

Supervised Externship – Virginia Practice Spring 2026 Syllabus Law 179 (3 credits)

Professors

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Externship Program Overview

Learning Objective

- Apply academic knowledge and skills in a real-world legal or policy setting under the supervision of an attorney or judge.
- Strengthen key lawyering skills including:
 - Legal or policy research, analysis, and writing
 - Oral communication
 - Assignment management
 - Deepen understanding of a specific area of law or policy, including ethical matters and professional conduct rules.
 - Develop interpersonal and professional skills for the workplace.

Course Details

1. Information Packet:
 - Students and supervisors must review and agree to all externship requirements.
 - Access the Externship Information Packet at [Externship Packet](#)
 - Pay special attention to required submissions for credit.
 - All items due by **Monday, April 24** unless an extension is granted.
2. Signed Service Agreement:
 - Signed by student and supervisor (see packet at [Externship Packet](#)).
 - Due by the second week of the semester unless permission for later submission is granted.

- Include supervisor's email and phone number.
 - Upload the signed agreement to your Externship Information Form in Symplicity.
3. Updated Supervisor Information:
- Ensure supervisor information (including email) is current in Symplicity.
 - Update promptly if your supervisor changes.
 - The supervisor listed will be contacted for the final evaluation.
4. Tutorials:
- Four 50-minute tutorials offered during the semester; attend at least two.
 - Attendance must be recorded on the sign in sheets.
 - Tutorials begin at 5:00 pm (February, March, and April) in person. Dates announced in late January.
5. Mid-Semester Meeting:
- Schedule an in-person meeting (10–15 minutes) with Ilissa Belanger in late February or March.
 - Sign-up information will be sent to student email accounts in February.
6. Mid-Semester Employer Evaluation:
- Arrange for your supervisor to email a brief written evaluation (4–6 sentences) to Ilissa Belanger at ibelange@gmu.edu.
 - Evaluation should address (1-2 sentences each):
 - Nature of assignments
 - Your performance
 - Professionalism (timeliness, communication, colleague and client interactions, etc.)
 - Any strengths or weaknesses related to the above.
 - Due by **Tuesday, March 3**, unless other arrangements are made.
7. Tracking Hours:
- Record all hours and duties in the "Track Hours" section of Symplicity.
 - Include detailed descriptions (e.g., "researched evidentiary matter for memo," "attended client meeting for X case," "drafted white paper on y", "looked up caselaw on x for y person," "continued compiling research on y issues," "attended staff meeting on x").
 - Update hours weekly or more frequently.
8. Final Items:
- To receive credit, complete the following in Symplicity by **Monday, April 24** (unless an extension is approved):

- Self-Evaluation (attach a sample of your work product)
- Externship Program Evaluation
- Online timesheet (track hours form in Symplicity)
- Final Employer Evaluation (supervisor will be sent a link; ensure timely completion)
- System-generated reminder emails will be sent as deadlines approach.

Communication & Support

- A checklist of steps is included at the end of the syllabus.
- Email professors with any questions or concerns—email is preferred; please follow up if you do not receive a reply within 48 hours.

Additional School Policies & Resources

- Academic Integrity: Adhere to George Mason Academic Standards (no lying, cheating, or stealing; do not represent others' work as your own). The Academic Standards are available here: [Academic Standards](#).
- Generative AI Policy: Do not use Generative Artificial Intelligence (GAI) for research, writing, or employer work unless your site supervisor gives explicit, project-specific permission, and the approval is shared with the professors. Supervisors must specify usage parameters and disclosure obligations.
- Some employers prohibit GAI in writing samples; using GAI in violation of this policy or Academic Regulation 4-3 is a standards violation.
- General Support: Reach out to professors for externship support at any time.
- GMU resources:
 - Counseling and Psychological Services [CAPS](#)
 - Student Health Services [SHS](#)
 - Student Support and Advocacy Center [SSAC](#)
 - University Life & Arlington Campus resources [ULAR](#)

Externship Requirements Check List

Requirement	Completed
Track Hours (on Symplicity; update weekly if not more frequently)	
Externship Information Form (on Symplicity)	
Signed Service Agreement (sign, scan, and upload to your Externship Information Form on Symplicity)	
Mid-Semester Meeting with Professor	
Mid-Semester Employer Evaluation (by email)	
Tutorial Attendance (Fall/Spring Semester: two required)	#1 #2
Tutorial Attendance (Summer Term: one required)	

Final Items	
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)	