MEMORANDUM
To: Students
From: Associate Dean Mayer
Re: Summer Externships

You may register to have certain volunteer work this summer reflected on your transcript as Law 75731, Legal Externship. The bulletin description reads:

One unit of co-curricular externship credit may be awarded for student volunteer legal work of six weeks or more undertaken during the summer months in any court, agency, non-profit organization, or public law office. Externship work must be conducted under faculty supervision, conform to the approved standards of the faculty, and have the advance approval of the Associate Dean for Students. This one unit of co-curricular credit may count as one of the six maximum allowable co-curricular credits towards graduation requirements but cannot count toward the minimum hours required during any semester for residency.

To satisfy the Law School’s requirement, as well as those of the ABA, each student must do the following to earn the credit:

1. Register for law 75731, Legal Externship, when you register for fall courses.
2. Obtain a faculty sponsor. (Sponsorship should involve active involvement in the student’s work. The chief obligation of the sponsor is to ensure that the student has in fact performed work of sufficient quality and quantity to merit the academic credit.)
3. Have the employer send a description of the externship work to the sponsor for approval, before the work begins.
4. Submit this form with faculty signature to Anne Hamilton before you leave for the summer.
5. Keep time sheets showing the number of hours worked each day and the type of assignment.
6. At the mid-point of the externship, send the faculty sponsor the time sheets, a general description of the work done (always preserving confidentiality), and a self-evaluation of the work.
7. At the end of the externship, send the faculty sponsor the remaining time sheets, along with a description and evaluation of the summer’s work.
8. At the end of the externship, have the employer certify the time spent working and evaluate the student’s performance. If possible, the employer should also send copies of the written work done by the student. Your faculty sponsor must receive this information by September 15th.
9. Have your sponsor submit a grade (S/U) and supporting materials to Anne Hamilton, Law School Registrar.

Your signature on this form indicates that you will receive no monetary compensation.

Student Signature____________________________Faculty Sponsor Signature____________________________

GIVE A COPY OF THIS FORM TO ANNE HAMILTON BEFORE YOU LEAVE FOR THE SUMMER.

PRINT NAME______________________________ PRINT NAME______________________________