Summer Externship
Student Registration Information

Students may register to have certain volunteer work this summer reflected on their transcript as Law 75731, Summer Externship. The bulletin description reads:

One unit of co-curricular academic credit may be awarded for student volunteer legal work of six weeks or more undertaken during the summer months in any court, governmental agency, nonprofit organization, public law office or in-house corporate counsel office. The work must be conducted under faculty supervision, conform to the approved standards of the faculty, and have the advance approval of the assistant dean for academic affairs. This one unit of co-curricular credit may count toward graduation requirements as one of the six maximum allowable cocurricular credits, but cannot count toward the minimum hours required during any semester for residency. The credit will be reflected on a student’s transcript.

To satisfy requirements of the Law School and those of the ABA, the student must do the following to earn credit:

1. Register for Law 75731, Summer Externship, when you register for fall courses.

2. Obtain a Faculty Sponsor. Information about the Faculty Sponsor’s responsibilities are on the Summer Externship web page.

3. Submit the attached form with faculty signature to Anne Hamilton before you leave for the summer.

4. Before the work begins, have the Field Supervisor complete the Field Supervisor Information and Agreement form that is posted on the Summer Externship web page and send it to Externship Coordinator Cathy Kustner.

5. Keep Time Sheets showing the number of hours worked each day and the type of activity. Use the Time Sheet form that is posted on the Summer Externship web page.

6. Halfway through the externship, send Cathy Kustner a completed Mid-Summer Self-Evaluation form, together with your Time Sheets completed to date.

7. At the end of the externship, give your Field Supervisor a copy of your completed Time Sheets so that he/she can certify the hours.

8. At the end of the externship, but no later than September 15th, send Cathy Kustner your completed Time Sheets, along with the Student’s Final Report. Attach to the Final Report any redacted work product your Field Supervisor allows you to share.
Summer Externship
Student Registration Form

Student Name: ___________________________________________________

Faculty Sponsor Name: _____________________________________________

Organization Name: _______________________________________________

Organization City and State: _________________________________________

Your signature on this form indicates that you will receive no monetary
compensation for your summer work.

_________________________________________   ________________
Student Signature       Date

_________________________________________   ________________
Faculty Signature       Date

_________________________________________   ________________
Associate Dean for Experiential Learning Date

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