Supervised Externship Summer 2016 Syllabus
Course Numbers: 142 (for two credits) and 143 (for three credits)

Professor: Associate Dean Victoria Huber

Contact Information:
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Learning Objective:
Under the externship program, students supplement their academic experiences by using their knowledge and skills in the legal or policy field under the supervision of an attorney or judge. By the end of an externship students will improve specific lawyering skills, including legal or policy research, analysis, and writing; oral communication skills, and assignment management; increase their knowledge of a particular area of the law or policy; and develop stronger interpersonal and professional skills.

Course Details:

1. Students and supervisors must review all externship requirements. Students should review the Externship Information Packet and provide their Supervisors with the Guidelines for Supervising Attorneys. Both documents can be found at http://www.law.gmu.edu/academics/clinics. Please pay particular attention to the items that must be submitted to me in order to receive credit for your externship. Documents required to be submitted at the end of the externship should be provided to me no later than August 31.

2. Signed Volunteer Service Agreements, found in the Externship Information Packet, should be provided to me in hard copy (mail or facsimile) or electronic form by June 5. If you have questions about whether your planned externship would qualify for credit, you should contact me PRIOR to the start of the summer semester.

3. There will be two 50-minute tutorials for the class during the summer. Each student must attend one session, even if the student has participated in an externship program previously. The tutorials will begin around 5:00-5:15. The first tutorial will be June 8, regarding experiences at firms of all sizes. The second tutorial will be June 28, with lawyers speaking about hiring at federal agencies and working experiences at government agencies. Rooms will be announced via the student listservs as we get closer to the events. If your externship is out of the Baltimore/Washington, DC/Northern Virginia area, please make special tutorial arrangements with me directly.
4. Each student must schedule a mid-semester consult with me to discuss how the externship is progressing. Meetings can be held in person or on the phone and should last no longer than 10 minutes. I will notify you via your GMU email accounts of sign-up times after the start of the summer semester. Supervisors will also be contacted mid-semester to ensure the externship is proceeding smoothly. Supervisor emails should therefore be included in the student’s Volunteer Service Agreement.

5. Although the summer semester technically ends in early July, your externship hours do not have to be completed by that time. Many students schedule work through July and part or all of August and that is acceptable for the purposes of the summer externship program.

Please contact me with any questions. Email is the best way to reach me as I am not always available via my office phone number.