

Making the Most of Your Virtual Externship

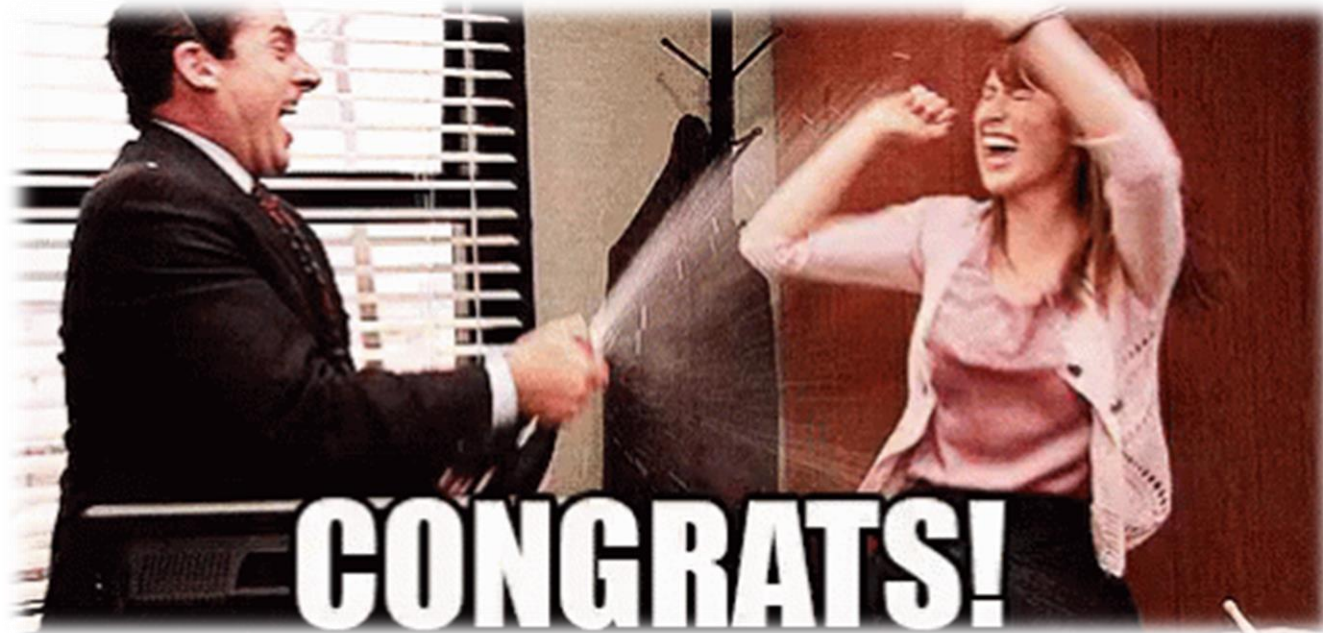
Spring 2021



Office of Graduate Careers

GEORGETOWN LAW

Congratulations!



Overview

- A. Setting Goals and Expectations for Success
- B. Making a Great Impression
- C. Getting Feedback
- D. Remote Relationship Building
- E. Questions

Setting Goals and Expectations

1. Before or during the first week of your externship, set a time to speak with your supervisor
 - Review the [LL.M. Externship Goals](#) form (this will be emailed to you) and set your goals for the externship
 - Go over your goals with your supervisor
 - Learn what their expectations are for you, update your goals, if necessary
 - Ask your supervisor their preferred method of communication (email, video chats, phone calls)
 - **Submit completed Externship Goals form by Friday, February 12.**
2. Throughout the semester
 - Keep a record of your progress towards your goals
 - Check in with your supervisor to ensure you are working towards your goal and meeting their expectations
3. Create A Professional Environment

Making a Great Impression

1. Punctuality

- Create and maintain a set of hours agreed upon by your supervisor.
- Show up to all virtual meetings on time
- Keep track of important dates and deadlines

2. Complete tasks with excellence

- All tasks, no matter how big or small
- Make sure you know exactly what the task is, ask questions

3. Take on more without being asked

- You should always be working on something

4. Be resourceful

- Look for the answer before you ask your supervisor
- Come up with solutions

5. Ask good questions

- The questions you ask reflect your level of preparation and thoughtfulness

Feedback

- **What kind of feedback should you ask for?**
 - Work product
 - Are you meeting the supervisor's expectations
 - Future opportunities
 - Reference

Feedback

Common Feedback Complaints

- I didn't receive feedback on any of my work during the externship.
- I didn't receive much feedback, and what I did receive was unhelpful.
- My supervisor teleworked *a lot* so I hardly ever saw her.
- I received feedback, but it was very generic, like "good job," or worse, "write better!"

Tips for Soliciting Feedback

1. Be ready with your own critique
2. Ask questions
3. Look for ways to get timely feedback and keep reminding your supervisor that you want feedback
4. Ask for examples to make sure you understand your supervisor's comments
5. Learn from the final work product
6. Share your learning goals and ask for your supervisors help from the beginning.

Remote Relationship Building

- Participate in remote office activities to the extent you can
- Be deliberate with your relationship building and networking
 - Take advantage of internal email address
 - Send a short, personal, email introduction to your colleagues
 - Schedule phone or video chats with colleagues for informational interviews (see [Career Manual](#) for email templates)
 - Connect with colleagues on LinkedIn

Questions

