1. Students and supervisors must review all externship requirements. Students should review the Capitol Hill 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 are 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 Capitol Hill 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 60 minute tutorials for the class during the summer. Each student must attend at least one session, but you are strongly encouraged to attend both, even if the student has participated in an externship program previously. The tutorials will begin at 5:00 -5:15pm, on the following dates. Rooms will be announced soon.

   Wednesday, June 15th – Communicating with Capitol Hill

   Tuesday, June 21 – Panel Discussion: Advocating Successfully in Washington

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.