

GEORGETOWN LAW

LL.M./M.L.T. Student Extern Manual 2023-24 Academic Year

Graduate Academic Externship Program

Dear LL.M. Externship Student:

Welcome to the Graduate Academic Externship Program! The Academic Externship Program provides graduate 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 twenty years, Georgetown Law graduate 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.



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Office of Graduate Careers



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I. OVERVIEW

An externship is an experience that 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. 136 students completed an externship in the 2022-2023 academic year: 26 students in the Fall, 105 students in the Spring, and 5 during the Summer semester.

A. Eligibility

All eligible graduate law students are permitted to complete **one** externship for two academic credits during their graduate program, unless otherwise specified¹

U.S.-Trained LL.M. Students

- Students who start their LL.M. program in the Fall may complete an externship in the Fall or Spring semester
- Students who start their LL.M. program in the Spring may complete an externship in the Spring, Summer or the following Fall, as long as the externship is completed prior to graduation.

Foreign-trained LL.M. Students

- Foreign-Trained LL.M. students may complete an externship only in the second semester of their full-time LL.M. program, unless they are in the Two-Year LL.M. program or the part-time LL.M. program (see below).
- Two-Year LL.M. students may complete an externship in any semester following the completion of their first year; in the Summer semester 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.

M.L.T. Students

- M.L.T. students may complete one externship during their M.L.T. program after completing 12 credits.

JD/LL.M. Students

- J.D./LL.M. students may complete one externship during their LL.M. program, even if they completed an externship 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 can complete an externship local to them, as long as it meets all of the other externship program requirements.

¹ Check with your LL.M. program director if you are interested in doing more than one externship.

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, for the Fall and Spring semesters. Most students participating in the program average 12-16 hours per week. Students are strongly encouraged to speak to their externship supervisor at the beginning of their externship to establish the expected hourly commitment from the student;
 - For the summer semester, students can work 40 hours per week. Students must work a minimum of 6 weeks, working at least 10 hours a week. Students must complete at least 110 hours over the course of the summer.
- Secured by the semester add/drop deadline.
- **In recognition of the educational value in engaging in on-site, in-person work, students must extern in-person to the maximum extent required by and practicable for the externship organization. If the externship organization's work policies or procedures allow an extern to work in a hybrid or remote environment, then the student may conduct their externship accordingly.**

C. Student Requirements

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

- Submit an [Externship Application](#) (Google form) before the add/drop deadline;
- Have their externship supervisor complete and sign the [Supervision Agreement Form](#) before the add/drop deadline;
- Have their Curricular Practical Training (CPT) approved prior to starting an externship [This requirement applies only to those students holding an F-1 visa.];
- Attend a mandatory orientation session the first week of classes, a mid-semester check-in session, and a mandatory exit class the final week of classes;
- Submit the Externship Goals form;
- Submit a [weekly time sheet and journal](#). 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. Students can find a link for the time sheet/journal document [on the website](#).
- Write a reflection memo. At the end of the semester, students are required to submit a 5 to 10-page paper reflecting on the externship experience. Students can submit a hard copy of the paper to Molly Jackson in the Office of Graduate & International Programs, or they can email the memo to Molly Jackson at jacksonm@georgetown.edu.

II. FINDING AN EXTERNSHIP PLACEMENT

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.

A. Pre-Approved Externship Database via TIP Symplicity

- The Office of Graduate Careers maintains a **Pre-Approved Externship Database** of opportunities for externships with position descriptions, contact information and application deadlines in [TIP Symplicity](#). (**NOTE: this is different from Georgetown Law's Symplicity – the Law Center's online jobs database.**) The organizations in the Externship Database have hosted a graduate 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. Often, many students apply for the same posting.
- Students may apply to as many organizations in the Pre-Approved Externship Database as they would like.
- Once a student has accepted an offer to extern at an organization, that student **must** withdraw their applications at all other organizations where they have applied.²
- Organizations in the Pre-Approved Externship Database generally require students to apply with a resume, cover letter, and writing sample.

B. Student Initiated Placement (SIP)

- Students may also find and secure externships at organizations not listed in the Pre-Approved Externship Database, and each year many students do. Some useful resources for finding an externship on your own include: Georgetown Law [Symplicity](#) - the Law Center'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.** Submit the SIP Approval Request Form to Molly Jackson, jacksonm@georgetown.edu.

C. Externship Evaluations

The Office of Graduate Careers compiles the externship evaluations from past graduate students who 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.

² 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.

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 their applications at all other organizations where they have applied.
2. After accepting an externship offer, students must complete the [Externship Application](#). **Once a student submits the application form, they may not change their externship placement.**
3. Students must also send their externship supervisor the [Supervision Agreement Form](#) for the supervisor to complete and return it 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 [Externship Application](#) and the [Supervision 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.

2023-2024 ENROLLMENT DATES AND DEADLINES

FALL

- **Externship Application and Supervision Agreement Form:** Due no later than the add/drop deadline, Tuesday, September 5, 2023 at 5:00pm
- **Mandatory Externship Orientation:** Thursday, August 31, 2023, at 4:00pm
- Externships may begin as early as Monday, August 28, 2023 but must start no later than the week of September 11, 2023 and end by Friday, December 1, 2023.

SPRING

- **Externship Application and Supervision Agreement Form:** Due no later than Tuesday, January 23, 2024 at NOON
- **Mandatory orientation:** Thursday, January 18, 2024, at 4:00pm
- Externships may begin as early as January 8, 2024, but must start no later than the week of January 29, 2024 and end by Friday, April 26, 2024.

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. Molly Jackson will email these evaluations and students/supervisors should complete them online.

B. Compensation and Reimbursement

Georgetown Law does not allow students participating in the Academic Externship Program to earn a salary or receive other compensation, including summer funding, for the work performed at their externship organization. However, students may 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 their graduate 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 - should be done well. 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 have not received something else to work on, find a new one. Do not 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. Do not 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 possible.
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 degree or certificate, unless otherwise specified.³ 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 13-credit 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 to remove identifying information 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 graduate students apply for externships?

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

5. Can graduate students apply to more than one organization?

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

³ Check with your program director.

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.

7. If a student is working for an organization while completing their degree program, can they also do an externship?

It depends. Some organizations, like law firms, may require a student to suspend or resign from their position with another firm before they are eligible for an externship. For more guidance if the need arises, consult Molly Jackson, Director of the LL.M. Externship Program at jacksonm@georgetown.edu.

8. 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.

9. 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 graduate students as paid research assistants. These opportunities are usually posted on [Symplicity](#). In addition, graduate students are encouraged to reach out to individual professors whose work interests them.

10. 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 externs. These evaluations are helpful to look at when determining where to apply for an externship or when considering an externship at a particular organization.

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

The state of New York maintains 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 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.

Students are permitted to count their externship hours towards the New York Bar pro bono requirement if the work they complete satisfies the requirements of the New York Bar. 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](#).

12. If U.S. government employers indicate that they are looking for J.D. students as externs, will these employers accept LL.M./M.L.T. students as well, or should students look for positions that are specifically listed for graduate students?

If the organization is in our Pre-Approved Externship Database, it is interested in hosting graduate students as externs. If you are looking at a posting on another list or somewhere else, please read the job requirements carefully.

13. 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 may still apply for these opportunities. In addition, students should be in touch with the Center on National Security and the Law by contacting Anna Cave, <mailto:ac2137@georgetown.edu> <mailto:na76@law.georgetown.edu> Executive Director of the Center on National Security and the Law, Georgetown University Law Center (ac2137@georgetown.edu), or Todd Huntley, Program Director (tch32@georgetown.edu), to obtain more ideas about possible externship opportunities.

14. 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 appointment with a career advisor](#) 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 Program](#).

15. Where have graduate students done externships in the past several years?

This is a list of just some of the organizations where students have done externships in the past several years (see next page).

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