



PUBLIC SERVICE EXTERNSHIP (NON CLASSROOM) SECTION 973

1. COURSE DESCRIPTION.

Students in their first and second years of law school are eligible to participate in the Public Service Externship course externing with an approved public agency or non-profit association under the supervision of a field placement supervisor and the External Programs Director. This course consists of a field placement in which students must work for their field placement supervisor for 2 full weeks (with not less than forty hours worked per week) for each non-classroom credit.

2. FIELD PLACEMENT SUPERVISORS.

Field placement supervisors who have accepted externs in the past are described on the Field Placement Supervisor list that is available in the Legal Aid Clinic and the Career Placement office. This list is updated on a regular basis and may set forth supervisor information and requirements of interest to the students.

3. APPLICATION PROCESS FOR SUMMER.

3.1. Application Form. Students interested in the Public Service Externship for a Summer placement are required to (a) complete the Student Externship Application, and (b) submit the completed application to the External Programs Director (by delivering the application to the Clinical Office Services Supervisor in the Legal Aid Clinic) by the first Friday in the first full week in February preceding the summer externship. Please note – selected organizations, such as the Federal Prosecutor’s Office, may require that the student apply directly to the organization prior to the February deadline. For those organizations, you will need to follow their application guidelines **and** submit the Student Externship Application as noted above.

3.2. Placement Timeline. The placement timeline for a Summer session of the Public Service Externship is as follows:

- After the February deadline, the External Programs Director and the Director of Clinical Programs will begin the process of matching students to field placement supervisors. We will make the initial decision as to which student best fits the

qualifications for externing with a particular field placement supervisor. Please note that we do **not** send the resumes of all students who are interested in a particular externship to the externship field placement supervisor unless the supervisor has requested us to do so. We cannot guarantee that a student will be placed in the particular externship of his or her choice; however, we do our best to accommodate a student's preferences if the student meets the qualifications the field placement supervisor seeks.

- By mid to late February, initial placement decisions will be made.
- After we make the initial placement decision, students will be notified of the preliminary placement. The field placement supervisor may wish to see certain information from the student, such as a writing sample, resume, law school transcript, and letters of recommendation.
- After the students have turned in any additional information, the field placement supervisor will then be notified of the initial placement. The field placement supervisor may choose to interview the student and approve the placement. The field placement supervisor will make the final decision whether to accept the student as an extern.

3.3. Student Arranged Externship. At times, students have arranged externships on their own, either with field placement supervisors on the Field Placement Supervisor list or others. Such externships will be accepted by the External Programs Director for credit subject to the **prior written approval** of the External Programs Director and the following requirements:

- The student shall submit the Student Externship Application detailing (a) the type of externship the student has arranged, and (b) the name, title, address, and telephone number of the proposed field placement supervisor by the following dates:
 - If the student has arranged an externship with a supervisor on the Field Placement Supervisor list, the student must submit the Application **by the February deadline.**
 - If the student has arranged an externship with a supervisor who is not on the Field Placement Supervisor list, the student must submit the Application to the External Programs Director as early as possible during second semester, but **no later than May 1st.** Students who submit this information earlier than May 1 have a better chance of having their externships approved in a timely manner.
- The proposed field placement supervisor must (a) be a licensed attorney, (b) have a minimum of five years post-bar experience, (c) agree to pursue and abide by the goals and guidelines for field placement supervisors as established by the External Programs Director, and (d) for field placement supervisors not on the list, complete and return to the External Programs Director the Field Placement Supervisor Application by the May 1st deadline. The externship must be with (a) a public

employer, such as a governmental agency, (b) a tax-exempt non-profit organization, or (c) a private employer who has a public contract, such as a public defender contract, only if the student performs work related solely to the public contract.

4. APPLICATION PROCESS FOR AN ACADEMIC YEAR PLACEMENT.

4.1. Application Form. Students interested in the Public Service Externship for an academic year placement are required to (a) complete the Student Externship Application, and (b) submit the completed application to the External Programs Director (by delivering the application to the Clinical Office Services Supervisor in the Legal Aid Clinic) at least sixty (60) calendar days prior to the commencement date of the externship.

4.2. Placement Timeline. The placement timeline for sessions of the Public Service Externship during the academic year is as follows:

- Upon receipt of the Application, the External Programs Director will begin the process of matching the student to a field placement supervisor.
- Within thirty (30) days of receipt of the Application, an initial placement decision will be made.
- After we make the initial placement decision, the field placement supervisor may choose to interview the student and approve the placement. The field placement supervisor may wish to see certain information from the student, such as a writing sample, resume, law school transcript, and letters of recommendation. The field placement supervisor will make the final decision whether to accept the student as an extern.

4.3. Student Arranged Externship. At times, students have arranged externships on their own, either with field placement supervisors on the Field Placement Supervisor list or others. Such externships will be accepted by the External Programs Director for credit subject to the **prior written approval** of the External Programs Director and the following requirements:

- The student shall submit the Student Externship Application detailing (a) the type of externship the student has arranged, and (b) the name, title, address, and telephone number of the proposed field placement.
- If the student has arranged an externship with a supervisor who is not on the Field Placement Supervisor list, the student must submit the Application to the External Programs.
- The proposed field placement supervisor must (a) be a licensed attorney, (b) have a minimum of five years post-bar experience, (c) agree to pursue and abide by the goals and guidelines for field placement supervisors as established by the External

Programs Director, and (d) for field placement supervisors not on the list, complete and return to the External Programs Director the Field Placement Supervisor Application at least calendar days prior to the commencement date of the externship.

- The Field Placement Supervisor Application is available in the Legal Aid Clinic. The externship must be with (a) a public employer, such as a governmental agency, (b) a tax-exempt non-profit organization, or (c) a private employer who has a public contract, such as a public defender contract, only if the student performs work related solely to the public contract.

5. AVAILABLE CREDIT.

Students completing the Public Service Externship course during the academic year can receive 1 non-classroom credit, graded on a pass/fail basis, for 2 weeks of work. Students completing the Public Service Externship during the summer receive 1 non-classroom credit, graded on a pass/fail basis, for each 2 weeks of work. Normally, most students externing during the summer will extern for 8 weeks, receiving up to 4 non-classroom credits. Students wishing to work fewer weeks may have a more difficult time in finding a suitable placement.

A student may not receive more than 12 credits (classroom and non-classroom combined) from all extern programs. For example, if a student receives four non-classroom credits from the Public Service Externship course, the student will receive only eight classroom credits for completing the Semester in Practice course.

6. GRADING CRITERIA.

6.1. Field Supervisor Evaluation: 50% of grade. The student will be evaluated by their field supervisor at the conclusion of the externship based on the supervisor's evaluation of the student's:

- research ability
- legal analytical skills
- intellectual capacity and creativity
- writing skills
- oral expression
- common sense, judgment and ability to set priorities
- initiative and responsibility
- ability to relate well and effectively with clients and co-workers
- enthusiasm, temperament, office demeanor and behavior.

6.2. Writing Sample: 25% of grade. Each student will be required to submit (through TWEN) a sample of their written work that they have produced during the externship. *PLEASE NOTE - This paper will not satisfy the College's upper division writing requirement.* All writing samples must adhere to the confidentiality requirements of the offices at which the student is working and must be submitted with the prior permission of the field placement supervisor.

6.3. Weekly Journal Assignments: 25% of grade. Each student will be required to prepare one informal "journal writing" assignments of one to two pages addressing (discussing the type of work the student is doing, reflections about their work, issues they are facing, etc.) for each week of the externship (or 40 hour equivalent). All journal entries must adhere to the confidentiality requirements of the offices at which the student is working. Journal assignments for each week must be submitted to the External Program Director through TWEN. Each journal entry assignment will be worth approximately three percentage points toward the final grade. Late assignments will receive a one and one-half point deduction if turned in by the following weekly deadline – the assignment will be considered missing after the following weekly deadline and no points will be awarded. A student will be dropped from the externship program if more than one journal assignment is missing. (Journal Assignments should be typed.)

6.4. Requirements for a Passing Grade. A student will receive a passing grade in the Public Service Externship course if they meet the following requirements:

- The student has 70 or more points;
- The student has satisfied the journal assignment requirements; and
- The student satisfies the timesheet and program evaluation requirements listed below.

7. REPORTING AND OTHER REQUIREMENTS.

In addition to the above requirements and the general rules applicable to all externships, students in the Public Service Externship course are required to satisfy the following requirements:

7.1. Timesheets. Students must deliver through TWEN timesheets (on the approved Student Timesheet) for each workweek to the External Programs Director. The timesheet should include a written description of the specific tasks performed, the nature and extent of the contact with the field supervisor, and the time spent. It must not, however, provide any identifying information about the client or cases, confidential information, or information that might violate the attorney-client privilege.

7.2. Program Evaluation by the Student. Within two calendar days after the last day of the placement, each student must complete and deliver (through TWEN) the student's evaluation of the externship (on the approved Student Evaluation Form) to the External Programs Director.

8. RULES APPLICABLE TO ALL EXTERNSHIPS.

8.1. **Use of Externship Hours to Fulfill Residency Requirements.** To graduate from the College of Law, all students must complete six semesters in residence. A student must register for a minimum of ten credit hours during a semester for that semester to count toward the residency requirement. **One half** of a semester in residence may be achieved by successful completion of a **five credit-hour** externship.

8.2. **Financial Aid.** Students may use summer school financial aid to pay for both classroom credit hours and non-classroom credit hours. To qualify for summer financial aid, the student must be registered for a minimum of **five credit hours**. In the past, some students who wished to complete a **four-credit hour, non-classroom credit externship** have registered for five hours to qualify for financial aid. If the student chooses this option, the student will have to complete ten weeks of work, rather than eight weeks. The fifth credit hour will not count toward the 88-hour graduation requirement.

8.3. **Externships with Family Members Prohibited.** To ensure the educational integrity of the externship program, a student may not participate in an externship where a family member will supervise the student at any time.

8.4. **Non-Payment Rule.** All externships are non-paying, meaning students **cannot** receive payment in return for their work. This is an American Bar Association rule. Under certain limited and unusual circumstances, a student may be allowed to receive a stipend from the office at which the student will extern. Such a stipend is allowed **ONLY** if the student will incur expenses as a result of the externship that are over and above the student's normal living expenses incurred while attending law school in Moscow. For example, if a student has an externship in Washington, D.C., and the supervisor offers the student a stipend for living expenses, special arrangements can be made for approval of such a stipend to cover expenses the student would incur over and above the student's Moscow living expenses. Students in such circumstances will be required to submit a budget detailing the correlation between their living expenses and the amount of the stipend prior to the beginning of the externship.

Students **cannot** divide their time between externship work and paid work by, for example, working mornings without pay for externship credit and afternoons for pay. However, after a student has finished **all externship requirements**, the student may continue to work for the field supervisor for pay if the student receives an offer to do so.

8.5. Maximum Externship Credit Hours.

- Students can earn a total of 12 credits (classroom and non-classroom combined) in externship placements. Thus if a student participated in the four credit summer

externship course, the student could only receive eight classroom credits from the Semester in Practice course.

- Students can only apply 4 non-classroom credits total toward graduation.
- Students may apply a total of 9 summer externship credit hours towards graduation – 5 classroom credits and 4 non-classroom credits.

8.6. Concurrent Degree Program Students. Students in a concurrent degree program cannot apply externship credits toward graduation.

8.7. Academic Probation. Students who are on academic probation are not eligible for placement in the Semester in Practice course.

8.8. Upper Division Writing Requirement. Due to confidentiality and supervision issues, written work produced during any externship will not satisfy the College of Law's upper division writing requirement.