

Supervised Externship - General
Summer 2021 Syllabus

Course Numbers: **320 (for two credits)**
 321 (for three credits)

Professors: Victoria Huber, Associate Dean for Professional Development
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 of Externship Programs

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Learning Objective:

Under the externship program, 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. Students should review and provide their Supervisors with 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 must review and sign the **Service Agreement found in the externship information packet (<https://www.law.gmu.edu/academics/clinics/>)**. You need to upload the agreement as an attachment to your Symplicity Externship Information Form to remain registered in the class. Please make sure your agreement includes the email and phone number of your actual supervisor. If your supervisor is unable to sign and scan the form, he or she may send an email to you or us stating that they have read the Scalia Law Externship Information packet and agree to the terms of the agreement. DOJ supervisors are exempt from signing the agreement. Please confirm that you have shared the full packet with your employer and let us know when we can expect the signed

agreement. 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.

3. Updated Supervisor Information: Current supervisor information must be included on your Externship Information Form on Symplicity. If your actual supervisor turns out to be someone other than the person who signed the service agreement or your supervisor changes for some reason 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.** 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.

4. Tutorials: Each student must **complete at least one externship tutorial**, even if the student has participated in an externship program previously. **The tutorials will be offered via zoom and will take place Thursday, June 3 and Wednesday, June 30 at 5:00 p.m.**

5. Mid-Semester Meeting: Each student must schedule a mid-externship phone call with one of us to discuss how the externship is progressing. Meetings will be held by 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 summer term.

6. Mid-Semester Employer Evaluation: Each student must arrange for his or her supervisor to provide a written mid-semester evaluation by email. These mid-semester checks may be short – 4-6 sentences summarizing the student’s performance to date. Mid-semester evaluations should be sent by email to vhuber@gmu.edu and ibelange@gmu.edu. The due date for the mid-semester evaluations is Tuesday, June 29 unless alternative timing has been requested and approved. The mid-semester employer 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 these courses, 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. 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 summer term. **In all cases, final items must be completed by Friday, August 13, 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 me with any questions or concerns that arise before or during your externship. Email is the best way to reach us; don't hesitate to re-email us if you don't hear back in 48 hours.

ADDITIONAL SCHOOL POLICIES AND RESOURCES:

COVID HEALTH & SAFETY REQUIREMENTS: For up-to-date information about University policies and guidelines, please visit [here](#).

ACADEMIC INTEGRITY: It is expected that students adhere to the Antonin Scalia Law School Honor Code. The Honor Code prohibits lying, cheating, or stealing. This includes a student obligation to never represent the work of another as their own, and to never provide or accept unauthorized assistance on any school related assignment. The Honor Code is available here: <https://sls.gmu.edu/honor/>.

UNIVERSITY LIFE: University Life provides student support resources such as **Counseling and Psychological Services** (<https://caps.gmu.edu/>), **Student Health Services** (<https://shs.gmu.edu/>), and the **Student Support and Advocacy Center** (<https://ssac.gmu.edu/>). For more information about University Life on the Arlington Campus, please visit: <https://ularlington.gmu.edu/>

Externship Requirements Check List

Name: _____

Employer: _____

Course Number: _____

Externship Information Form (on Symplicity) _____

Signed Service Agreement and Covid Forms (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) _____