Supervised Externship – Virginia Practice
Spring 2024 Syllabus

Course Numbers: **179-001 (three credits)**

Professor: Michael L. Davis, Assistant Professor/Senior Lecturer in Law

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Learning Objective:
Under the externship program, students supplement their academic experiences by using their knowledge and skills in the legal field under the supervision of an attorney or judge. By the end of an externship students will improve lawyering skills, including legal research, analysis, and writing; oral communication skills, and assignment management; increase their knowledge of a particular area of the law; and develop stronger interpersonal and professional skills.

Course Details:
1. **Information Packet:** Students and supervisors must review and agree to all externship requirements. Students should review and provide their Supervisors with the **Externship Information Packet,** found at http://www.law.gmu.edu/academics/clinics. Please pay particular attention to the items that must be submitted in order to receive credit for your externship at the end of the semester.

2. **Signed Service Agreement and GMU Covid Forms:** All approved externship students and their supervisors should sign the **Service Agreement found in the Externship Information Packet (https://www.law.gmu.edu/academics/clinics/)** no later than the second week of the semester, unless permission was given to submit the document at a later date. Please make sure your agreement includes the email and phone number of your actual onsite supervisor.   Signed Service Agreements should be scanned and added as an attachment to your Externship Information Form in the Symplicity Externship module. In addition, all students must review, sign, and upload the signed GMU Covid Forms. As a reminder, you can find your Externship Information Form by logging into Symplicity and selecting the Externship module.

3. **Updated Supervisor Information**: Current supervisor information must be included on your Externship Information Form on Symplicity (please be sure to list your supervisor's email address).

If your actual supervisor turns out to be someone other than the person who signed the service agreement or your supervisor changes for some reason during the externship, **please update your Externship Information Form on Symplicity as the system will contact the person identified on the form for a final evaluation.** As a reminder, you can find your Externship Information Form by logging into Symplicity and selecting the Externship module.

4. **Tutorials:** There will be four 50-minute tutorials for the class spread out over the semester. Each student must **attend two tutorials**, even if the student has participated in an externship program previously. Students should ensure their attendance is recorded at tutorials. The tutorials will begin at 5:00 pm. The tutorials will take place in Februaryand March; on occasion, one tutorial will take place the first part of April. Dates for the tutorials will be announced the week of January 15.

5. **Mid-Semester Meeting:** Each student must schedule a mid-semester remote meeting to discuss how the externship is progressing. Meetings should last no longer than 10-15 minutes and typically take place in March. You will be notified via your student email accounts of sign-up times and steps in late February.

6. **Mid-Semester Employer Evaluation:** Each student must arrange for his or her supervisor to provide a written mid-semester evaluation by email. These mid-semester checks may be short – 4-6 sentences summarizing the student's performance to date. Mid-semester evaluations should be sent by email to mdavis4@gmu.edu. **Mid-semester employer evaluations are due no later than Friday, March 8, unless alternative timing has been requested and approved.** The evaluation should briefly address:

> 1-2 sentences on the nature of the assignments given for the externship hours
>
> 1-2 sentences about the student's performance on the assignments
>
> 1-2 sentences about the student's overall professionalism. Please address any strengths or weaknesses related to timeliness of work product, communication with supervisors about work schedule, project updates or completion, and interaction with clients or other professionals in the workplace.

7. **Final Items: Self Evaluation, Hours Log, Externship Program Evaluation and Final Employer Evaluation:** In order to receive credit for this course, students must meet the final requirements set out in the Externship Information Packet. **Students must complete the final Self Evaluation, Externship Program Evaluation, and track hours (i.e., an online timesheet form) on Symplicity in the Externship module.** The hours must be entered/tracked in the Symplicity module and must include general descriptions of your tasks. Descriptions should include the general area of work and duties; simply listing "researched" or "drafted" is insufficient. Hours and tasks should be entered

into Symplicity weekly if not more frequently. The sample of your written work product should be added to your Self Evaluation as an attachment. The supervisor identified in the Externship Information Form will receive a system-generated email to complete the final Employer Evaluation online, which includes approving the time entered by the student into the Symplicity hours tracker. Students are responsible for ensuring supervisors submit timely final online evaluations.

The Symplicity system will generate reminder emails to students and supervisors for the final items as we approach the end of the semester. **In all cases, final items must be completed by Friday, April 26, unless permission was given ahead of time for submission at a later date**.

Attached for your convenience at the end of this syllabus is a helpful checklist of the steps you must complete to receive externship credit. Please email with any questions or concerns that arise before or during your externship. Email is the best way to reach me and don't hesitate to re-email if you don't hear from me within 48 hours.

ADDITIONAL SCHOOL POLICIES AND RESOURCES:

COVID HEALTH & SAFETY REQUIREMENTS: For up-to-date information about University policies and guidelines, please visit here.

ACADEMIC INTEGRITY*:* It is expected that students adhere to the Antonin Scalia Law School Honor Code. The Honor Code prohibits lying, cheating, or stealing. This includes a student obligation to never represent the work of another as their own, and to never provide or accept unauthorized assistance on any school related assignment. The Honor Code is available here: https://sls.gmu.edu/honor/.

In accordance with Academic Regulation 4-3, students in the externship courses may NOT use Generative Artificial Intelligence (GAI) in their research, writing, or other work generated for their employer ***unless*** the site supervisor expressly agrees to its usage on a project(s), and supervisor approval is shared with the externship professors in writing (by email). In these instances, supervisors must specify the parameters of the usage and disclosure obligations. Students are reminded that using GAI may expose client or employer confidences, and some employers are prohibiting the use of GAI in any writing samples submitted as part of an application process. Failure to abide by this policy and Academic Regulation 4-3 is a violation of the Honor Code

UNIVERSITY LIFE*:* University Life provides student support resources such as **Counseling and Psychological Services (https://caps.gmu.edu/), Student Health Services (https://shs.gmu.edu/),** and the **Student Support and Advocacy Center (https://ssac.gmu.edu/).** For more information about University Life on the Arlington Campus, please visit: https://ularlington.gmu.edu/

Externship Requirements Check List

Name: _____

Employer: _____

Course Number: _____

Externship Information Form (on Symplicity) ___

Signed Service Agreement and Covid Forms (sign, scan and upload to your Externship

Information Form on Symplicity): ___

Mid-Semester Meeting with Professor: ___

Mid-Semester Employer Evaluation (by email) ___

Tutorial Attendance

     Fall/Spring Semester (two) ___ ___

     Summer Term (one) ___

Final Items

     Track Hours and Tasks (on Symplicity; update weekly if not more frequently) ___

     Self-Evaluation (on Symplicity) ___

     Sample of your Written Work Product (attach to your Self Evaluation on Symplicity;

     waivers granted with prior approval) ___

     Student Externship Program Evaluation (on Symplicity) ___

     Final Employer Evaluation (on Symplicity) ___