

# Emory Law School Externship Program: Student Guide



## *What Is an Externship*

- Credit-bearing, supervised legal work
- Educational experience governed by ABA standards
- Different from paid internships

## *Why Do an Externship*

- Fulfills ABA experiential credit requirement
- Builds practical skills
- Expands professional network

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## *Eligibility & Programs*

- ❑ General Program: 2Ls & 3Ls
- ❑ 3 credits (150 hours, 100 hours for fieldwork and 50 hours for companion course)
- ❑ Only 3Ls can request an increase of credit hours. Approval is based on myriad of factors

## *Externship Structure*

- ❑ 10-12 weeks during semester
- ❑ 9-11 hours per week
- ❑ Must enroll in fieldwork and companion course
- ❑ All companion courses meet Thursdays at 5:15 pm
- ❑ Sat/ Unsat (ungraded)

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## *Key Policies*

- One externship per semester
- Maximum 2 externships during entire law school tenure
- Reminder: Need 72 graded credit hours to earn a J.D.; externships are ungraded

## *Application Process*

- Apply via Symplicity
- Applications open mid-semester
- Offers released by Externship office and accepted by the student in Symplicity
- Students enrolled in companion course by Externship office



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## *Tracking & Evaluations*

- ❑ Log hours in Symplicity weekly
- ❑ Once all evaluations are completed, the portal will close, and you will not be able to add additional hours
- ❑ Site supervisor must submit midterm and program evaluations, by stated deadlines
- ❑ Failure to complete required hours or submit evaluations will result in no grade being posted for the semester
- ❑ Notify the Externship Office promptly of any changes to your site supervisor

## *Support & Contacts*

- ❑ Director of Externships:  
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- ❑ Program Coordinator:  
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