

Emory Law School Externship Program: Site Supervisor Guide



Program Overview

- Educational, credit bearing legal work experience
- Combines fieldwork and faculty- led companion course
- Complies with ABA Standards 303 & 304

Externship Structure

- Typically, 3 credits (100 hours of fieldwork) over 10-12 weeks
- Approx. 9-11 hours per week
- Higher-credit placements (4-6 credits approved for 3Ls only (each additional credit = 50 hours of fieldwork
- Pass/ Fail grading

Supervisor Eligibility

- *J.D. required with at least 5 years of legal experience*
***Exception judicial law clerks*
- *In-person or synchronous supervision required*
- *Students must perform substantive lawyering work*

Supervisor Responsibilities

- Provide meaningful legal work and supervision
- Meet regularly with students
- Provide ongoing feedback; detailed feedback on at least one assignment
- Complete midterm and final evaluations

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Learning Objectives

- *Developed by students in the semester*
- *Focus on skills, competencies, and professional value*
- *Reviewed with supervisor within first two weeks*

Ethics & Professional Standards

- *Conflicts of interest*
- *Confidentiality*
- *Professional Competence*
- *Students trained not to disclose confidential information*

Timekeeping & Evaluations

- *Students record hours in Symplicity*
- *Supervisors are not required to approve timesheets*
- *Timely midterm and final evaluations required for student credit*

Support & Contacts

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