Please provide me with a copy of the externship agreement signed by you and your attorney supervisor as soon as possible but no later than the end of January. You also need to sign up for TWEN for this course.

In addition to your 120 (two credit hours) or 180 (three credit hours) hours of work in the field, there are four additional requirements for this course:

1. There will be five fifty-minute tutorials for the class during the semester. All students must attend at least three of these sessions, even if they have had a prior externship. The tutorials will be held in Room 120 on Friday 1/11, Saturday 1/26, Monday 2/11, Wednesday 2/27 and Tuesday 4/9. The weekday tutorials start at 5:00 p.m.; the Saturday tutorial is at 9:00 a.m. Students who have not had a prior externship in these courses are strongly encouraged to attend the first tutorial as one of their three; please let me know if you have not had a prior externship and cannot attend the first session. NOTE: Although in previous semesters students have been allowed to defer attending some tutorials until the next semester (and delay receiving credit), that is no longer permitted. You must attend the required number of tutorials during this semester.

2. Students must meet with me for fifteen minutes during late January or in February to discuss how your externship is progressing. In late January I will notify you via TWEN that sign-up times are posted outside my office door.

3. At the end of the semester you must provide me with your hours log and an evaluation by your attorney supervisor to receive credit for the course. No writing sample is required.

4. At the end of the semester you must submit a 3-4 page summary of your externship experience – the type of work you did, what you learned, what skills you used or improved upon, what you liked/didn’t like, how the office functioned, would you recommend that location 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.

Robert W. Wooldridge, Jr.
rwooldri@gmu.edu 703-993-8594 (office)