

## Supervised (General) Externship Summer 2026 Syllabus

Course	Credits	Section Type	Notes
320, 320R, 520, 520R	2	In-Person / Remote (R)	"R" denotes remote externship, asynchronous-only tutorials. Remote sections are for students outside the Washington, D.C. metro area.
321, 321R, 521, 521R	3	In-Person / Remote (R)	

### Professors

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- Courtney Dinsmore
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## Externship Program Overview

### Learning Objectives

- Apply academic knowledge and legal and professional 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 communications; and
  - 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, including professional interactions with supervisors, colleagues, clients, and members of the legal and policy profession.

## 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 **Friday, August 7** 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.
- DOJ interns may use DOJ agreement; other federal employers may use their own agreements—email professors if questions arise.

### 3. Updated Supervisor Information:

- Ensure supervisor info (including email) is current in Symplicity.
- Update promptly if your supervisor changes.
- The supervisor listed will be contacted for the final evaluation.

### 4. Tutorials:

- Two 50-minute tutorials offered during the semester; attend at least one.
- Attendance must be recorded on the sign in sheets.
- In-person sections: Tutorials begin at 5:00 pm (June) in person. One tutorial will be held the week of June 8; a second one the week of June 15.
- Remote sections: Instructions for accessing remote tutorials will be sent later in the summer.
- Occasional online externship tutorials may be offered; information will be shared with the class.
- Tutorial attendance is not a huge requirement but it is a necessary one—missing due to externship work is not acceptable. You should inform the supervisor of the need to attend a tutorial. If you have problems with work conflicts and tutorials, please reach out to us at the beginning of the semester to discuss how to address.

5. Mid-Semester Meeting:
  - Schedule a remote (telephone) meeting (10–15 minutes) with a professor in late June or July.
  - Sign-up information will be sent to student email accounts in June.
6. Mid-Semester Employer Evaluation:
  - Arrange for your supervisor to email a brief written evaluation (4–6 sentences) to [vhuber@gmu.edu](mailto:vhuber@gmu.edu) and [cdinsmor@gmu.edu](mailto:cdinsmor@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 the above.
  - Due by **Monday, June 29**, 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 **August 7** (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. 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 (ask supervisor to respond to questions in the syllabus and send to professors via email)	
Tutorial Attendance (Fall/Spring Semester: two required)	#1      #2
Tutorial Attendance (Summer Term: one required)	

<b>Final Items (all completed on Symplicity)</b>	
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 (link sent directly to employers to fill out survey on Symplicity)	