

Supervised Externship – Fall, Spring & Summer Information Packet

For students who have obtained their own externship opportunity and wish to receive law school credit for field work.

Supervising Professors:

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Fall / Spring / Summer Externships

Course & Credit Options: *

Law 320 and 320R (unpaid) / Law
520 and 520R (paid): 2 credits for
120 hours of field work.

Law 321 and 321R (unpaid) / Law
521 and 521R (paid): 3 credits for
180 hours of field work.

*Students may only complete paid
externships for credit in the final
two full semesters of their academic
career.

Updated Fall 2022

Overview

George Mason's Supervised Externship programs allow students to receive academic credit for practical and substantive legal and law related work performed outside of a classroom setting during the fall, spring or summer semesters. In the Supervised Externship Program, the student finds his or her own position. Positions in private law firms are permitted, but government and public sector (for example, positions with federal agencies, federal and state judges, legal services providers, and prosecutor and public defender offices) are preferred. Externships for credit must be pre-approved by the externship professors.

Students must work a minimum of 120 hours (two credits) or 180 hours (three credits) for the Fall, Spring or Summer program. During the semester of the externship, students in the Fall or Spring program must attend two in person classroom tutorials; Summer program students must attend one in person classroom tutorial. Students in out-of-town summer externships must have an additional consultation with an externship professor in lieu of tutorial attendance. Spring and Fall remote externship sections will have remote and asynchronous-only tutorials and are available only to students who are taking remote-only classes and will be unable to attend tutorials in person.

Students are free to structure their hours in consultation with their site supervisor. Most site supervisors want students available for meaningful blocks of time. As a guideline: for the Fall and Spring programs, students must work an average of nine hours a week for 14 weeks to earn two credits for field work, and 13 hours a week for 14 weeks to earn three credits for field work. In the Summer program, many students elect to work full-time for several weeks (though they may earn no more than three credits for their work). Other students will start later in the summer or work part-time at the externship while working at another job or unpaid opportunity. Part-time students also find ways to participate in the externship programs by consolidating their hours in a single month or stretching the hours out over many

months. Regardless of how the hours are structured, students are required to maintain accurate time sheets, which must be submitted via Symplicity and verified before credit will be awarded.

Educational Objectives of the Supervised Externship Fall, Spring & Summer

The Supervised Externship Fall, Spring & Summer is designed to meet the objectives of the American Bar Association’s Section of Legal Education and Admissions to the Bar for professional skills training, live-client or other real-life experiences, and study outside of the classroom. The teaching of “professional skills” involves teaching and evaluating law student performance on real cases or problems, with the goal of mastering basic lawyering skills, professional responsibility, substantive and procedural law and the theory of legal practice.

Student Information & Responsibilities

1. Students must have completed one academic year of legal education to participate in the program.
2. To be eligible for registration in a remote section, students must be living and working outside of the DC metropolitan area.
3. Students must obtain approval to earn credit for their field experience. To obtain approval students must complete the information form on the Externship/Experiential Learning module in Symplicity. Students should select “add new” to complete the form. After obtaining approval, students will be registered by the Records Office in the appropriate section. If a student wishes to extern at an employer a second (or third) time, the form should include comments about how continuing the externship with the same employer advances the student’s career objectives and skills growth. Supervisor name or contact information can be added at a later time on the form if such information is unknown at the time the student is seeking approval. Supervisors MAY NOT be a family member and MUST be a barred attorney or judge.
4. Work must be done under the direct supervision of a barred attorney or judge and assignments must be substantive and legal or law related in nature (see page 5 for examples). Placements that do not meet these requirements shall not be approved. If the externship opportunity is not secured prior to the start of the semester, students will need to seek approval to join the externship class following the usual late add procedure. Students who join the Supervised Externship program after the start of the semester must still meet the attendance requirement of the tutorials.
5. Students may receive compensation for externship work if offered by the field placement site. A maximum of six (6) externship credits may be earned in performing work for which the student also receives compensation, and students may only complete paid externships for credit in the final two full semesters of their academic careers. Paid externships are not permitted during the summer.
6. No later than the first week of the field work, the “Service Agreement” found in this packet must be signed by the student and site supervisor on behalf of the employer. Signed forms should be scanned and uploaded as attachments to the Externship Information Form on Symplicity.

7. Each student must have a mid-semester consultation with a professor to discuss the externship and work being accomplished. In addition, supervisors must complete a mid-semester evaluation. The evaluation should briefly address the following and be sent by email to both professors:

- 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.

8. Each student must attend the set number of tutorials required by the Fall, Spring or Summer program. The Fall and Spring programs require students to attend two tutorials. The Summer program requires students to attend one tutorial. In person tutorial attendance is required unless the student is registered for a remote section. In instances of enrollment in a remote section, the student must participate in remote tutorial(s).

9. To earn credit, the following tasks must be completed:

Externship Information Form Completed and Approved (on Symplicity)	___
Signed Service Agreement (scan and attach to your Externship Information Form on Symplicity)	___
Mid-Semester Meeting with Professor (by phone or in-person)	___
Mid-Semester Employer Evaluation (by email, phone, or in person)	___
Tutorial Attendance	
Fall/Spring Semester (two)	___
Summer Term (one)	___
Track Hours (hours log must include a general description of tasks completed; hours should be logged on Symplicity weekly and must be logged before the final supervisor evaluation can be completed)	___
Self-Evaluation (on Symplicity)*	___
Sample of your Written Work Product (attach to your Self Evaluation on Symplicity; waivers granted with prior approval)	___
Student Program Evaluation (on Symplicity)*	___
Final Employer Evaluation (on Symplicity)	___

*Student *Self* Evaluation should include reflections and comments about the work accomplished in the program; the legal and professional skills developed through the program; the extent and nature of the student’s interaction with and feedback from supervisors and other attorneys; how the internship advanced overall career goals. Student *Program* Evaluation should include general comments regarding any recommendations to future students interested in the same or a similar opportunity with that particular employer and is viewable by students.

10. Students must ensure that their site supervisor submits timely evaluations both at the mid-semester point and at the end of the semester. The due dates for the mid-semester evaluation and the final evaluation are set forth in the class syllabus.

An “incomplete” will remain on a student’s transcript until all of the above requirements have been met and the documents reviewed by a professor.

Supervisor Commitment & Responsibilities

1. Supervisors must be attorneys and able to commit to providing supervision, logistical support, and mentorship to students working through the Supervised Externship Program.
2. Supervisors must provide the student with vocational opportunities and skills instruction in a reasonable number of appropriate activities (see recommended list).
3. Supervisors must sign the Externship Service Agreement no later than the first week of the externship unless an extension has been granted to the student.
4. Supervisors must review the University’s Equal Employment Policy (<https://www.law.gmu.edu/career/employerservices/>) and make themselves available for at least one formal mid-semester contact (either in person, by phone, or via email) regarding the student’s performance in the internship. This contact may be in addition to periodic phone calls and, in some cases, site visits by a program professor.
5. Supervisors must complete the online final evaluation of the student’s performance at the end of the externship. In the final evaluation, supervisors must review and approve the student’s hours log.
6. If at any time the supervisor experiences difficulties working with the student, the supervisor is encouraged to have a candid discussion with the student. If the situation is not promptly rectified, the supervisor should contact a program professor. Supervisors should not wait until the end of the program to inform the student or school of problems.
7. George Mason University Antonin Scalia Law School has an Honor Code and Academic Regulations articulating minimum standards for student conduct and procedures for handling allegations of Honor Code violations. Supervisors with concerns about unethical student behavior are encouraged to contact the Associate Dean for Administration and Student Affairs, Annamaria Nields, at 703-993-8174 or aniels@gmu.edu.

Examples of Appropriate Assignments for Students

Students should undertake a reasonable number of substantive legal or law related work activities. The attorney supervisor must be willing and able to ensure compliance with this requirement. Appropriate activities include but are not limited to:

I. Research, Writing and Drafting

- Briefs
- Citation checking
- Testimony
- Declarations
- Pleadings and contracts
- Property transfer papers
- White papers / policy papers
- Searching & tabulating public records
- Correspondence
- Discovery documents
- Opinions
- Contracts
- Memoranda of points and authorities on substantive and procedural issues

II. Investigation

- Interviewing clients and witnesses, and taking statements
- Collecting documents and physical evidence
- Photographing potential evidence

III. Proceedings – Adjudicatory or Legislative

- Arranging witness attendance
- Filing papers in court
- Preparing witnesses to testify
- Investigating jury records
- Arranging & supervising service of process
- Drafting jury instructions
- Preparing exhibits and audiovisual displays
- Tasks permitted by a 3rd-Year Practice Certificate

IV. Observation and Note Taking

- Meetings with clients
- Settlement Negotiations
- Legislative and Court Testimony
- Hearings
- Depositions
- Conferences

V. Conferences with Colleagues

- Evaluating strategy and tactics in prospective cases
- Discussing facts, law, settlement offers, courtroom or legislative strategies

VI. Office Management

- Assembling and indexing case files and correspondence
- Abstracting case files
- Managing computerized data bases

**ANTONIN SCALIA LAW SCHOOL AT GEORGE MASON UNIVERSITY
SUPERVISED EXTERNSHIP SERVICE AGREEMENT**

COURSE NUMBER _____ NO. OF CREDITS: 2 OR 3 (Circle One)

This agreement is among _____ (student's name),
_____ (supervisor's name) at _____
(Agency, firm name, etc.), and Antonin Scalia Law School at George Mason University. The purpose of this agreement is to place _____ in a field work opportunity with _____ (Agency/firm name, etc.) as part of the Supervised Externship Program offered by the Antonin Scalia Law School for academic credit to be earned by the student. The period of work involved in this agreement commences on or about _____, 20____ and will end on or about _____, 20____.

It is understood by all parties to this agreement that:

- (1) _____ (student) is enrolled in a course of study at Scalia Law,
- (2) Scalia Law has given permission for the student to provide his/her services for credit,
- (3) The _____ (Agency/Office) will provide supervised, skill-enhancing substantive legal or law related work and opportunities for the student, and
- (4) Scalia Law will award appropriate academic credit upon satisfactory completion of the program described.

The _____ (Agency, Office) will ensure compliance with the supervisor responsibilities as set forth in the Supervised Externship Program Information Packet. It is recognized that workflow may vary, but semester totals must be a minimum of 120 hours (2 credits) or 180 hours (3 credits). Terminations will be reported immediately to the Antonin Scalia Law School. At the end of the term, the site supervisor will certify an attendance record showing the dates and hours of the student's attendance on the job and will provide the law school with a written appraisal of the student's performance, including a statement of the skills emphasized and the student's progress in using those skills.

This position is (circle one): Unpaid Paid

(If paid, please provide or explain the amount of compensation, gift, or stipend):

SUPERVISED EXTERNSHIP SERVICE AGREEMENT – page 2

Student’s site supervisor is: _____ (Name) _____ (Phone)

Length of time supervisor has held this position: _____ (years) _____ (months)

If less than two years in this position, please note previous position and/or employer:

_____.

Supervisors who are engaged in the practice of law must confirm that they are members in good standing with a bar and, if so, specify which bar(s). Member in good standing: ____ yes ____ no.

If yes, bar(s) _____.

SUPERVISOR:

STUDENT:

Signature Date

Signature Date

Name printed or typed

Name printed or typed

Title

Phone Number & Email Address

Organization

Phone Number, Email Address, Office Address

After obtaining the supervisor signature and signing the document himself or herself, the student should scan and upload the agreement as an attachment to the student’s Externship Information Form found in the Externship module in Symplicity.