Overview of Supervised Externship Program
The Supervised Externship Program allows students to receive academic credit for practical and substantive legal work performed outside of a classroom setting. Basic requirements are:

- Externship must be approved in advance of start date.
- Work must be done under the direct supervision of a practicing attorney.
- Assignments must be substantive and legal in nature.
- Sixty (60) hours of work are required for each academic credit. Additionally, students must attend tutorials during the Fall and Spring Semesters.
- No compensation may be received for work performed during the externship.

Educational Objectives
The Supervised Externship program is designed to meet the objectives of the American Bar Association’s Section of Legal Education and Admissions to the Bar for a “Professional Skills Program.” The teaching of “professional skills” involves teaching and evaluating law student performance on real cases or problems, with the goal of mastering basic lawyering skills, professional responsibility, substantive and procedural law and the theory of legal practice.

The Course and Credits
Students must work a minimum of 120 hours (two credits) or 180 hours (three credits). Students in the fall or spring externship program must also attend three tutorials over the course of the semester. (Students can pick from the four or five tutorials that will be offered at a variety of times during the semester of the internship.) Tutorials are not required for the summer semester. Students must prepare a four page, not-for-credit report on the improvements in their legal skills resulting from the externship experience. No letter grades are awarded – the externship program is for CR credit. The credits are classified as out-of-class credits.

General Limits
1. Externship must involve substantive, volunteer legal work.
2. Students must register and pay for the course. The Volunteer Service Agreement, included in this packet, should be signed by the student and supervisor and submitted to the externship professor, along with a resume or bio of the supervisor if one is not on file with Career, Academic, and Alumni Services (CAAS), prior to the start of the semester. (To confirm if a bio or resume has been submitted previously, speak with the front desk in CAAS).
3. Students must have completed one academic year of legal education.
4. Students are limited to 12 non-classroom credits toward graduation. This limitation includes other non-classroom activities associated with activities such as Moot Court, Law Review, Writing Fellows, and Independent Study.

5. Students may complete up to two externships with the same employer. If a student wishes to extern with the same employer for a third time, the student must request a waiver of this rule by emailing Professor Wooldridge (fall & spring semesters) or CAAS (summer semester).

**Job Sites and Conditions**

The student must find his/her own position. The Career, Academic, and Alumni Services Office maintains a job bank with externship opportunities and subscribes to numerous regional and national job banks, but students are permitted to request approval of other externship opportunities. For a non-approved externship, permission must be obtained in advance from Professor Wooldridge (Fall & Spring semesters), or the Career, Academic, and Alumni Services Office (Summer term). Private law firms are permitted, but government and public sector jobs are preferred. In all cases, the site supervisor must be an attorney.

Most site supervisors want students available for meaningful blocks of time (generally a minimum of 3 hours a day). A student must work an average of 8 hours a week for 15 weeks to earn two credits, and 12 hours a week for three credits. A student enrolled for a three-hour externship could work two days a week for six hours, or three days a week for four hours. Students can elect to work full-time in the summer. Students are required to maintain accurate time sheets, which must be verified and turned in to the school before credit will be awarded.

**Responsibility of Supervisors**

The on-site student extern supervisor must provide the student with vocational opportunities and skills instruction in a reasonable number of appropriate activities. The supervisor will also submit a written evaluation of the student’s performance, which must be returned to the school before credit is given.

**Responsibility of Students**

Students are responsible for enrolling in the appropriate course
- Fall / Spring - 320 for 2 credits; 321 for 3 credits,
- Summer - 142 for 2 credits; 143 for 3 credits,

and ensuring that all required paperwork is completed and submitted to the law school. This includes: 1) *Student Volunteer Agreement* (attached and to be submitted prior to the start of the semester) and site supervisor resume or bio, 2) time sheet, 3) site supervisor evaluation, 4) four page description of legal skills enhancement from externship, and 5) sample written work from externship (with supervising attorney’s permission). An “incomplete” will remain on a student's transcript until all requirements have been met.
Examples of Appropriate Externship Activities
Students enrolled in supervised externships should undertake a reasonable number of substantive, legal activities. The attorney supervisor must be willing and able to ensure compliance with this requirement. The following is a list of examples of appropriate activities:

I. Research and Writing
• Memoranda of points and authorities on substantive and procedural issues
• Briefs
• Correspondence
• Citation checking
• Searching and tabulating public records

II. Investigation
• Interviewing clients and witnesses, and taking statements
• Collecting documents and physical evidence
• Photographing potential evidence

III. Drafting
• Declarations
• Pleadings
• Discovery documents
• Contracts
• Property transfer papers
• Legislation
• Settlement Agreements

IV. Trial
• Arranging attendance of witnesses
• Arranging and supervising service of process
• Filing papers in court
• Preparing exhibits and audio-visual displays
• Preparing witnesses for testimony
• Drafting jury instructions
• Investigating jury records
• Collection of money judgments

V. Observation and Note Taking
• Meetings with clients
• Hearings
• Settlement negotiations
• Depositions

VI. Conferences with Colleagues
• Evaluating strategy and tactics in prospective cases
• Discussing facts, law, settlement offers, trial or appeal strategies

VII. Office Management
• Assembling and indexing case files and correspondence
• Abstracting case files
• Developing computerized case data bases
GEORGE MASON UNIVERSITY SCHOOL OF LAW
SUPERVISED EXTERNSHIP STUDENT VOLUNTEER AGREEMENT
(To be used if Agency or Firm has no preferred form)

This agreement is among (student’s name) _____________________, (the Agency, Firm, etc.) ________________________, and ____________________________ (George Mason University School of Law). Its purpose is to place _______________________ in a volunteer, work assignment with the ___________________ (Agency/Office) as part of an 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,
(3) The service rendered is to be unpaid,
(4) The ______________ (Agency/Office) will provide supervised, skill-enhancing legal 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 ________ and will end on or about _______________. Student services will be rendered for approximately 8 or 12 hours (circle one) per week for 15 weeks, or as agreed.

The _________________________ (Agency, Office) will provide an attendance record showing the dates and hours of the student’s attendance on the job. It is recognized that workflow may vary, but semester totals must be a minimum of 120 hours (2 credits) or 180 hours (3 credits). Terminations will be reported immediately to the School of Law. At the end of the term, the site supervisor will provide the law school with a statement of the skills emphasized, the student’s progress in using those skills, and an appraisal of the student’s performance. The site supervisor’s appraisal will be written so as to be helpful in reaching the School of Law’s decision to give academic credit for the work.

The student’s site supervisor is: _____________________ (Name) _____________________(Phone)
FOR THE AGENCY, FIRM, OR OTHER EMPLOYER:

_______________________________________
Signature                                            Date

_______________________________________
Name printed or typed

_______________________________________
Title

_______________________________________
Organization and address

FOR THE SCHOOL OF LAW:

_______________________________________
Signature                                            Date

_______________________________________
Name printed or typed

_______________________________________
Title

I AGREE

_______________________________________
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 ________ to _________ 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
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Total Hours: _______
Supervising Attorney Appraisal Form
(use of this form is optional; appraisal may be written on official letterhead)

Student’s Name: ______________________

Attorney’s Name: ____________________ Employer: ______________________________

Address: __________________________________ Phone: _______________________

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


Attorney signature: ____________________________ Date: __________