly available. We recommend that you contact the New York 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. More information about the New York Bar Pro Bono Requirement can also be found on the [Georgetown Law website](#).

11. 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 Externship 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.

12. 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.

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

If you have additional questions about finding or applying for an externship, please contact the Office of Graduate Careers 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 at jacksonm@georgetown.edu. Also, for more information about externships, please see the [LL.M. Externship website](#).

14. Where have LL.M. students completed externships?

This is a list of just some of the organizations where LL.M. students have done externships in the past several years.

Alston & Bird LLP	Financial Industry Regulatory Authority	National Association of Federal Credit Unions	U.S. Department of Homeland Security
American Bar Association	Foley Hoag LLP	National Juvenile Justice Network	U.S. Department of Labor
Amnesty International	Fortney & Scott	National Public Radio	U.S. Department of Transportation
Asian Pacific American Legal Resource Center	Foundation for International Community Assistance	The Nature Conservancy	U.S. Department of Treasury
Bailey Glasser LLP	Freedom Now	New Markets Lab	U.S. Environmental Protection Agency
Baker Hostetler	General Dynamics	Open Society Foundation	U.S. Export-Import Bank
Berkshire Hathaway Energy	Grant Thornton LLP	Organization of American States	U.S. Federal Trade Commission
Bingham McCutchen LLP	Holland & Knight	Overseas Private Investment Corporation	U.S. Food & Drug Administration
Blackboard, Inc.	Human Rights Watch	Pan American Health Organization	U.S. House of Representatives
Caplin & Drysdale	Immigration Law Center	Paul Hastings	U.S. Internal Revenue Service
CBS News	Innovista Law PLLC	People's Global Access to Medicine	U.S. Joint Committee on Taxation
Center for International Environmental Law	Inter-American Development Bank	Public Defender Services	U.S. Securities & Exchange Commission
Chadbourne & Parke LLP	International Bar Association	Public International Law & Policy Group	U.S. Senate
Consumer Financial Protection Bureau	International Centre for Missing & Exploited Children	Reed Smith	U.S. Trade Representative
Crowell & Moring LLP	International Corporate Accountability Roundtable	Robert F. Kennedy Center for Justice and Human Rights	
Curtis, Mallet-Prevost, Colt & Mosle LLP	International Finance Corporation	Sidley Austin LLP	
Davis Wright Tremaine LLP	International Monetary Fund	Skadden	
D.C. Office of Tax & Revenue	Jones Day	Tax Foundation	
D.C. Superior Court		Three Crowns LLP	

<p>Dechert LLP Deloitte Dentons DLA Piper Embassy of Canada Embassy of Colombia Embassy of Mexico Embassy of New Zealand Eversheds Sutherland</p>	<p>Kaiser Family Foundation KPMG Maryland Attorney General's Office McDermott Will & Emery LLP McGuire Woods LLP Multilateral Investment Guarantee Agency (MIGA)</p>	<p>U.N. High Commissioner for Refugees U.S. Department of Justice U.S. Bankruptcy Court U.S. Commodity Futures Trading Commission U.S. Department of Commerce</p>	<p>U.S. Tax Court Vera Institute of Justice Veterans of Foreign Wars, National Legislative Service Voice of America Weil, Gotshal & Manges LLP Williams and Mullen</p>
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