Overview

George Mason’s Supervised Externship – Capitol Hill program presents students with the opportunity to experience the intersection of law and policy by earning credit for unpaid work in Capitol Hill offices or committees; in government affairs offices of agencies, corporations, or nonprofits; trade associations; in lobbying firms, and with government affairs groups within law firms. Mason Law has a rich history of graduates with prominent positions “inside the Beltway” and through this program students will be introduced to the extensive alumni network of the Mason Law Capitol Hill Law & Economics alumni group. Students who have secured their own positions with the employers described above or students who would like assistance with placement are eligible for this program.

Students must work a minimum of 180 hours (three credits) for the Supervised Externship – Capitol Hill program and attend two classroom tutorials.

Students are free to structure their hours in consultation with their site supervisor. Most site supervisors want students available for meaningful blocks of time. As a guideline, students must work an average of 13 hours a week for 14 weeks to earn three credits for field work.

Educational Objectives of the Supervised Externship – Capitol Hill Program

The Supervised Externship – Capitol Hill program is designed to meet the objectives of the American Bar Association’s Section of Legal Education and Admissions to the Bar for professional skills training and study outside of the classroom. The teaching of “professional skills” involves teaching and evaluating law student performance on real matters of law and policy, with the foal of mastering legal and policy research and communication skills, improving one’s understanding of

Capitol Hill Externships

Supervising Professor:
David Landers, Class of 1993, Vice President, Government Relations, Managed Funds Association, dlanders@managedfunds.org

Mason Law Staff Contact:
Associate Dean Victoria Huber, vhuber@gmu.edu

Course & Credit Available:
Law 325: 3 credits for 180 hours of field work. Students participating in the program must attend two tutorials.

Updated February 2015
the process by which laws and regulations are crafted on Capitol Hill and within federal agencies, and developing an appreciation for professional responsibility.

**Student Requirements & Responsibilities**

1. Pursuant to ABA Standards, students must have completed 28 credit hours before they can participate in the program.

2. No compensation may be received for work performed during the program.

3. Students who have secured a position with a Capitol Hill office or committee; in a government affairs office of any agency, corporation, or nonprofit; with a trade association; in a lobby firm; or with a government affairs group of a law firm may register for the program after approval of the instructor.

4. For students who need assistance being placed: Applications for the program will be solicited either prior to or shortly after the opening of each semester’s registration period. CAAS will notify students, via the student listservs, of the date when applications may begin to be submitted. Students will use the law school’s Symplicity system to submit application materials. Application materials include:
   a. A cover letter setting out
      i. the office or offices in which you would like to work and why (p. 4);
      ii. a brief synopsis of your legal and policy interests and background;
      iii. and the days you anticipate you will be able to work at the externship.
   b. Resume.
   c. Unofficial law school transcript.
   d. Writing sample.

   Applications will be considered as received and interviews scheduled as part of the selection process. Students will be informed whether they are accepted into the program shortly after the interview. As space is limited students are encouraged to submit their application materials promptly once notified that applications are being collected.

5. After acceptance into the program, students must submit a signed volunteer service agreement. (p. 5)

6. Each student must have a mid-semester consultation with Professor Landers to discuss the externship and work being accomplished.

7. Each student must attend the set number of tutorials required by program. The program requires students to attend at least two tutorials.

8. At the end of the externship, students must submit a
   a. time sheet, approved by their supervisor, showing the hours worked (p. 8);
   b. sample of their written work product of any length (with the supervising attorney’s permission; redactions are acceptable to preserve confidentiality);
c. written summary of the research and communication skills enhancement resulting from their field experience. The summary should be 2-3 pages in length and must include a description of:
   i. the work accomplished in the program;
   ii. the skills developed through the program;
   iii. the extent and nature of the student’s interaction with and feedback from supervisors and other attorneys;
   iv. any recommendations to future students interested in the same or a similar opportunity;

9. Students must ensure that their site supervisor submits a timely evaluation (p. 9) by the end of the semester.

An “incomplete” will remain on a student’s transcript until all of the above requirements have been met and the documents reviewed by the professor.

NOTE: Students shall be listed in an externship directory so that future externship participants can contact them and speak with them about their experience. Students will be listed with their name, placement, and GMU email address in this directory. Students wishing to “opt-out” of this directory must send an email to lawcareer@gmu.edu indicating that they do not wish to be listed.

**Supervisor Commitment & Responsibilities**

1. Supervisors must be graduates of an accredited law school and able to commit to providing supervision, logistical support, and mentorship to students working through the Supervised Externship – Capitol Hill program.

2. Supervisors must provide the student with vocational opportunities and skills instruction in a reasonable number of appropriate activities.

3. Supervisors must sign the “Supervised Externship – Capitol Hill Volunteer Agreement” (p. 5) prior to the start of the externship.

4. Supervisors must make themselves available for at least one formal mid-semester contact (either in person, by phone or via email) regarding the placement. This contact may be in addition to periodic phone calls and, in some cases, site visits by the program’s professor.

5. Supervisors must approve the student’s time log and submit a written evaluation of the student’s performance at the end of the externship.

6. If at any time the supervisor experiences difficulties working with the student, the supervisor is encouraged to have a candid discussion with the student. If the situation is not promptly rectified, the supervisor should contact the program’s professor. Supervisors should not wait until the end of the program to inform the student or school of problems.

7. George Mason University School of Law has an Honor Code and Academic Regulations articulating minimum standards for student conduct and procedures for handling allegations of Honor Code
violations. Supervisors with concerns about unethical student behavior are encouraged to contact the Assistant Dean for Management and Planning, Richard Kelsey, at 703-993-8973 or rkelsey@gmu.edu.

Placement Opportunities and Description of Duties

Capitol Hill:
Students may work in the personal office of U.S. Representatives or Senators, or for House or Senate Committees. Work may include attending Congressional hearings, assisting Members of Congress or their staff in preparing testimony, statements, analyzing or drafting legislation, or conducting research in support of Congressional oversight activities.

Federal Agency or Commission:
Students may work in a federal agency, commission, or similar office of the Administration. Work may include legal research and analysis in support of the regulatory activities of the agency or commission, review and analysis of regulatory comments, attending public meetings, roundtables or other forums for regulatory action, researching and writing legal memoranda in support of rulemaking activity and policy development, and other similar activities.

Trade Association:
Students may work in a trade association engaged in advancing the public policy priorities for a particular community, constituency or industry. Work may include attending Congressional hearings or following the rulemaking activities of federal agencies or commissions, attending open meetings of various federal regulators, researching and analyzing legislative proposals on Capitol Hill or proposed rulemaking from a federal regulator, interacting with and supporting association members and staff to help analyze important legislative and/or regulatory actions.

Lobbying Firm:
Students may work in a government relations practice of a law firm or lobbying firm. Work may include attending Congressional hearings or regulatory meetings and preparing supportive memoranda and analysis for firm clients, supporting lobbying work on Capitol Hill, preparing comment letters or related advocacy materials, or preparing testimony for delivery before Congressional committees or regulatory agencies.

Government Affairs Offices:
Students may work in the government affairs office of a corporation or partnership whose responsibilities include representing that entity before policymakers in Washington, DC. Work may include attending Congressional hearings or regulatory meetings, analyzing legislation or rulemaking proposals, providing summary analysis of policymaking activity for various corporate constituencies or business units, or similar activity.
GEORGE MASON UNIVERSITY SCHOOL OF LAW
SUPERVISED EXTERNSHIP – CAPITOL HILL
VOLUNTEER AGREEMENT

This agreement is among ___________________________________________ (student’s name),
________________________________________ (supervisor’s name) at __________________________________________
(Agency, firm name, etc.), and __________________________ (George Mason University School of Law). The purpose of this agreement is to place ________________________ in a volunteer, work assignment with the ________________ (Agency/firm name, etc.) as part of the Supervised Externship Program offered by the School of Law for academic credit to be earned by the student.

It is understood by all parties to this agreement that:

(1) ________________________ (student) is enrolled in a course of study at the School of Law,
(2) The School of Law has given permission for the student to volunteer his/her services for credit,
(3) The service rendered is to be unpaid,
(4) The ___________________________ (Agency/Office) will provide supervised, skill-enhancing substantive legal or law related work and opportunities for the student,
(5) The School of Law will award appropriate academic credit upon satisfactory completion of the program described, and
(6) As required by some U.S. Government agencies, the participating student is not to be considered a federal employee for any purpose other than:

   (a) Of the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680. Claims arising as a result of student participation should be referred to the Department of Justice.
   (b) Of Title 5 U.S.C. chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers’ Compensation Programs, U.S. Department of Labor for adjudication.

The period of volunteer service involved in this agreement commences on or about ____________, 20___ and will end on or about ____________, 20____.

The ____________________________ (Agency, Office) will ensure compliance with the supervisor responsibilities as set forth in the Supervised Externship Program Information Packet. It is recognized that workflow may vary, but semester totals must be a minimum of 180 hours (3 credits). Terminations will be reported immediately to the School of Law. At the end of the term, the site supervisor will certify an attendance
record showing the dates and hours of the student’s attendance on the job and will provide the law school with a written appraisal of the student’s performance, including a statement of the skills emphasized and the student’s progress in using those skills.

Student’s site supervisor is: ____________________________ (Name) ______________________ (Phone)

Length of time supervisor has held this position: ________ (years) ________ (months)

If less than two years in this position, please note previous position and/or employer:
_________________________________________________________________________________  
_________________________________________________________________________________

Supervisors who are engaged in the practice of law must confirm that they are members in good standing with a bar and, if so, specify which bar(s). Member in good standing: _____ yes _____ no.

If yes, bar(s)_________________________________________________________________________________.

FOR THE AGENCY, FIRM, OR OTHER EMPLOYER: FOR THE SCHOOL OF LAW:

_________________________________________________________________________________
Signature Date

_________________________________________________________________________________
Name printed or typed

_________________________________________________________________________________
Title

_________________________________________________________________________________
Organization

_________________________________________________________________________________
Phone Number & Email Address

_________________________________________________________________________________
Signature Date

_________________________________________________________________________________
Name printed or typed

_________________________________________________________________________________
Title

_________________________________________________________________________________
Phone Number & Email Address
FOR THE STUDENT:

_________________________________________  _______________________________________
Phone Number & Email Address  Student Signature  Date

WAIVER OF COMPENSATION - (Optional for U.S. Government use)

In connection with my service as a student volunteer in the __________________________ (office), I understand that I will be working during the period ________, 20___ to ________, 20___ without compensation, and I hereby agree to waive any and all claims against the federal government for salary or wages on account of services performed.

_________________________________________  ______________________
Student Signature  Date
GEORGE MASON UNIVERSITY SCHOOL OF LAW
SUPERVISED EXTERNSHIP PROGRAM – CAPITOL HILL
RECORD OF HOURS WORKED

Students may use this form or substitute their own timesheet. Timesheets must be approved by the supervisor.

Fall / Spring / Summer (circle one)  Year ______

Student: _______________________________  Attorney: _______________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Description of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: _______
GEORGE MASON UNIVERSITY SCHOOL OF LAW
SUPERVISED EXTERNSHIP PROGRAM – CAPITOL HILL
SUPERVISOR EVALUATION FORM

(Use of this form is optional; evaluation may be written on official letterhead or emailed.)

Student’s Name: __________________________________________

Attorney’s Name: _______________________________ Firm/Office: _______________________________

Address: _______________________________ Phone: _______________________________

Please provide a written evaluation of the student’s performance, including the student’s application of research and communication skills and how the student progressed in the utilization of those skills:

Attorney signature: __________________________________________ Date: ____________