

# Supervised Externship – Fall, Spring & Summer Information Packet

*For students who have obtained their own externship opportunity and wish to receive law school credit for field work.*

## Supervising Professor:

Associate Dean, Victoria Huber  
Email: vhuber@gmu.edu  
Phone: 703-993-8009

## **Fall / Spring / Summer Externships**

### Course & Credit Options:

Law 320 (unpaid) / Law 520 (paid):  
2 credits for 120 hours of field  
work and two tutorials.

Law 321 (unpaid) / Law 521 (paid):  
3 credits for 180 hours of field  
work and two tutorials.



Updated March 2018

## **Overview**

George Mason's Supervised Externship Fall, Spring & Summer programs allow students to receive academic credit for practical and substantive legal and law related work performed outside of a classroom setting during the fall, spring or summer semesters. In the Supervised Externship Program, the student finds his or her own position. Positions in private law firms are permitted, but government and public sector jobs are preferred. Positions with federal agencies, federal and state judges, Legal Services providers, and prosecutor and public defender offices are presumptively acceptable for this program. Other opportunities must be pre-approved by the externship professors.

Students must work a minimum of 120 hours (two credits) or 180 hours (three credits) for the Fall, Spring or Summer program. During the semester of the externship, students in the Fall or Spring program must attend two classroom tutorials; Summer program students must attend one classroom tutorial. Students in out-of-town summer externships must have an additional consultation with the externship professor in lieu of tutorial attendance.

Students are free to structure their hours in consultation with their site supervisor. Most site supervisors want students available for meaningful blocks of time. As a guideline: for the Fall and Spring programs, students must work an average of nine hours a week for 14 weeks to earn two credits for field work, and 13 hours a week for 14 weeks to earn three credits for field work. In the Summer program, many students elect to work full-time for several weeks (though they may earn no more than three credits for their work). Other students will start later in the summer or work part-time at the externship while working at another job or unpaid opportunity. Part-time students also find ways to participate in the externship programs by consolidating their hours in a single month or stretching the hours out over many

months. Regardless of how the hours are structured, students are required to maintain accurate time sheets, which must be verified and turned in to the professor before credit will be awarded.

## **Educational Objectives of the Supervised Externship Fall, Spring & Summer**

The Supervised Externship Fall, Spring & Summer is designed to meet the objectives of the American Bar Association's Section of Legal Education and Admissions to the Bar for professional skills training, live-client or other real life experiences, and study outside of the classroom. The teaching of "professional skills" involves teaching and evaluating law student performance on real cases or problems, with the goal of mastering basic lawyering skills, professional responsibility, substantive and procedural law and the theory of legal practice.

## **Student Requirements & Responsibilities**

1. Students must have completed one academic year of legal education to participate in the program.
2. Students should register for the appropriate course based on the semester, whether the field work is paid or unpaid, and number of planned field hours. (See front of this packet for course numbers.)
3. Externship opportunities, outside of those presumptively acceptable, must be approved by the professor in advance of the externship start date. Work must be done under the direct supervision of a licensed attorney or judge and assignments must be substantive and legal or law related in nature (p. 5). Placements that do not meet these requirements shall not be approved. If the externship opportunity is not secured prior to the start of the semester, students must speak with the professor regarding the pending opportunity. Students seeking to participate in the Supervised Externship program must still meet the attendance requirement of the tutorials until the details of the opportunity are secured.
4. Students may receive compensation for externship work if offered by the field placement site. A maximum of six (6) externship credits may be earned in performing work for which the student also receives compensation. If the externship opportunity is for pay, students must receive approval from the professor in advance of externship registering for the externship course. Students should submit a proposal to the professor detailing the externship opportunity, including the supervisor's name and contact information, and the compensation being offered.
5. Prior to the start of the externship, the "Supervised Externship Agreement" (pp. 6-7) must be signed by the student and site supervisor and submitted to the professor. If the person who initially signs the agreement does not act as the student's primary supervisor, the student must get a new agreement signed by the primary supervisor and submitted to the professor as soon as feasible. Students who do not comply with these requirements may be dropped from the course.
6. Each student must have a mid-semester consultation with the professor to discuss the externship and work being accomplished.

7. Each student must attend the set number of tutorials required by the Fall, Spring or Summer program. The Fall and Spring programs require students to attend two tutorials. The Summer program requires students to attend one tutorial, unless the student is in an out-of-town externship over the summer which prohibits attendance. In such instances, the student must have an additional consultation, aside from the mid-semester consultation, with the externship professor to discuss the externship.
8. At the end of the externship, students must submit a
  - a. time sheet showing the hours worked (p. 8);
  - b. sample of their written work product of any length (with the supervising attorney's permission; redactions are acceptable to preserve confidentiality);
  - c. written summary of the legal skills enhancement resulting from their field experience. The summary should be 2-3 pages in length and must include a description of:
    - i. how the student found the externship opportunity;
    - ii. the work accomplished in the program;
    - iii. the skills developed through the program;
    - iv. the extent and nature of the student's interaction with and feedback from supervisors and other attorneys;
    - v. any recommendations to future students interested in the same or a similar opportunity;
9. Students must ensure that their site supervisor submits a timely evaluations (p. 9), by email or hard copy, to the professor, both at mid-semester and at the end of the semester. The due dates for the mid-semester evaluation and the final evaluation is set forth in the class syllabus.

An "incomplete" will remain on a student's transcript until all of the above requirements have been met and the documents reviewed by the professor.

NOTE: Students shall be listed in an externship directory so that future externship participants can contact them and speak with them about their experience. Students will be listed with their name, placement, and GMU email address in this directory. Students wishing to "opt-out" of this directory must send an email to [lawcareer@gmu.edu](mailto:lawcareer@gmu.edu) indicating that they do not wish to be listed.

### **Supervisor Commitment & Responsibilities**

1. Supervisors must be graduates of an accredited law school and able to commit to providing supervision, logistical support, and mentorship to students working through the Supervised Externship Program.
2. Supervisors must provide the student with vocational opportunities and skills instruction in a reasonable number of appropriate activities (see recommended list on p. 5).
3. Supervisors must sign the "Supervised Externship Agreement" (see pp. 6-7) prior to the start of the externship.

4. Supervisors must make themselves available for at least one formal mid-semester contact (either in person, by phone, or via email) regarding the placement. This contact may be in addition to periodic phone calls and, in some cases, site visits by the program's professor.
5. Supervisors must approve the student's time log (see p. 8) and submit a written evaluation (p. 9) of the student's performance at the end of the externship.
6. If at any time the supervisor experiences difficulties working with the student, the supervisor is encouraged to have a candid discussion with the student. If the situation is not promptly rectified, the supervisor should contact the program's professor. Supervisors should not wait until the end of the program to inform the student or school of problems.
7. George Mason University, Antonin Scalia Law School has an Honor Code and Academic Regulations articulating minimum standards for student conduct and procedures for handling allegations of Honor Code violations. Supervisors with concerns about unethical student behavior are encouraged to contact the Associate Dean for Administration and Student Affairs, Annamaria Nields, at 703-993-8174 or [anields@gmu.edu](mailto:anields@gmu.edu).

## Examples of Appropriate Assignments for Students

Students should undertake a reasonable number of substantive legal or law related work activities. The attorney supervisor must be willing and able to ensure compliance with this requirement. Appropriate activities include but are not limited to:

### I. Research, Writing and Drafting

- Briefs
- Citation checking
- Testimony
- Declarations
- Pleadings
- Property transfer papers
- White papers / policy papers
- Searching & tabulating public records
- Correspondence
- Discovery documents
- Opinions
- Contracts
- Memoranda of points and authorities on substantive and procedural issues

### II. Investigation

- Interviewing clients and witnesses, and taking statements
- Collecting documents and physical evidence
- Photographing potential evidence

### III. Proceedings – Adjudicatory or Legislative

- Arranging witness attendance
- Filing papers in court
- Preparing witnesses to testify
- Investigating jury records
- Arranging & supervising service of process
- Drafting jury instructions
- Preparing exhibits and audio visual displays
- Tasks permitted by a Third-Year Practice Certificate

### IV. Observation and Note Taking

- Meetings with clients
- Settlement Negotiations
- Testimony
- Hearings
- Depositions
- Conferences

### V. Conferences with Colleagues

- Evaluating strategy and tactics in prospective cases
- Discussing facts, law, settlement offers, courtroom or legislative strategies

### VI. Office Management

- Assembling and indexing case files and correspondence
- Abstracting case files
- Managing computerized data bases

**ANTONIN SCALIA LAW SCHOOL AT GEORGE MASON UNIVERSITY  
SUPERVISED EXTERNSHIP AGREEMENT**

This agreement is among \_\_\_\_\_ (student's name),  
\_\_\_\_\_ (supervisor's name) at \_\_\_\_\_  
(Agency, firm name, etc.), and \_\_\_\_\_ (Antonin Scalia Law School at George Mason  
University). The purpose of this agreement is to place \_\_\_\_\_ in a field work opportunity  
with \_\_\_\_\_ (Agency/firm name, etc.) as part of the Supervised  
Externship Program offered by the Antonin Scalia Law School for academic credit to be earned by the student.

The period of work involved in this agreement commences on or about \_\_\_\_\_, 20\_\_\_\_ and will end on  
or about \_\_\_\_\_, 20\_\_\_\_ .

It is understood by all parties to this agreement that:

- (1) \_\_\_\_\_ (student) is enrolled in a course of study at Antonin Scalia Law School,
- (2) Antonin Scalia Law School has given permission for the student to provide his/her services for credit,
- (3) The \_\_\_\_\_ (Agency/Office) will provide supervised, skill-enhancing  
substantive legal or law related work and opportunities for the student, and
- (4) Antonin Scalia Law School will award appropriate academic credit upon satisfactory completion of the  
program described.

The \_\_\_\_\_ (Agency, Office) will ensure compliance with the supervisor  
responsibilities as set forth in the Supervised Externship Program Information Packet. It is recognized that  
workflow may vary, but semester totals must be a minimum of 120 hours (2 credits) or 180 hours (3 credits).  
Terminations will be reported immediately to the Antonin Scalia Law School. At the end of the term, the site  
supervisor will certify an attendance record showing the dates and hours of the student's attendance on the job  
and will provide the law school with a written appraisal of the student's performance, including a statement of  
the skills emphasized and the student's progress in using those skills.

This position is (circle one):      Unpaid      Paid

(If paid, please provide or explain the amount of compensation, gift, or stipend):

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**SUPERVISED EXTERNSHIP AGREEMENT – page 2**

**Student's site supervisor is:** \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)

Length of time supervisor has held this position: \_\_\_\_\_ (years) \_\_\_\_\_ (months)

If less than two years in this position, please note previous position and/or employer:

\_\_\_\_\_  
\_\_\_\_\_.

Supervisors who are engaged in the practice of law must confirm that they are members in good standing with a bar and, if so, specify which bar(s). Member in good standing: \_\_\_\_ yes \_\_\_\_ no.

If yes, bar(s)\_\_\_\_\_.

**FOR THE AGENCY, FIRM, OR OTHER EMPLOYER:**

**FOR ANTONIN SCALIA LAW SCHOOL:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name printed or typed

\_\_\_\_\_  
Name printed or typed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Phone Number & Email Address

\_\_\_\_\_  
Phone Number & Email Address

**FOR THE STUDENT:**

\_\_\_\_\_  
Phone Number & Email Address

\_\_\_\_\_  
Student Signature Date





**ANTONIN SCALIA LAW SCHOOL AT GEORGE MASON UNIVERSITY  
SUPERVISED EXTERNSHIP PROGRAM – SUPERVISOR EVALUATION FORM**

(Use of this form is optional; evaluation may be written on official letterhead or emailed to professor.)

Student's Name: \_\_\_\_\_

Attorney's Name: \_\_\_\_\_ Firm/Agency/Office: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Please provide a written evaluation of the student's performance, including the student's application of legal or law related skills and how the student progressed in the utilization of those skills:

Attorney signature: \_\_\_\_\_ Date: \_\_\_\_\_