Supervised Externship - General and Capitol Hill
Spring 2020 Syllabus

Course Numbers: 320, 325, and 520 (for two credits)
321, 525, and 521 (for three credits)

Professor: Victoria Huber, Associate Dean for Professional Development
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Learning Objective:
Under the supervised externship programs, students supplement their academic experiences by using their knowledge and skills in the legal or policy field under the supervision of an attorney or judge. By the end of an externship students will improve specific lawyering skills, including legal or policy research, analysis, and writing; oral communication skills, and assignment management; increase their knowledge of a particular area of the law or policy; and develop stronger interpersonal and professional skills.

Course Details:
1. Information Packet: Students and supervisors must review and agree to all externship requirements outlined in the Externship Information Packet, found at http://www.law.gmu.edu/academics/clinics. Please pay particular attention to the items that must be submitted in order to receive credit for your externship at the end of the semester.

2. Signed Service Agreement: All approved externship students and their supervisors should sign the Service Agreement found in the Externship Information Packet (https://www.law.gmu.edu/academics/clinics/) no later than the second week of the semester, unless permission was given to submit the document at a later date. Please make sure your agreement includes the email and phone number of your actual onsite supervisor. Signed Service Agreements should be scanned and added as an attachment to your Externship Information Form in the Symplicity Externship module. As a reminder, you can find your Externship Information form by logging into Symplicity and selecting the Externship module from the Shortcuts on the bottom right of your screen. Department of Justice Interns may use the DOJ agreement in lieu of the Scalia Law
service agreement. Other federal government employers may have separate government service agreement forms and may have concerns signing the Scalia Law service agreement. If you find yourself in this position, please email a professor to discuss.

3. **Updated Supervisor Information**: Current supervisor information must be included on your Externship Information Form on Symplicity. All supervisors must have a JD. If your actual supervisor turns out to be someone other than the person who signed the Service Agreement or your supervisor changes during the externship, **please update your Externship Information form on Symplicity as the system will contact the person identified on the form for a final evaluation.**

4. **Tutorials**: There will be four 50-minute tutorials for the class spread out over the semester. Each student must **attend two tutorials**, even if the student has participated in an externship program previously. Students should ensure their attendance is recorded at tutorials. The tutorials will begin at 5:00. **The dates of the tutorials are: Monday, February 10; Tuesday, March 3; Thursday, March 19; and Wednesday, April 15.** The room locations will be announced via the student listservs and sent to your law school email accounts throughout the semester.

5. **Mid-Semester Meeting**: Each student must schedule a mid-semester externship phone call or meeting 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. We will notify you via your student email accounts of sign-up times after the start of the semester.

6. **Mid-Semester Employer Evaluation**: Each student must arrange for his or her supervisor to provide a written mid-quarter evaluation by email or hard copy. These mid-quarter checks may be short – 4-6 sentences summarizing the student’s performance to date. Mid-quarter evaluations may be sent by email to vhuber@gmu.edu and ibelange@gmu.edu or by hard copy. **Mid-quarter employer evaluations are due Thursday, February 13 unless alternative timing has been requested and approved.** The evaluation should briefly address:

   1-2 sentences on the nature of the assignments given for the externship hours

   1-2 sentences about the student’s performance on the assignments

   1-2 sentences about the student’s overall professionalism. Please address any strengths or weaknesses related to timeliness of work product, communication with supervisors about work schedule, project updates or completion, and interaction with clients or other professionals in the workplace.

7. **Final Items: Self Evaluation, Hours Log, Externship Program Evaluation and Final Employer Evaluation**: In order to receive credit for this course, students must meet the final requirements set out in the Externship Information Packet. **Students must complete the final Self Evaluation,**
Externship Program Evaluation, and track hours (i.e., an online time-sheet form) on Symplicity in the Externship module. Hours logs must be done in the Symplicity module and must include general descriptions of your tasks. A proper entry is “researched x matter” or “researched x issues for y case” or “conducted statutory research on x, y, or z.” A proper entry is not merely “research.” Hours and tasks should be entered into Symplicity weekly if not more frequently. The sample of your written work product should be added to your Self Evaluation as an attachment. The supervisor identified in the Externship Information Form will receive a system-generated email to complete the final Employer Evaluation online, which includes approving the time entered by the student into the Symplicity hours tracker. Students are responsible for ensuring supervisors submit timely final online evaluations.

The Symplicity system will generate reminder emails to students and supervisors for the final items as we approach the end of the semester. In all cases, final items must be completed by Friday, May 8, unless permission was given ahead of time for submission at a later date.

Attached for your convenience is a helpful checklist of the steps you must complete to receive externship credit. Please email with any questions or concerns that arise before or during your externship. Email is the best way to reach us and don’t hesitate to re-email if you don’t receive a response within 48 hours.
Externship Requirements Check List

Name: ____________________________________________

Employer: _______________________________________

Course Number: ___________________________________

Externship Information Form (on Symplicity) __________

Signed Service Agreement (sign, scan and upload to your Externship Information Form) on Symplicity: __________

Mid-Semester Meeting with Professor (phone or in-person): __________

Mid-Semester Employer Evaluation (by email or hard copy) __________

Tutorial Attendance

Fall/Spring Semester (two) __________ __________

Summer Term (one) __________

Final Items

Track Hours and Tasks (on Symplicity; update weekly if not more frequently) __________

Self-Evaluation (on Symplicity) __________

Sample of your Written Work Product (attach to your Self Evaluation on Symplicity; waivers granted with prior approval) __________

Student Externship Program Evaluation (on Symplicity) __________

Final Employer Evaluation (on Symplicity) __________