1. Review all course requirements as contained in the Supervised Externship – Virginia Practice Information Packet. This packet is available on the Mason Law website.

2. Submit the Course Certification form to Ilissa Belanger, Associate Director, Career Services at the beginning of the semester.

3. There will be two fifty-minute tutorials for the class during the semester. Each student must attend at least one of these sessions, even if the student has a prior or additional contemporaneous externship. The tutorials will be held at 5:00 p.m. on the following dates: **Wednesday, June 8, 2016 and Tuesday, June 28, 2016.** The subject of each tutorial will be sent by email. You must attend the required number of tutorials during this semester. Please sign an attendance sheet at each tutorial.

4. Each student must meet with me for fifteen minutes during the semester, to discuss how the externship is progressing. You will be notified by email about sign-up times.

5. Time incurred during travel to and from the Supervisor’s office may not be included in the computation of the work hours requirement.

6. TO RECEIVE CREDIT FOR THE COURSE, by August 5, 2016, you must provide to Ilissa Belanger, Associate Director, Career Services, the following: (1) your hours log approved by the Supervising Attorney; (2) a final written evaluation by the Supervising Attorney; (3) a writing sample from your externship; and (4) a two to three page summary of your externship experience (the type of work you did, what you learned, what skills you used or improved upon, interaction and feedback from supervisors, what you liked/didn’t like, how the office functioned, whether you would recommend that office to other students, etc.)

Please do not hesitate to contact me should you have questions or need additional information. Email is the best way to reach me.

Michael L. Davis  
mdavis4@gmu.edu  703.993.8039 (office)