1. Review all course requirements as contained in the Supervised Externship & Clinic -- Domestic Relations Information Packet. This packet is posted on TWEN and each student must sign up on TWEN for this course.

2. Submit the Course Certification form to Ilissa Belanger, Associate Director, Career Services, by the beginning of the semester.

3. Two fifty-minute mandatory training sessions on Virginia divorce law will be held consecutively in Room TBA from 2-3:40 p.m. on May 21, 2014. Please sign an attendance sheet at the tutorial.

4. Each Student must meet with Judge Alden for fifteen minutes during the semester to discuss the progress of the externship. You will be notified via TWEN about sign-up times.

5. Time incurred during travel to and from the Supervising Attorney's office may not be included in the computation of the work hours requirement.

6. TO RECEIVE CREDIT FOR THE COURSE, by August 15, 2014, you must provide to Ilissa Belanger, Associate Director, Career Services, the following: (1) your hours log approved by the Supervising Attorney; (2) a written evaluation by the Supervising Attorney; (3) a writing sample from your externship; (4) a two to three page summary of your externship experience (the type of work you did, what you learned, what skills you used or improved upon, interaction and feedback from supervisors, what you liked/didn't like, how the office functioned, whether you would recommend that office to other students, etc.); and (5) return all files to Professor Hughes at a meeting, at a time to be determined.

Please do not hesitate to contact Professor Hughes or me should you have questions or need additional information. Email is the best way to reach either of us.

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