

# Student Guide to Externships

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# About the Externship Program

# >> What is an Externship?

Externships are not just "work for credit." An externship is experience + learning and support.

## Externships are different from internships\* because they:

- are approved by a faculty director
- placement supervisors must meet minimum standards, comply with program requirements, and provide evaluations of student performance to the director.
- are required to be unpaid.
- include a regular academic component designed to support students in working through problems, being effective externs, and reflecting about what they are learning in the placement.
- are term-length courses that carry 3-6 hours of pass/fail academic credit.

## Externships are different from clinics/practicums because:

- externship supervisors are not employed by Emory; externship faculty do not supervise or evaluate substantive legal work
- externships are pass/fail because the legal work is not evaluated internally; most clinics and some practicums are graded.
- externships (and practicums) are placements in pre-existing external organizations who employ attorneys; clinics are internal entities whose purpose is primarily to teach students.

*\*Emory does not supervise/oversee internships.*



# >> Externship Eligibility

Eligible \* Not Eligible X  
See following slides for details

Class Level/Degree Program	General Program	Small Firms Program	Summer Program
<b>1L/JD</b> (must have 28 credits)	X	X	X
<b>2L/JD</b> (3 credit limit)	*	X	X
<b>Rising 3L/JD</b>	*	*	*
<b>3L/JD</b> (up to 6 credits)	*	*	*
<b>AJD</b> (2 <sup>nd</sup> year)	*	*	*
<b>LLM</b>	X	X	X
<b>SJD</b>	X	X	X
<b>JM</b>	X	X	X



# >> General Program

In this program, students work during the school year 10-24 hours a week at a variety of preapproved metro Atlanta placements and attend a practice-area-specific companion class to help them absorb and process the lessons learned in the field.

## Eligibility:

2Ls (AJDs are limited) and 3Ls. Exchange students and LLMs may volunteer at nonprofit organizations and legislative placements. Individual placements may have more specific requirements, including citizenship restrictions, background checks, and course prerequisites.

## Course Requirements:

Students go to the placement at least 12 weeks during the 14-week semester. In addition, they attend one of nine practice-area based, one-hour weekly classes. Some placements also have a regular on-site seminar for their own externs.

## Selection Method:

Students apply to up to 5 job postings for approved placements in Symplicity. Placements receive the applications from Emory, conduct their selection processes independently, and provide their selections back to Emory. Emory releases offers to students via Symplicity and manages the acceptance and registration process.

## Grading:

Pass/fail, based on effort at the placement and performance in the companion course. Most are 3 credit hours for a total of 150 hours (including both fieldwork and coursework). **For 3Ls only**, placements that can provide a distinct and significantly enhanced experience at higher levels of hours may be approved for up to 6 credit hours (50 hours per additional credit hour).



# >> Small Firm Program

This school-year program offers students an inside look at small-firm practice through work at select small firms, combined with a course on small-firm practice taught by faculty but featuring the insights of the host firms' attorneys.

## Eligibility:

3Ls only (including AJDs in their second year at Emory), capped at 15 students. Individual placements may have additional eligibility requirements.

## Course Requirements:

Students go to the placement at least 12 weeks during the 14-week semester. In addition, they attend a one-hour weekly class focused on small-firm practice, where the content is provided by host firm attorneys. (Students must take this class, not any of the General externship classes.)

## Selection Method:

Students apply to the program via the Small Firm externship job posting in Symplicity. Once students accept their offers, placements receive the applications from Emory, which then matches the students to the firms based on student and firm rankings of each other.

## Grading:

Pass/fail based on effort at the placement and performance in the companion course. 3 credit hours for a total of 150 hours (including both fieldwork and coursework). This program is not eligible for higher credit options, and students may not repeat.



# >> Summer Program

The Summer Program offers students the opportunity to learn from experience anywhere in the world, and to build professional relationships where they hope to practice.

## Eligibility:

Rising 3Ls (including AJDs entering second year), preferably with prior externship or internship experience or significant work experience. The placement must be one which is not available to the student during the school year and can be anywhere you choose. Tuition is paid at the prorated per-credit rate; financial aid is available for 5-6 credit hours.

## Selection Method:

Students apply to any summer placement that would qualify for our General program (small firms qualify on a case-by-case basis). Students then petition for the externship via Symplicity, and the director vets the placement. Upon approval, the student is automatically registered for the program.

## Course Requirements:

Students go to the placement at least 6 weeks during the summer and must enroll in either a companion, tutorial course or write a 15-30-page paper. Minimum 3 credits (150 hours). Third year students may earn up to 6 credits by working 50 hours for each additional credit. All students enrolled in the companion course must also submit as Early Report, midterm and final reports, time logs, and must meet with the Director of Externship Programs and the site supervisor various times during the summer.

## Grading:

Pass/fail, based on effort at the placement and performance in the companion course. Students electing the paper option may select 1-2 credit hours out of the 6 to be graded.



# >> Our Goals for You in Externships

- Acquire **practical knowledge** relevant to the specific externship practice setting, and develop the ability to communicate that knowledge to others in a variety of settings
  - practical knowledge includes rules/procedure, strategy, ethics, law, economics/business, politics, and the roles of professionals
  - students need to learn communication with supervisors/coworkers, in interviews, or in networking settings
- Identify and begin to **develop the skills and competencies** essential to success in practice generally, as well as in this particular practice setting.
  - These competencies include effective written and oral advocacy, efficient research, professional communication, and time management.
- Apply the skills of reflection and self-assessment in developing both professionally and ethically.
  - These skills include setting and reaching goals and standards for oneself and working through dilemmas that arise in the course of externship fieldwork (with support of faculty).
- Learn the **expectations of supervisors in a professional setting**, and develop effective methods of managing and meeting or exceeding those expectations.
- Identify the **pros and cons of practice in a particular setting** and the potential pathways to and from that practice setting, and evaluate one's potential professional satisfaction in this setting, both short- and long- term.





# >> How We Help You Accomplish These Goals

- 150-300 hours of work experience over 12-14 weeks (6+ in summer), with midterm and final evaluations
- a course taught by faculty experienced in the area to help you be the most effective extern (and attorney) possible
- development of learning objectives to help you tailor and focus your experience
- a grounding in basic ethics and professional skills, and classroom discussion of ethics and professional development issues
- writing exercises designed to help you reflect on your work experience
- one-on-one mentoring by your instructor



## Why You Should Consider at least one Externship

The American Bar Association now requires all JD students to take **at least 6 credits** of “experiential learning courses,” which must have certain features.

Externships and clinics are among the courses that meet this requirement.

Review the complete list on the Emory Law [website](#).

## >> Where Can Students Get Externship Experience?

- 150+ placements in the General program, plus small firms
- All settings except law firms >15



See all the available placements [here](#).

- Litigation, transactional, regulatory, legislative/policy
- Most open to 2Ls and 3Ls

# Application Process

# >> Process Overview

- **Students apply for externships** during the semester prior to the work term. (For both summer and fall, students apply during the spring semester.) The application process begins about six weeks into the semester (watch for announcements in Symplicity and On the Docket) and concludes approximately when preregistration for the following semester begins; deadlines for each individual program may vary.
- The placements for the General and Small Firm programs are all **pre-approved** before being offered to students. The Summer program is the only program in which the student locates the placement. (Suggestions of additions to the General program are welcomed: please refer the placement to our [webpage](mailto:lawexternships@emory.edu) for information and a link to our application or have them email [lawexternships@emory.edu](mailto:lawexternships@emory.edu)).
- All externship applications are **submitted online via Symplicity**. (In the case of the Summer program, students may apply to a placement by any means, but must apply for externship credit through Symplicity.) Students who are abroad may apply online but should notify us so we can help arrange phone/video interviews.
- **Offers and notifications of waitlist status for externships/programs are released** shortly before preregistration. Students typically have three to five days to accept or decline pending offers, with the goal of having all externship information known to students before they begin preregistration for classes. Due to exigent circumstances, students may have less than 3-5 days to accept some pending offers.
- Students who have signed their initial Externship Agreement will be **automatically registered** for the appropriate externship/course during preregistration. All externship students are required to sign an additional Onboarding Agreement in Symplicity before the last day of the semester in order to maintain their enrollment.



# >> General Program Process

- **Each preapproved placement has an externship (non-OCR) job posting in Symplicity.**
  - Students may apply to up to 5 postings within the General program; the limit does not apply outside this program.
  - Read the posting carefully for eligibility information and preferences; note the externship course(s) designated for the placement and the course schedule (if available), in order to avoid conflicts with essential courses.
  - Be sure to write a tailored cover letter to highlight your qualifications for each externship.
  - Proposals for externships at new placements are welcome, but the placement must qualify to be a regular part of our program, and the placement must be approved before a student can be enrolled. Direct inquiring placements to our externships [website](#) for information.
- **Postings are open during the application period starting about 6 weeks into the semester.**
  - Applications are emailed to placements automatically at the end of the application period. They can be modified/withdrawn any time prior to then.
- **Most General placements interview students, mostly off-campus or virtually.**
  - Most will contact you directly to schedule an interview. Currently, we anticipate that nearly all interviews will be conducted virtually or by telephone.
  - Placements interviewing a large number of students may schedule interviews using Symplicity's OCR module (in which case you'll receive a Symplicity email notification).
- **Offers and waitlist rankings are provided to Emory and held until the release date, when they are released via Symplicity with email notifications.**
  - Students are not required to accept any offer, even a judicial offer, and we inform placements of this policy.
  - If a placement makes an offer before the release date, you may politely let them know that Emory policy forbids you from accepting until offers are officially released. (We also inform them of this policy.)
  - When a student declines an offer, Symplicity automatically sends an offer to the next student on the waitlist. So, as soon as you have made a decision, please decline all other offers promptly so that waitlisted students can be notified.



# >> Small Firm Process

- **About 25 small firms in Atlanta who are interested in introducing students to small firm practice have been approved.**
  - The structure and goals of this program don't allow us to accept students who have already accepted an offer to intern with a specific firm; students are matched to firms based on rankings by firms and students, after the student has been admitted to the Small Firm program.
  - Firms are committed to teaching about small firm practice to any qualified student, and students must be committed to learning about it at any suitable firm.
- **Students apply to the Small Firm Externship job posting in Symplicity (not to individual firms).**
  - Applications are accepted beginning about 6 weeks into the semester, through the end of the General externship interview period (to allow students to gauge their potential success in the General program first).
  - As part of the application, students submit a writing sample and transcript.
- **Students are selected by the Director and notified of offers to join the Program along with General Program.**
  - Selection is based primarily on desire to learn about small firm practice, so make sure you specifically discuss why you are interested in a small firm in your cover letter!
  - A factor in selection is the likelihood that the student can be placed at one of his/her top 3-4 firms, so review the ranking form carefully and be sure to rank only firms for which you believe you are a good match. Your cover letter should also reflect your interest in their work.
- **Students are not matched to firms until *after* they have accepted their offers to join the program.**
  - Every effort is made to place everyone at one of their top 3-4 firms, but students must be willing to accept the firm to which they are matched if they accept the offer.
  - After students have accepted, firms are provided materials for the students who listed them among their top preferences and asked to rank the candidates.



# >> Summer Program Process

- **This program is designed to allow rising 3Ls to have externship experience that they cannot have in our school-year program.**
  - Unlike the General and Small Firm Programs, the Summer program allows students to apply to the placement, obtain an offer, and then apply for externship credit.
  - There are no externship-specific postings in Symplicity for this program; any type of placement that would generally qualify for our General program (even if not previously approved) is eligible (small firms on a case-by-case basis).
- **Students may not receive compensation from any source -- including EPIC or EJW grants -- for any externship.**
  - Students must pay tuition at the per-credit rate. Due to university policy, financial aid is currently available for 5-6 credit hours only.
- **Students must apply first to the placement and then petition for approval of the externship prior to the petition deadline (normally, May 1).**
  - Students must secure at least a conditional offer before petitioning for the summer externship.
  - Students must discuss their learning objectives with their proposed supervising attorney, and provide the final objectives to their supervisor, along with a link to the supervisor agreement.
- **The student submits the required materials to the posting on Symplicity.**
  - Generally, the externship can be anywhere inside or outside of the metro Atlanta area or at any site that is otherwise not available during the academic year.
- **The Externship Director will vet the placement, including a phone call or video conference with the supervising attorney, in order to determine whether to approve.**
  - Every effort will be made to approve by the date the student indicates a decision is needed, but at least a week is needed for vetting.





# >> Application Dates for 2021-22

Externship Program Fall 2021 Application Dates for Spring 2022 Registration

Event:	Dates:
Externship Employer Registration	February 1 – February 11
Externship Application period begins	February 15 – February 28
Clinic Application period begins	February 15 – March 4
Externship Application Period closes	March 1
Clinic Application Period closes	March 4
Interview Period (Externships)	March 7 - 25
Interview Period (Clinics)	March 7 - 25
Offers Released (Clinics and Externships)	March 28
Deadline to Respond (Clinics and Externships)	March 31

*Dates are subject to change*



# >> FAQs - Policies applicable to all externships

Additional policies specific to individual programs may apply.

See individual program information under "About Our Externship Programs" and "Application Process."

**Q. Now that I've worked at my placement a semester and learned the ropes, they've asked me to stay another semester. Can I do that?**

**A.** Generally not. The premise of granting academic credit for an externship is that you are learning new skills, and additionally, the Fair Labor Standards Act would require that you be paid at least minimum wage once you have learned enough that the placement starts to receive a net benefit from your work. Moreover, we have more students wanting placements than there are placements available, so we want to ensure everyone has as many opportunities as possible.

**Q. Are there any exceptions to the rule that I can only take an externship for one semester?**

**A.** There are two exceptions. First, certain General placements (mostly trial practice) are designated as year-long because the learning curve is so steep that it would be hard for the student to get much out of it in one semester. Second, students who will be working in a different department or acting in a different capacity such that they will be learning new skills may petition the Director for a waiver. The request must be sent via email, copying the supervising attorney, with a description of the previous semester's work, and an explanation of how the proposed semester's work will differ such that additional academic credit is justified. In order to avoid closing out opportunities for new applicants, the request will not be considered until after the placement has submitted its offers for new applicants for the following semester.

**Q. Do externship credits count against the pass/fail limit?**

**A.** No. The limit only applies to courses that have a graded option.

**Q. How many externships can I take during law school?**

**A.** There is no limit on the number of externships as opposed to other nontraditional credits. However, you can count no more than 18 credits of nontraditional (outside-the-classroom) credits toward your degree. Nontraditional credits include journal, moot court, mock trial, externships, practicums, and directed research/study. It does not include clinics, which count as regular classroom hours.



# >> FAQs - Policies Continued

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## **Q. I just got a part-time job. Can I drop my externship?**

**A.** A clean drop is not permitted. As part of the externship agreement that students sign to maintain enrollment in their externship, they acknowledge that this is a serious commitment, and that ordinarily, students will only be permitted to withdraw (W), provided they satisfy any conditions set by the Externship Director, which typically involve a personal meeting with the placement to explain, and an offer to assist in finding a replacement. (If conditions are not satisfied, the student will be given a WF.)

## **Q. How many externships/practicums/clinics can I take in a single semester?**

**A.** You must choose one externship, practicum, or clinic in a given semester, due to concerns over conflicts of interest as well as potential difficulty in juggling responsibilities to more than one set of clients. The bar on dual enrollment might be waived for lower-credit clinics or practicums, on a case-by-case basis. Requests for waiver must be emailed both to the externship director and the clinic/practicum director.

## **Q. How many credits are externships?**

**A.** The minimum default for a single semester is 3 credits, pass/fail, which corresponds to a total commitment of 150 hours, including both fieldwork and course-related time (everything except commuting time). For certain approved placements in the General program, and for the Summer program, 3Ls may elect up to 6 credit hours, with each credit hour corresponding to an additional 50 hours of work. Students take the same companion course regardless of the number of credits elected.

## **Q. How do I register for the externship?**

**A.** Once you have accepted an offer via the externship application process, you will automatically be registered for the course during preregistration. You must complete the externship agreement to maintain enrollment. If you believe you should be enrolled but do not see the course in OPUS (or see the wrong course), contact [lawexternship@emory.edu](mailto:lawexternship@emory.edu) right away.

## **Q. What if I want to do an externship with a placement not on the approved list?**

**A.** Summer placements are not preapproved. For the General program, you can obtain an unpaid position outside of the Externship program and then ask the placement to submit an application (see our website for details). If the externship is approved, the placement would then send the Externship Director an email indicating that they want you to be your first extern. This must all be completed prior to classes starting for the semester in which you want to extern. Due to the unique nature of the Small Firm program, as well as to protect against Fair Labor Standards Act concerns, we do not allow students and firms to pick each other. However, we are open to receiving suggestions of firms we should consider adding to the program.



The Georgia Supreme Court's [student practice rule](#) potentially permits both 2L and 3L students to represent clients (under supervision) as if admitted to practice in a broad range of settings, including all government agencies, private firms representing clients pro bono, and nonprofits who assist low or moderate income individuals. Under the terms of the rule, certification is independent of the court or supervisor. It also placed on the law schools the burden of determining which of its students are "prepared" to engage in such practice.

Emory certifies all 3Ls and rising 3Ls (provided they have taken Evidence and Trial Techniques), once they complete our ethics and professionalism self-study module. They can apply as soon as they have satisfied these requirements via [this form](#).

As to 2Ls, we are concerned that students who have just completed the standard first-year curriculum, and have not completed Trial Techniques and Evidence, are not yet prepared to represent clients without restriction, without initially having additional training and closer supervision than the Rule requires.

However, we do allow 2Ls to obtain certification in two limited circumstances:

- (1) Limited certification -- a law school sponsored pro bono program or externship/practicum placement applies to be approved to train 2Ls to perform specific limited tasks appropriate to the level of experience. The student and program/placement agree that the student may only use the certification in that program/placement, performing the specified tasks.
- (2) Unrestricted certification -- all clinics, and certain approved externship or practicum placements, provide adequate training to substitute for Trial Techniques and Evidence, such that the student will be trained for any student practice setting. This certification is transferable.

In either case, the placement must first seek and obtain approval via [this form](#) before the student can apply for certification (via [this form](#)).

# Emory Externship Resources

## Emory Law Externships Website

This is a quick reference to basic information about externship programs and policies, with links to the manual for supervisors and guide for students.

You can provide the link to prospective placements to provide them information about the programs, contact information, and links to applications.

<http://law.emory.edu/externships>

# >> Find Externship Info on Symplicity

<http://law-emory-csm.symplicity.com>

- During application periods, watch Symplicity for time-sensitive announcements.
- To find placements open for application:
  - Click on Jobs | Externships
  - Filter by criteria to narrow choices
- To find contact information for your upcoming externship:
  - Click on Jobs | My Job Applications
  - Click on the Job Title "Extern" to view the posting, with the placement contact information in the upper right
- To find externship basic information and evaluations, and to provide direct supervisor information:
  - Click on Externship Info & Agreements shortcut in the right-hand column of the Symplicity home page
  - Click on "Edit" under your placement



# >> Keep Up with Your Externship Class on Canvas

<http://canvas.emory.edu>

- You should check your class's Canvas site on a weekly basis!
- All externship faculty use Canvas to post the syllabus and class schedule, essential course information/quizzes, and reflective assignments. Some faculty also use it to take attendance, provide class agendas, substantive content, videos/presentations from past classes.





# >> Track Your Hours on Symplicity

<https://www.youtube.com/watch?v=FVN8qwbjr7Y>

- You will be able to enter your hours in Symplicity.
- Once you log into your profile under your My Account page you will then click on the Track Hours tab and add your hours.



# Course Information

Find more course information here:

<https://law.emory.edu/academics/registrar/class-schedules.html>

# >> Externship Faculty

- **Randy Cadenhead** | randall.j.cadenhead@emory.edu (Public Interest, Section 1)
- **Shiriki Cavitt** | shiriki.l.cavitt@emory.edu (Corporate Counsel, Friday Session)
- **Hope Demps** | chdemps@emory.edu (Civil Litigation, Small Firms)
- **Amanda Galifinakis** | amanda.galifinakis@emory.edu (Corporate Counsel, Monday Session)
- **Adam Hames** | adam.marshall.hames@emory.edu (Prosecution)
- **Corey F. Hirokawa** | corey.fleming.hirokawa@emory.edu (Judicial)
- **Adrienne Johnson** | adriennejohnson@emory.edu (Criminal Defense)
- **Ruth McMullin** | ruth@mcmullinllc.com (Advanced Criminal Counsel)
- **Sandra Louise Michaels** | sandra.michaels@emory.edu (Legislative Policy/Regulation, *Spring Only*)
- **Debbie Segal** | debra.a.segal@emory.edu (Public Interest, Section 1)
- **Ailya Zaidi** | ailya.zaidi@emory.edu (Advanced, Government Counsel)



# Getting Ready for your Externship: A Checklist

## >> Make Contact

**What:** Immediately after accepting your offer, reach out to the externship contact to inquire about onboarding procedures and when you should be in touch to establish your work schedule, and then complete sign your Onboarding Agreement in Symplicity.

**How:** Log into [Symplicity](#), go to “Jobs | My Job Applications,” click on the job posting title "Extern" to view the posting. The contact information is at the bottom of the posting. To find the Onboarding Agreement, click on the Externship Info & Agreements shortcut.



# >> Have all Forms Signed **WELL BEFORE** the Semester

**What:** Have all required forms, documentation and background checks submitted ASAP and well in advance of your semester. These can require weeks or months for approval.

All volunteer forms will be signed electronically by the Externship Director. Student Practice Certification require Bar Examiner approval and must be also be applied for well in advance. You can submit your request at this [link](#).

**How:** Scan and email paper forms to the Externship Director for signature ([lawexternships@emory.edu](mailto:lawexternships@emory.edu)).



# >> Schedule First Workday

**What:** A month to two weeks before the semester starts, reach out again to the externship contact to ask about setting up the first day of work (and arranging a regular work schedule), which should be sometime within the first week or two of the semester.

**How:** Log into [Simplicity](#), go to “Jobs | My Job Applications,” click on the job posting “Extern” for your placement contact information.





# >> Arrange for Parking/Transportation

**What:** Emory does not reimburse for parking or personal transportation and cannot control University parking assignments. Students may request Special Consideration for parking on campus.

**How:** Make your request by emailing [lawexternships@emory.edu](mailto:lawexternships@emory.edu) and explaining whether you have a car, and if so, the cost of parking and whether the placement has refused to pay for parking. Request Special Consideration at this [link](#).



# >> Update Direct Supervisor Information

**What:** As you are getting set up at your placement, find out who your direct supervisor will be, and provide us with that information so we can send that person your evaluation forms during the semester.

**How:** Log into [Simplicity](#), go to Externship Info & Agreements, click on "Edit" under your externship title and scroll to the Direct Supervisor Info at the bottom of the page.



# >> Check Canvas

**What:** Check Canvas for course information, including preparatory assignments. Canvas courses should be up by the first week of classes. You should expect to review a set of lessons about externship expectations and requirements, and to take a series of online quizzes. You should expect to check Canvas on a weekly basis.

**How:** Log into [Canvas](#) and look for the title of your externship class.



# >> Timekeeper

**What:** To track the time for your externship, we use [Simplicity](#).

**How:**

<https://www.youtube.com/watch?v=FVN8qwbjr7Y>

**Email:** [lawexternships@emory.edu](mailto:lawexternships@emory.edu) if you have trouble.



# >> Attend the First Class

**What:** Because the externship class meets only once a week, and depends heavily on rapport with classmates, we require that, **everyone attend the first class** and miss no more than two classes.

**How:** Log into [OPUS](#) and make sure you know when and where your class meets.



# >> Turn in Early Report & Learning Objectives

**What:** You are required to submit information pertaining to how your externship will be structured, your schedule for interacting with your site supervisor, and the learning objectives you want to achieve while at your site. Your site supervisor's agreement to serve as your instructor onsite is incorporated in the initial memorandum of understanding executed by the site when it was approved to participate in this Externship Program.

**How:** Log into [Canvas](#) to locate the Early Report & Learning Objectives assignment for your class and follow your professor's instructions regarding due date.



## Contact Info

Department Email: [lawexternships@emory.edu](mailto:lawexternships@emory.edu)

Co-Directors of Externships:

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