This handbook is required reading for all students interested in pursuing an externship and/or currently enrolled in an externship at Denver Law.

It includes the following:

A. Externship Program Introduction
B. Educational Objectives
C. Externship Program Faculty & Staff
D. Guidelines for Before You Enroll
E. Guidelines for While You Are Enrolled
F. Finding an Externship
G. Registering for an Externship
H. Externship Policies
I. Externship Fieldwork Grading
J. Fieldwork Requirements

Appendices:

K. Colorado Student Practice Act
L. Externship Code of Conduct
M. ABA & University of Denver Policies
INTRODUCTION

At Denver Law, there are numerous ways to participate in experiential learning opportunities and to gain practical knowledge. With more than 450 placements a year, Denver Law’s Legal Externship Program is one of the biggest and most robust programs in the country, offering students an effective and comprehensive bridge to go from law student to lawyer.

Legal externships specifically refer to monitored legal and law-related work experiences in which the placement is outside of the law school (versus working in an in-house clinic or as part of a lab with a faculty member). In externships, students get real-world working experience while establishing intentional learning goals and reflecting actively on what is learned throughout their experience under the guidance of both a Faculty Supervisor and Supervising Attorney in the field. Students earn credit for their fieldwork and the corresponding academic seminar, which focuses on reflection, professional identity, ethics, and more.

EDUCATIONAL OBJECTIVES

The Legal Externship Program aims to provide opportunities for students to work directly with practicing attorneys while engaging in critical reflection about the legal profession, their legal career, and their priorities and values as lawyers and individuals through supervised field experiences and externship seminars.

Specific objectives include to:

• Develop the art of lawyering, including such skills as research, writing, legal analysis, client interviewing, communication, negotiation, and advocacy.

• Provide opportunities that integrate substantive learning with the practice of law.

• Promote the ethical practice of law by sensitizing students to issues of professional responsibility.

• Assist students to develop confidence in practical lawyering situations.

• Increase students’ understanding of their own individual strengths and weaknesses as lawyers.

• Explore and understand workplace issues such as time management, workplace culture, teamwork, giving and receiving feedback, and achieving balance in one’s life.

• Promote self-directed and lifelong learning.
To assist you with the process of identifying professional interests and translating those into externship opportunities, a team of faculty members and one staff member is available:

Alexi Freeman  
Director of Externships & Public Interest Initiatives  
Associate Professor of the Practice of Law  
afreeman@law.du.edu  
(303) 871-6788

Ann S. Vessels  
Director, Veterans Advocacy Project  
Professor of the Practice of Law  
avessels@law.du.edu  
(303) 871-6238

Michael Kovaka  
Visiting Assistant Professor of the Practice of Law  
Assistant Director of Externships  
mkovaka@law.du.edu  
(303) 871-6177

Leann C. Steele  
Externship & Public Interest Coordinator  
lsteele@law.du.edu /externships@law.du.edu  
(303) 871-6486
GUIDELINES: BEFORE YOU ENROLL

Denver Law has established the following prerequisites and guidelines for enrolling in an externship for credit aligned with ABA standards, university rules, and best practices for externships:

- Only students who have completed a minimum of 28 credit hours are eligible to earn credit for an externship.

- Students receive academic credit for externships and must pay the standard tuition rate for all credits.

- As of August 2016, students can receive both financial compensation and academic credit for an externship. More information on this is found in the Externship Policies section and on the Paid Externships section of our website: http://www.law.du.edu/index.php/legal-externship-program/information-for-students/paid-externships.

- Students on academic probations are not permitted to enroll in an externship. Students must notify the Legal Externship Program if they drop to academic probation during the externship. In the event of academic probation, the student must withdraw from the externship.

- Students may not earn academic credit for an externship if the Supervising Attorney is a family member. Students should disclose to the Legal Externship Program any familial relationship within the Supervising Attorney’s office.

- Students cannot be presently enrolled in a clinical program (i.e. the Student Law Office) or completing clinical cases from a prior enrollment.

- Students cannot repeat an externship for credit unless they submit a memo describing how the externship will be substantially different and will provide additional educational value with a second semester. This memo must come from the Supervising Attorney and may be faxed or sent as an email to the Legal Externship Program. See more on this in the section titled Externship Policies.

- The Externship Program strongly discourages students from enrolling in two externships simultaneously. In our experience, neither the student nor either placement organization receives the full benefit of the externship experience if a student’s time is divided in this way. Students are likely to miss opportunities at each placement that would otherwise be available to them, and Supervising Attorneys may develop the impression that a student’s interest in the externship is not as robust. Additional considerations include the potential for conflicts of interest between the placement organizations to arise, and the danger that the student may be overwhelmed with the workload. Accordingly, while students may request permission to enroll in two externships simultaneously from the Externship Program faculty, permission will be granted only in rare or extenuating circumstances.
• Students must notify the Legal Externship Program and the Supervising Attorney of any employment and legal volunteer work being done concurrently. The student should notify the Legal Externship Program and the Supervising Attorney if the student changes employers or volunteers elsewhere during the externship. Conflict Notification Forms are generally required in these instances and are available on CORE (our experiential management software described below).

• The failure of a student to disclose in writing any work, volunteer, and clinical activities is a serious violation of the Externship Student Certifications, the Student Honor Code, and the Colorado Rules of Professional Conduct. The student may be subject to discipline including expulsion from the externship with a grade of “Fail,” and other disciplinary proceedings under the honor and professional codes.

GUIDELINES: WHILE YOU ARE ENROLLED

• Failure to complete any of the requirements of the externship as stipulated by the Course Requirements may result in a grade of “Fail."

• All representations of a student’s hours and the materials submitted regarding the externship are subject to the Student Honor Code.

• If the student appears in court or administrative tribunal, the student must comply with C.R.S. 12-5-116, known as the Student Practice Act. Any violation may subject the student and/or Supervising Attorney to liability for the unauthorized practice of law.

• The student must provide quality professional services to the best extent possible.

• The student must devote the time required to complete the externship commitment.

• The student must preserve the confidentiality of clients, office affairs, and the like.

• The student must attend externship seminars, unless designated a repeat/veteran extern, and submit all fieldwork assignments required, including weekly hours logged and other reflective components.

• Once the student exceeds the number of hours required for the externship, the student can volunteer but cannot obtain additional academic credit unless the student engages in the petition process to earn more credit at some point.

• The law school email account (@law.du.edu) is the primary notification method of the Legal Externship Program and students are expected to check this email account on a regular basis. Students may also receive emails from CORE; please add it to your accepted senders.
FINDING AN EXTERNSHIP

I. Searching

There are namely two ways to find a Supervising Attorney and an externship.

1. **Search via our database.** The Legal Externship Program maintains a large, password protected, database for Denver Law students only that includes Supervising Attorneys that have already been approved by our program.

   The database is searchable by:
   
   a) Rotation/placement type, such as corporate, nonprofit, etc.
   
   b) Practice area, such as environmental law, family law, etc., and/or
   
   c) Name of the Supervising Attorney.

   Students are provided with an individual username and password upon enrollment at Denver Law. If you have not yet received it, please contact the Legal Externship Program at externships@law.du.edu.

   After you identify Supervising Attorneys of interest, consider contacting them to be sure they have an extern position for the semester in which you want to work. Don’t forget to review the binders in our office for student feedback on placements!

2. **Identify your own Supervising Attorney.** Students can also establish a relationship with a Supervising Attorney and set up their own externship. Such externships may be arranged at any location where appropriate supervision and work is found – this includes out of state and international opportunities. Your Supervising Attorney must be licensed to practice law for at least five years in any one state or combination of states. The Supervising Attorney can have active or inactive status.

   If you identify a Supervising Attorney and secure a placement, the Supervising Attorney must complete and submit the [Supervising Attorney Application](#), which can also be found on our website. The institution code is SUPERVISINGATTORNEY. Once completed, approval is not automatic. Our office will carefully review the application and discuss our program with the attorney to ensure the placement will be an educational benefit to the student. We will notify you and the Supervising Attorney if and when the placement is approved. Given this process, it is recommended that all students have a back-up plan and allow time for the approval process.

**Please note:** If you wish to work with a Supervising Attorney who works outside of the state of Colorado, whether in the US or abroad, you are required to discuss this opportunity with an externship faculty member prior to approval. Email [externships@law.du.edu](mailto:externships@law.du.edu) to notify the office of your intentions and to discuss the opportunity.
II. Timing/Deadlines

Remember, not every student is selected to extern for the first office they interview with. We advise you to start your search early to give yourself plenty of time to secure an externship!

You must secure your externship by these specific dates in order to enroll:
- **By August 3rd (for Fall semester)**
- **By the last day of fall classes (for Spring semester)**
- **By the last day of spring classes (for Summer semester)**

These dates are subject to change. For the most up-to-date/current semester deadlines, please refer to the program website.

Note: Securing your externship means ensuring that you have uploaded the Supervising Attorney Acceptance Form to your account in CORE and that the Supervising Attorney has already been pre-approved (i.e. the attorney is our database), or the new Supervising Attorney application has been submitted and reviewed as described above. See more information below on this process below.

REGISTRATION FOR AN EXTERNSHIP

If a Supervising Attorney offers you an externship, congratulations! You are well on your way to having a robust educational experience.

I. Student Steps for Enrollment

1. **Once you secure a placement, ask your Supervising Attorney to complete the Supervising Attorney Acceptance form.** (Again, if the Supervising Attorney is new, the Application is also required).

2. **Upload a completed Supervising Attorney Acceptance form** to your account in CORE by the deadline noted above and below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>August 3</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Last day of fall classes</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>Last day of spring classes</td>
</tr>
</tbody>
</table>

You will not be approved for academic credit until the application (if applicable) and acceptance form has been received and approved by the Legal Externship Program Faculty. If you do not submit materials on or before the published deadline, you risk being unable to earn academic credit for your externship.

3. **Determine the number of field credits.** You may enroll in an externship for 2 to 6 credits, which ranges from 100 hours to 300 hours (50 hours = 1 credit).
If you want to do an externship for 5 or 6 credits (250-300 hours) OR work outside of the state of Colorado, email externships@law.du.edu to discuss and secure the required pre-approval.

4. **Waitlist for your externship credit and seminar, if applicable.** Add yourself to the waitlist for your externship field credits. If you are required to enroll in a corresponding seminar, (i.e. this is your first time enrolling in an externship of this rotation/placement type, or you are part of a specialty program), waitlist for the seminar as well.

   You can obtain CRN information for the externship field credits and seminars on the Registrar’s Class Schedule website.

5. **If applicable, complete the Student Practice Act form and submit it to our office in suite 365 for processing.** Do this ONLY if a) you will have earned 60 credits in the semester prior to the semester you intend to practice in court under your attorney’s supervision AND b) you are working at an eligible placement, including a nonprofit group or in the government (PD and DA included). Once approved by the court, your placement will be notified. Allow 1 to 2 weeks for processing. If you do this early, you will ensure that you are ready to practice in court at the start of your externship.

6. **If you are a first-time extern, save the date for your mandatory orientation session.** The date will be listed on the Legal Externship Program website. More information on this is under Externship Policies.

II. **Externship Program Steps for Enrollment**

1. Once the required forms are received and approved as outlined above, you will receive an email from our office confirming your status.

2. The Legal Externship Program will then remove you from the respective waitlists and officially register you for your externship and seminar based on the information provided on the Supervising Attorney Acceptance Form (i.e. the number of credits you and the Supervising Attorney provided on the Acceptance Form).
EXTERNSHIP POLICIES

Denver Law has established certain prerequisite and guidelines for enrolling in an externship for credit aligned with ABA standards, university rules, and best practices for externships. Details on some of these policies follows.

I. Limitations on Credits

As noted above, an extern must work 50 hours for each credit hour earned. Students may earn between 2 to 6 credits, per semester, and approval is required for enrollment for 5 or 6 credits because it is a significant amount of credits to devote to a placement and to use from your credit limits as described below.

A student may earn no more than 15 hours of academic credit from externships during law school (unless participating in the Semester in Practice, when that limit increases to 19). Externship credits are considered “out-of-class” credits, and a student may earn no more than 25 out-of-class credits toward their JD degree. Other out-of-class credits are earned through directed research, clinics, externships, journals, non-law school courses, and moot court.

Please note: Students may start counting hours for their externship two weeks prior to the start of the semester (first day of classes) until two weeks after the end of the semester (last day of classes.) The program is 16 weeks in the Fall and Spring, and must be between 6 to 10 weeks in the summer.

II. Repeating an Externship

Students who are repeating an externship for a second semester must include with their completed forms a memo from their Supervising Attorney describing how the externship will be substantially different, what different projects they will be working on, and the increased educational value of a second semester in that externship. The memo can be sent via email to externships@law.du.edu.

III. Paid Externships

As of August 2016, in accordance with revised ABA standards, Denver Law permits students to receive both pay and credit simultaneously. However, the externship must still abide by all requirements and regulations set forth in the student and Supervising Attorney manuals and forms as well as all Denver Law and ABA policies. Students must also be approved for this externship prior to enrollment. For the most up to date information on paid externships, including information on how to enroll and receive approval, please visit www.law.du.edu/index.php/legal-externship-program/information-for-students/paid-externships.

IV. Withdrawal from Externship or Reduction/Increase of Field Credits

Permission to withdraw from an externship requires the written permission of the placement Supervising Attorney (email is fine), the Director of Externships, and the Dean of Student Affairs. Because Supervising Attorneys make a commitment to our students and rely on the student’s commitment, only extremely compelling circumstances will be considered for withdrawal from the course, or for reducing credits once the drop/add period has passed. Class scheduling conflicts will not constitute extremely compelling circumstances. Even if the add/drop period has not passed, we strongly discourage dropping...
your externship for these same reasons and will discuss the situation with you if you take steps to drop or reduce credit.

To withdraw from an externship or reduce the number of credits after the end of the drop/add period, a student must complete a Drop/Add Petition (located on the Registrar’s website). This petition will be submitted electronically to the Dean of Student Affairs and Externship Director for consideration.

If you wish to increase the number of credits for your externship after the drop/add period has passed, please contact the externship office to discuss. Pending approval from externship faculty, if you still wish to increase your credits, you will need to submit a Drop/Add Petition. This petition is submitted electronically to the Dean of Student Affairs and Externship Director for consideration.

V. Orientation

Orientation is mandatory for all first-time externs. Students will be excused only in extenuating circumstances of a serious nature. Orientation will help you ensure that you understand the program’s requirements, ethical considerations, and more. The date of orientation is determined and published on the Legal Externship Program’s website at least one semester prior, and often earlier, to the relevant semester of the externship.

VI. Academic Seminar/Engagement

1. Background

At Denver Law, students enroll in a graded academic seminar alongside their externship in the field.

Unless a student is part of one of our specialty programs, in most cases, students enroll in the academic seminar that corresponds to the type of rotation/placement setting of their externship, e.g. nonprofit, private firm, etc. If a student enrolls in multiple externships and the externship rotation type/setting changes, students must take the new seminar that corresponds with your new externship type. For example: If a student completes two externships in the same type of placement (i.e. Private Firm) the student does not need to repeat the seminar. Instead, you are identified as a repeat/veteran extern, which means you have already taken an externship and seminar of that specific type. You still have to complete the fieldwork requirements and will also engage in reflective exercises with a faculty member and fellow repeat externs, but this is part of your fieldwork requirements and credits. No additional credit is earned. However, if a student earns credit for an externship with a Private Firm and then a Nonprofit, the student is required to take the appropriate nonprofit seminar for the second externship.

As noted in the aforementioned Registration section, to enroll in any of our seminars, please place yourself on the waitlist for the seminar during the registration process. Once our office has received your required enrollment paperwork for your externship through CORE, you will be removed from the waitlist and enrolled in the appropriate seminar. If space allows, non-externship students are welcome to enroll in a seminar.

2. General Seminars
Each semester we offer the following seminars: Corporate, Criminal Defense, Criminal Prosecution, Government, Judicial, Nonprofit, and Private Firm. These courses are taught by faculty and adjunct professors who have experience in the specific rotation/placement setting. Our general externship seminars are each worth 1 credit and are graded. Visit class schedules to learn the relevant CRN number for enrollment and to determine when your specific seminar will meet.

3. Specialty Programs

Each semester, the Legal Externship Program develops and offers a range of different specialty programs in which applications are solicited and students enroll in subject-specific, robust seminars that range from 1 to 3 credits. Rather than being organized by rotation/placement type, the seminars often teach a mix of substantive law and skills relevant to the area of practice. These programs often have earlier deadlines than regular externships. Such deadlines and/or requirements will be posted on the Legal Externship Program’s website during the semester prior to the program.

4. Semester in Practice Program

The Semester in Practice Program (SiP) is one of our flagship specialty programs. SiP gives students the opportunity to develop practice skills by fulfilling 15 credits (12 field work credits plus a three credit graded seminar). Students work full time during the externship (40 hours per week).

In this capstone experience, offered only to students in their last year of law school, students have significant exposure to the substantive law in their externship, and focus on skills and professional identity in their seminar. One of a handful of such programs in the country, the Semester in Practice is a bridge from law school to practice.

Each SiP is customized to the needs and desires of the student. Faculty meet with prospective students to help them find the externship that will provide significant development for them on their way to becoming practicing lawyers. Students in the past have participated in the SiP at a huge range of placements, both private and public.

Students who participate in the SiP program are permitted to take a total of 19 externship credits during their time in law school (15 credits are permitted otherwise) and a total of 25 out-of-class credits. The SiP Program is offered only during the fall and spring semesters.

As enrollment is limited and the amount of time and tuition funds a student expends is much more for a SiP placement, the application process is a bit different than traditional externships. Students are required to complete an application to be admitted to the program. Application information is sent via email. Check the website for more detailed information each semester, however, generally, applications are due around May 13 (for fall) and November 1 (for spring).

VII. Email Communication

Students are expected to use their law school email accounts. Email will be the primary notification method of the Legal Externship Program; therefore, it is the student’s responsibility to check the law school email account on a regular basis. Students may email from home accounts but generally all
emails originating from the Legal Externship Program will be sent to the student’s law school email account. CORE may also send emails.

VIII. **Financial Aid**

Students who will be enrolled in an externship during the summer semester and intend to seek financial aid are encouraged to contact the Financial Aid Office during the semester prior to their externship to discuss how to best utilize their financial aid awards. Generally, 4 credits are required to receive aid but contact Financial Aid to confirm.

IX. **Public Service Requirement**

There are a variety of ways to satisfy Denver Law’s Public Service Requirement (PSR), which requires all JD students to engage in a minimum of 50 hours of supervised, uncompensated, law-related public service work during their law school careers as a prerequisite to graduation. One way to satisfy the PSR includes enrollment in certain externships. An externship for credit with a government agency (including state/local/federal agencies, public defender office, and district/US attorney), a nonprofit organization, or a judge (judicial externship) automatically satisfies the PSR provided you pass the externship. No additional assignments or documentation is requirement. Following the relevant semester, your progress report will indicate satisfaction of the PSR.

Additionally, an externship at a private law firm may satisfy the PSR if the student completes fifty hours of pro bono work and the project has been approved by the Director of Public Interest Initiatives. For questions regarding the Public Service Requirement, including engaging in a Volunteer Legal Experience which requires volunteering at an entity versus working for credit, email the Public Interest Coordinator at publicinterest@law.du.edu.

X. **Research**

Students may use Bloomberg, Westlaw, and Lexis accounts for research they do as part of their externship. Some of these databases, however, require that you “register” to use your account during a summer semester externship specifically. Be sure to check relevant websites to confirm the protocol.
EXTERNSHIP FIELDWORK GRADING

The Legal Externship Program Faculty shall award a grade of Pass or Fail to students, as appropriate, for the field work component of the externship. Students’ grades are determined both by satisfactory performance in the field and completion of Denver Law’s fieldwork assignments.

A grade of “Fail” will not affect the student’s G.P.A. However, if a student receives a grade of “Fail,” the student will receive no credit for the externship and the grade of “F” will appear on the student’s transcript.

I. Fieldwork Requirements

Before the grade can be submitted to the Registrar, all requirements of the Legal Externship Program must be submitted. Students must submit all requirements in a timely manner on CORE, the Legal Externship Program’s experiential learning management system.

Requirements include:

1. **Student Certifications** – The Student Certifications list criteria for participation in an externship for credit at Denver Law. Students must read and agree to these criteria. This is completed in CORE.

2. **Extern Skills Self-Evaluation** – This evaluation gives you the opportunity to rate your development in a variety of skills at the start of your externship. While some externships offer more training and experience in particular skills, each of these skills are important for every practicing lawyer to develop. You and your Supervising Attorney will each evaluate your development in those same skills at the end of the externship. This will give you an opportunity to identify your strengths and weaknesses, monitor your growth, and may help you identify additional classes you would like to take during your remaining time in law school. This evaluation is completed directly on CORE, is confidential, and will only be viewed by the Legal Externship Program faculty/staff.

3. **Learning Agenda** – This is an opportunity for you and your Supervising Attorney to communicate about what you would like to experience and what the Supervising Attorney would like you to experience. It is our “goal-setting document.” It helps set appropriate expectations, and allows you to better understand the experience you can gain at your placement and inform your Supervising Attorney of your interests and goals. Many issues that might otherwise arise during an externship can be resolved by clear communication at the beginning of the externship when preparing the Learning Agenda. It is very important that you take time to complete this form with your Supervising Attorney. You will complete your Learning Agenda on CORE and your Supervising Attorney must confirm acceptance electronically upon completion. The Learning Agenda will be reviewed by externship faculty.

4. **Externship Mid-Semester Report** – This report provides you with an opportunity to evaluate your externship at around the halfway point and allow you to specifically
compare your experience with what you wrote about in your Learning Agenda. This report can serve as a valuable communication tool, especially if your externship is not meeting the goals that were established in the Learning Agenda. It also gives the Legal Externship Program Faculty an opportunity to check in with you regarding the environment and the work you are completing throughout the semester. Your Supervising Attorney DOES NOT see this report but externship staff and faculty will review it. It is completed on CORE.

5. **Externship Field Encounters** – This is a list maintained by you on CORE that keeps track of your projects. By keeping track of your projects, you will have ready access to them before an interview, when you are revising your resume, and when you may want to use the work at a later date. This log will be reviewed by Legal Externship Program faculty/staff.

**Supervising Attorney’s Mid-Semester Evaluation of Student Extern** – During the Fall and Spring semesters only, your Supervising Attorney must complete a mid-semester evaluation. Your Supervising Attorney must complete a mid-semester evaluation. Your Supervising Attorney can access this evaluation on CORE under Evaluations, Evaluation of Student. The supervisor will receive an email from CORE asking them to complete this evaluation with a link to access it a week before it is due, three days before it is due, and one day before it is due. **Note: you cannot access this evaluation in your account to send it to your supervisor. You will be able to review it upon completion by the Supervising Attorney.**

6. **Externship Final Evaluation** – You must complete an evaluation of your externship. These evaluations assist the program in assessing externship value and provide useful information to other students who are pursuing the same opportunity. These evaluations are kept confidential. Your name is removed from all parts of the evaluation before it is provided to other students. Your Supervising Attorney DOES NOT see this evaluation but externship staff and faculty will review it. It is completed on CORE.

7. **Supervising Attorney’s Final Evaluation** - Your Supervising Attorney must complete a final evaluation as well. They will receive an email from CORE asking them to complete this evaluation with a link to access it a week before it is due, three days before it is due, and one day before it is due. **Please be sure you give plenty of notice to your Supervising Attorney regarding the deadline for this evaluation. Note: you cannot access this evaluation in your account to send it to your supervisor. You will be able to review it upon completion by the Supervising Attorney.**

Each of the aforementioned documents will have specific due dates each semester. These dates will be listed in the the Field Requirements document, which serves as the syllabus for the field work experience. Please review it. This Field Requirements document will be available on CORE each semester and will be provided to students.
II. **Weekly Hours Tracking/Reporting Time Worked**

Students must submit hours worked on CORE each Monday by 11:59 p.m. (for the previous week). The time report must not provide identifying information about clients or cases, confidential information, any information that may violate the attorney-client privilege, or any information that the Supervising Attorney has reasonably asked the student to keep confidential. You are asked, however, to categorize the type of work you completed and how many hours in each type. If you only include total hours and do not categorize the hours, you will be asked to input the hours again.

Tracking hours helps you and our program determine whether you are on track to complete the hours requirement associated with the field credits you are registered for. Remember, each credit is worth 50 hours and thus if you enrolled for 3 field credits, you must work 150 hours.

Hours must be completed during the registered semester. Specifically, during the Fall and Spring semesters externs must work a minimum of 10 weeks up to a maximum of 16 weeks. During the summer semester, students must complete externship hours in a minimum of 6 weeks up to a maximum of 10 weeks.

You are asked to record hours in tenths, where 1/10 is 6 minutes. This follows the way most private sector and some public sector lawyers keep track of their time. See the sample log below for an example.

Follow these directions to submit your time reports:

1. Log into CORE
2. Click on “Hours Tracking/Timesheet” on the left-hand navigation.
3. Click on “Record New Hours” on the right hand side of the screen.
4. Fill out your Supervising Attorney/Site information, dates you are entering time for, and enter your hours into the appropriate boxes in the pre-set timesheet.
5. Click Submit.

Note: Time reports not submitted in a timely manner shall be rejected and the hours will not count towards the student’s required hours. **Submission of timesheets and the representation of hours worked therein are subject to the Student Honor Code.**

---

**Sample Individual Timesheet Only**

You are **NOT** required to complete this type of daily log; you are only required to log hours in CORE! However, it may be useful as a model to track the hours you worked at your externship in this way prior to inputting in CORE.

**Joe Extern Daily Activities**

8/16

8:30-9:15 Meeting with supervisor to discuss day’s schedule = **45 minutes/in tenths .8**

9:15-11:45 Observe supervisor in court = **2 hours 30 minutes/in tenths 2.5**

11:45-12:30 Lunch

12:30-1:08 Copy information from Client X’s file for court = **38 minutes/in tenths .7**

1:09-4:40 Legal research for supervisor = **3 hours 31 minutes/in tenths 3.6**
4:40-5:30 Write brief memo on results of research = 50 minutes/in tenths .9

8/18
8:30-9:30 Meeting with supervisor to discuss day’s schedule = 1 hour/in tenths 1.0
9:30-11:20 Additional legal research for supervisor = 1 hour 50 minutes/in tenths 1.9
11:20-12:46 Revise memo on research = 1 hour 26 minutes/in tenths 1.3
12:46-1:30 Lunch
1:30-2:00 File motion at court for supervisor = 30 minutes/in tenths .5
2:00-2:15 Pick up information from opposing attorney = 15 minutes/in tenths .3
2:15-4:46 Draft answer to motion = 2 hours 31 minutes/in tenths 2.6
4:46-5:50 Meet with supervisor to discuss draft = 1 hour 4 minutes/in tenths 1.1

8/20
8:30-10:16 Work on revisions to draft of answer = 1 hour 46 minutes/tenths 1.8
10:16-10:30 Leave draft with supervisor for review = 14 minutes/in tenths .3
10:30-11:30 Legal Research = 1 hour/in tenths 1.0
11:30-12:30 Lunch
12:30-4:30 Orientation and Training at Prosecutor’s Office = 4 hours/tenths 4.0

<table>
<thead>
<tr>
<th>Tenths Table</th>
<th>Example: If you worked 3 hours and 17 minutes on your timesheet you would report 3.3 hours. Remember to round up.</th>
</tr>
</thead>
<tbody>
<tr>
<td>:00 - :06 = .1</td>
<td></td>
</tr>
<tr>
<td>:07 - :12 = .2</td>
<td></td>
</tr>
<tr>
<td>:13 - :18 = .3</td>
<td></td>
</tr>
<tr>
<td>:19 - :24 = .4</td>
<td></td>
</tr>
<tr>
<td>:25 - :30 = .5</td>
<td></td>
</tr>
<tr>
<td>:31 - :36 = .6</td>
<td></td>
</tr>
<tr>
<td>:37 - :42 = .7</td>
<td></td>
</tr>
<tr>
<td>:43 - :48 = .8</td>
<td></td>
</tr>
<tr>
<td>:49 - :54 = .9</td>
<td></td>
</tr>
<tr>
<td>:55 - :60 = next hour</td>
<td></td>
</tr>
</tbody>
</table>

III. Reflection as Part of Fieldwork

The pedagogy behind externships promotes reflection, which can take on very different forms, from journals to blogs to discussion boards. Overall, regardless of the medium or end work product, our program aims to help you actively reflect on your experience. Hopefully, this process will help you make sense of what you’ve learned, why you’ve learned it, and how the learning took place. In addition, reflection will help you link what you have learned in your classes to the wider perspective of learning, allowing you to see the big picture.

Reflection has been discussed in the following ways:

"Reflection is an essential part of learning from experience. It is not a practice that is simply useful for law students, but rather a practice that can be helpful throughout your professional life. The importance of reflective journaling was described as follows by several professors:"
Reflective practice should help you to decide what type of practice you will pursue and to refine the moral and ethical standards you will bring to that practice. You may begin with an ill-defined idea of your professional interests. Alternatively, you may have a clear vocation in mind that may change or evolve as you continue your professional development. The extent to which you achieve satisfaction from your work will depend on your ability to integrate your values into your professional choices. For example, you may think that you want to do criminal defense work because you believe that society has a duty to guarantee fairness to those accused of crimes. As you gain experience in the practice of criminal law, you may feel frustrated by the players and process. This perspective may lead to changes in your professional goals. You may conclude that you want to work on policy or legislative changes in the criminal justice system rather than represent individual clients. Reflective observation will help you to surface your reactions to and thought about your professional aspirations.¹

If you are taking a seminar course, this reflective component will be established by your seminar instructor and will be graded as part of your grade for this course. If you are a repeat extern not required to take a seminar course, your Legal Externship faculty supervisor will establish the reflective component, and details and due dates will be discussed in your Course Requirements document.

If journals or blogs are required, please be sure to follow the length and word requirements as indicated by your seminar instructor. Journals are read by your seminar instructor and the Externship staff only. Blogs may also be read by your classmates. Your seminar instructor may provide you with topics for journal and blog entries, or you may be able to select topics. In the event you have the opportunity to select your own topics, here are a few you might consider:

1. What is the culture of your externship site? (Formal, informal, hierarchical, friendly, orderly, etc.) Is this the culture you like? If not, what would you prefer?
2. Is team work utilized at your externship site? Should it be?
3. How effective is communication at your externship site? In what ways do the lawyers communicate? What are the obstacles created by ineffective communication?
4. What is your work style and how do you deal with deadlines; what will be your future lawyering style (how do you want to work and be perceived)? Are you a good time manager? How could you improve your time management skills?
5. Has law school properly prepared you for the practice of law? Discuss your shortcomings and talents, and how this externship will aid in your progression.
6. What are the stressors at your externship site? How can you alleviate some of the stress?
7. Identify an ethical quandary or decision that you have observed. Explain the issue, how it was resolved and whether you think the resolution was proper and why.

¹ L. Lerman, J.P. Ogilvy, L. Wortham, Learning from Practice (Westgroup 1998).
8. Is there anything that troubles or concerns you about becoming a lawyer?

9. Reflect upon and summarize what you have learned from your externship experience this semester. Describe how the learning experience of your externship has changed you or why it has not. To do this, imagine that you have to defend getting academic credit for this experience and try to include everything you can think of in that defense.

10. What were your goals when you came to law school? Have those goals changed or been refined? In what ways? Why? Which lawyers have had an impact on your aspirations as a lawyer?

COLORADO STUDENT PRACTICE ACT

Students who have completed 60 credit hours and work for particular types of legal organizations may be certified with the Attorney Registration Office of the Colorado Supreme Court and may appear in court in certain non-felony cases in accordance with Rule 226.5 (reproduced below). Students in these types of placements, which only includes nonprofit organizations and government entities, should complete and submit the Student Practice Act form as early as possible since certification can take up to two weeks to process. Students submit the form to the Externship office and we work with the Dean to submit it to the Supreme Court. The Supreme Court will notify the extern’s supervisor directly when the extern is certified to practice; the student will receive a copy of this letter sent from the Attorney Registration Office of the Supreme Court. If you have not received such a copy three weeks after submitting it to our office, email externships@law.du.edu.

Only qualified students and qualified agencies are eligible for certification. Students shall not violate the statute and should notify the Externship Office in writing if their Supervising Attorney asks them to do so. Be aware that students who violate the statute risk personal liability for the unauthorized practice of law.

Rule 226.5. Legal Aid Dispensaries and Law Student Externs.

(1) Legal Aid Dispensaries.

Students of any law school that maintains a legal-aid dispensary where poor or legally underserved persons receive legal advice and services shall, when representing the dispensary and its clients, be authorized to advise clients on legal matters and appear in any court or before any administrative tribunals or arbitration panel in this state as if licensed to practice law.

(2) Law Student Externs.

A. Practice by law student extern (formerly section 12-5-116.1)

   (1) An eligible law student extern, as specified in section 2B, may appear and participate in any civil proceeding in any municipal, county, or district court (including domestic relations proceedings) or before any administrative tribunal in this state, or in any county or municipal court criminal proceeding, except when the defendant has been charged with a felony, or in any juvenile proceeding in any municipal, county or district court, or before any magistrate in any juvenile or other proceeding or any parole revocation under the following circumstances:
(a) If the person on whose behalf the extern is appearing has provided written consent to that appearance and the law student extern is under the supervision of a supervising lawyer, as specified in section 2D.

(b) When representing the office of the state public defender and its clients, if the person on whose behalf the extern is appearing has provided written consent to that appearance and the law student extern is under the supervision of the public defender or one of his deputies.

(c) On behalf of the state or any of its departments, agencies, or institutions, a county, a city, or a municipality, with the written approval and under the supervision of the attorney general, attorney for the state, county attorney, district attorney, city attorney, or municipal attorney. A general approval for the law student extern to appear, executed by the appropriate supervising attorney pursuant to this paragraph (c), shall be filed with the clerk of the applicable court/administrative tribunal and brought to the attention of the judge/presiding officer thereof.

(d) On behalf of a nonprofit legal services organization where poor or legally underserved persons receive legal advice and services if the person on whose behalf the student is appearing has provided written consent to that appearance and the law student extern is under the supervision of a supervising lawyer, as specified in Section 2D.

(2) The consent or approval referred to in subsection (1) of this section, except a general approval, shall be made in the record of the case and shall be brought to the attention of the judge of the court or the presiding officer of the administrative tribunal.

(3) In addition to the activities authorized in subsection (1) of this section, an eligible law student extern may engage in other activities under the general supervision of a supervising lawyer, including but not limited to the preparation of pleadings, briefs, and other legal documents which must be approved and signed by the supervising lawyer and assistance to indigent inmates of correctional institutions who have no attorney of record and who request such assistance in preparing applications and supporting documents for post-conviction relief.

B. Eligibility requirements for law student extern practice (formerly section 12-5-116.2)

(1) In order to be eligible to make an appearance and participate pursuant to section 2A, a law student must:

(a) Be duly enrolled in an ABA accredited law school, or a recent graduate of such a law school who has applied for admission to the Colorado Bar. For purposes of this rule, the "law student's" eligibility continues after graduation from law school and until the announcement of the results of the first bar examination following the student's graduation, provided for anyone who passes that examination, eligibility shall continue in effect through the date of the first swearing in ceremony following the examination.

(b) Have completed a minimum of two years of legal studies;

(c) Have the certification of the dean of such law school that the dean has no personal knowledge of or knows of nothing of record that indicates that the student is not of good
moral character and, in addition, that the law student has completed the requirements specified in paragraph (b) of this subsection (1) and is a student in good standing, or recently graduated. The dean of such law school has no continuing duty to certify the student's good moral character after the student has graduated from law school at that point, the law student/applicant to the Colorado Bar has obligations to maintain the integrity of the profession pursuant to Colo. RPC 8.1.

(d) Be introduced to the court or administrative tribunal in which the extern is appearing as a law student extern by a lawyer authorized to practice law in this state;

(e) Neither ask nor receive any compensation or remuneration of any kind for the extern's services from the person on whose behalf the extern renders services; but such limitation shall not prevent the law student extern from receiving credit for participation in the law school externship program upon prior approval of the law school, nor shall it prevent the law school, the state, a county, a city, a municipality, or the office of the district attorney or the public defender from paying compensation to the law school extern, nor shall it prevent any agency from making such charges for its services as it may otherwise properly require; and

(f) State that the extern has read, is familiar with, and will be governed in the conduct of the extern's activities under section 2A by the Colorado Rules of Professional Conduct.

C. Certification of law student extern by laws school dean-filing-effective period-withdrawal by dean or termination (formerly section 12-5-116.3)

(1) The certification by the law school dean, pursuant to section 2B(1)(c), required in order for a law student extern to appear and participate in proceedings:

(a) Shall be filed with the clerk of the Colorado Supreme Court Office of Attorney Registration, and unless it is sooner withdrawn, shall remain in effect until the student's graduation.

(b) May be withdrawn by the dean at any time by mailing a notice to that effect to the clerk of the Colorado Supreme Court Office of Attorney Registration, and such withdrawal may be without notice or hearing and without any showing of cause; and

(c) May be terminated by the supreme court at any time without notice or hearing and without any showing of cause.

D. Qualifications and requirements of supervising lawyer (formerly section 12-5-116.4)

(1) A supervising lawyer, under whose supervision an eligible law student extern appears and participates pursuant to section 2A, shall be authorized to practice law in this state and:

(a) Shall be a lawyer working for or on behalf of an organization identified in sections 2A(1)(b)-(d);

(b) Shall assume personal professional responsibility for the conduct of the law student extern; and
(c) Shall assist the law student extern in the extern's preparation to the extent the supervising lawyer considers it necessary.

HISTORY: Source: Entire rule added and effective June 16, 2011.

EXTERNSHIP CODE OF CONDUCT

Code of Professional Responsibility

All students are expected to conform their conduct to the standards of the Code of Professional Responsibility and the Judicial Code, as applicable. Students are prohibited from discussing confidential case information with anyone other than personnel at their placement. Cases will not be discussed during the seminars, and students should not discuss confidential case information in their journals, with their instructor, or with any externship students who are not working at the same placement as authorized by their Supervising Attorney(s).

In particular, externs must certify that they have read, understood, and agree to be bound by the following Colorado Rules of Professional Conduct:

1. Rule 1.6. Confidentiality of Information:

   (a) A lawyer shall not reveal information relating to the representation of a client unless the client gives informed consent, the disclosure is impliedly authorized in order to carry out the representation, or the disclosure is permitted by paragraph (b).

   (b) A lawyer may reveal information relating to the representation of a client to the extent the lawyer reasonably believes necessary:

      (1) to prevent reasonably certain death or substantial bodily harm;

      (2) to reveal the client's intention to commit a crime and the information necessary to prevent the crime;

      (3) to prevent the client from committing a fraud that is reasonably certain to result in substantial injury to the financial interests or property of another and in furtherance of which the client has used or is using the lawyer's services;

      (4) to prevent, mitigate or rectify substantial injury to the financial interests or property of another that is reasonably certain to result or has resulted from the client's commission of a crime or fraud in furtherance of which the client has used the lawyer's services;

      (5) to secure legal advice about the lawyer's compliance with these Rules, other law or a court order;

      6) to establish a claim or defense on behalf of the lawyer in a controversy between the lawyer and the client, to establish a defense to a criminal charge or civil claim against the lawyer
based upon conduct in which the client was involved, or to respond to allegations in any proceeding concerning the lawyer's representation of the client; or

(7) to comply with other law or a court order.

2. Rule 2.7. Conflict of Interest: General Rule

(a) Except as provided in paragraph (b), a lawyer shall not represent a client if the representation involves a concurrent conflict of interest. A concurrent conflict of interest exists if:

(1) the representation of one client will be directly adverse to another client; or

(2) there is a significant risk that the representation of one or more clients will be materially limited by the lawyer's responsibilities to another client, a former client or a third person or by a personal interest of the lawyer.

(b) Notwithstanding the existence of a concurrent conflict of interest under paragraph (a), a lawyer may represent a client if:

(1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client;

(2) the representation is not prohibited by law;

(3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal; and

(4) each affected client gives informed consent, confirmed in writing.

3. Rule 1.10. Imputed Disqualification: General Rule

(a) While lawyers are associated in a firm, none of them shall knowingly represent a client when any one of them practicing alone would be prohibited from doing so by Rules 1.7 or 1.9, unless the prohibition is based on a personal interest of the prohibited lawyer and does not present a significant risk of materially limiting the representation of the client by the remaining lawyers in the firm.

(b) When a lawyer has terminated an association with a firm, the firm is not prohibited from thereafter representing a person with interests materially adverse to those of a client represented by the formerly associated lawyer and not currently represented by the firm, unless:

(1) the matter is the same or substantially related to that in which the formerly associated lawyer represented the client; and

(2) any lawyer remaining in the firm has information protected by Rules 1.6 and 1.9(c) that is material to the matter.
(c) A disqualification prescribed by this Rule may be waived by the affected client under the conditions stated in Rule 1.7.

(d) The disqualification of lawyers associated in a firm with former or current government lawyers is governed by Rule 1.11.

(e) When a lawyer becomes associated with a firm, no lawyer associated in the firm shall knowingly represent a person in a matter in which that lawyer is disqualified under Rule 1.9 unless:

   (1) the matter is not one in which the personally disqualified lawyer substantially participated;

   (2) the personally disqualified lawyer is timely screened from any participation in the matter and is apportioned no part of the fee therefrom;

   (3) the personally disqualified lawyer gives prompt written notice (which shall contain a general description of the personally disqualified lawyer's prior representation and the screening procedures to be employed) to the affected former clients and the former clients' current lawyers, if known to the personally disqualified lawyer, to enable the former clients to ascertain compliance with the provisions of this Rule; and

   (4) the personally disqualified lawyer and the partners of the firm with which the personally disqualified lawyer is now associated reasonably believe that the steps taken to accomplish the screening of material information are likely to be effective in preventing material information from being disclosed to the firm and its client.

4. Professional Conflicts of Interest Required Disclosures for Work, Volunteer and Clinic (repeating externs)

Students must disclose to their Supervising Attorneys and to the Legal Externship Program any current employer, any volunteer legal work they perform. Students must also update their Supervising Attorneys and the Legal Externship Program if any of these relationships change during the semester. All disclosures must be in writing. **Failure to fully disclose work, volunteer, and clinic activities can result in expulsion from an existing externship and a grade of Fail.** Failure to fully disclose these or any other potentially conflicting activities will also be considered a violation of the student honor code and will subject students to disciplinary actions thereafter.

**Externship requests will be denied if a student's activities create a potential professional conflict of interest which cannot be reconciled.**
ABA and DENVER LAW POLICIES

The following University of Denver Policies are available on the University of Denver web page: http://www.du.edu/deo/EqualOpportunity.html. We include them here for your easy reference.

A. Policy Statement

The University of Denver strives to create and maintain a community in which people are treated with dignity, decency and respect. The environment of the University should be characterized by mutual trust, freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation. People in this community should be able to work and learn in a safe, yet stimulating, atmosphere. The accomplishment of this goal is essential to the academic mission of the University.

Therefore, the University will not tolerate unlawful discrimination or harassment of any kind. Through the procedures which follow and by targeted educational programming, the University will seek to prevent, correct and discipline behavior that violates this Policy.

B. Prohibited Conduct.

1. Discrimination
   a. It is a violation of this Policy to discriminate in the provisions of educational or employment opportunities, benefits or privileges, to create discriminatory work or academic conditions, or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or in part, the person’s race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, or veteran status.

   b. Discrimination of these kinds may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act (ADA) of 1990 and as amended by ADA Amendments Act of 2008; the Genetic Information Nondiscrimination Act of 2008; the Vietnam Era Readjustment Assistance Act; Title 24, Article 34 of the Colorado Revised Statute, and Denver Municipal Ordinance. This Policy is intended to comply with the prohibitions of these anti-discrimination laws.

   c. Discrimination in violation of this Policy will be subject to severe sanctions up to and including termination.

2. Sexual Harassment.
   a. This Policy prohibits sexual harassment by any faculty, student, staff or agent of the University. Besides disciplinary action under this Policy, the sexual harasser may also suffer criminal and/or civil penalties in a court of law.

   b. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of
a sexual nature will constitute “sexual harassment” when:

i) Submission to such conduct is either explicitly or implicitly term or condition of an individual’s employment or status in a course, program or University-sponsored activity; or

ii) Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or

iii) Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or of creating an intimidating, hostile or offensive environment for working or learning.

   a. The University strongly discourages sexual relationships between a teacher and student or between a supervisor and staff member because such relationships tend to create compromising conflicts of interest, or the appearance of such conflicts.

   b. The relationship may give rise to the perception on the part of others that there is favoritism or bias in academic or employment decisions affecting the student or staff member. Moreover, given the uneven balance of power within such relationships, consent by the student or staff member in such cases is suspect and may be viewed by others or, at a later date, by the student or staff member as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work and academic environment.

   c. As in all cases, the burden of proving sexual harassment (defined in Section I.B.2 above) rests with the accuser. But when charges of harassment are brought by the student or subordinate employee during or subsequent to such a relationship, and the teacher or supervisor claims that the relationship was consented to by the student or employee, the burden will be on the teacher or supervisor to prove that the relationship was consensual and voluntary.

   d. As used in this section, the term “teacher” includes a faculty member, or a graduate student, administrator, coach, advisor, counselor, residence staff or program director having supervisory responsibilities for students.

   e. Sexual exploitation or sexual harassment of any kind, as described in Section I.B.2. or Section I.B.3., is a violation of the Policy and will be subject to severe sanctions up to and including termination.

4. Retaliation.
   a. No hardship, no loss of benefit, and no penalty may be imposed on any student, faculty, or staff as punishment for:

   i) filing or responding to a bona fide complaint of discrimination or harassment;
ii) appearing as a witness in the investigation of a complaint; or

iii) serving as an investigator or as a member of the Equal Opportunity Board.

b. Retaliation or attempted retaliation of this kind is a violation of the Policy and will be subject to severe sanctions up to and including termination.

5. Groundless and malicious complaints. Anyone who abuses the Policy by bringing groundless and malicious complaints of discrimination, harassment or retaliation violates the Policy and will be subject to severe sanction up to and including termination.

C. Procedures
The Affirmative Action/Equal Opportunity Officer and the Equal Opportunity Board shall develop and publish procedures and rules implementing this Policy. Such procedures and rules shall be approved by the Provost and the Vice Chancellor for Business and Financial Affairs.

Americans with Disabilities Act

THE AMERICANS WITH DISABILITIES ACT: WHAT EVERY STUDENT SHOULD KNOW. “It is a violation of this Policy to discriminate in the provision of educational or employment opportunities, benefits or privileges, to create discriminatory work or academic conditions, or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or in part, disability status.”

University of Denver’s Equal Opportunity Policy

University policy prohibits discrimination on the basis of disability status. Everyone is protected from discriminatory treatment whether he or she has a current disability, has a record of disability, is regarded as having a disability, or has a relationship or association with someone with a known disability. In interpreting and enforcing the anti-discrimination policy, the University looks to the Americans with Disabilities Act of 1990 (ADA), as well as Section 504 of the Rehabilitation Act of 1973, for guidance.

Disability

A person with a disability has, has a record of, or is regarded as having an impairment that substantially limits a major life activity such as walking, seeing, breathing, learning or caring for one’s self. Epilepsy, paralysis, HIV infection, AIDS, substantial hearing or visual impairment, and mental retardation are examples of disabilities. A cosmetic disfigurement or past record of cancer may also be included. Not included are short-term, non-chronic conditions such as a broken leg, a sprain or the flu. Current illegal drug use also is excluded.

Who is Covered?

Qualified individuals with disabilities, including students, are protected by the ADA and DU’s equal opportunity policy. However, to ensure that you receive reasonable accommodation, you must inform your professor, academic administrator, and the Disabled Persons’ Resources or the Learning Effectiveness Program that you have a disability and need accommodations.
What Type of Protection is Provided?

Persons with disabilities must be given equal opportunity to participate in University programs. This does not mean that a disabled student is guaranteed equal results, only that he or she has a fair chance to achieve those results. Persons who are related to, or who associate with, a person with a disability are also protected from discrimination. The University will do the following:

1. Make reasonable modification to policies, programs, and practices that have the effect of excluding people with disabilities.

2. Provide auxiliary aids and services for classes and programs.

3. Offer programs, services and materials in alternative formats.

Most Relevant ABA Policies

Standard 304. Simulation Courses, Law Clinics, and Field Placements

American Bar Association
Section of Legal Education and Admissions to the Bar
Revised Standards
for Approval of Law Schools
August
2016

(a) A simulation course provides substantial experience not involving an actual client that (1) is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a set of facts and circumstances devised or adopted by a faculty member, and (2) includes the following:

(i) direct supervision of the student's performance by the faculty member;
(ii) opportunities for performance, feedback from a faculty member, and self-evaluation; and
(iii) a classroom instructional component.

(b) A law clinic provides substantial lawyering experience that (1) involves advising or representing one or more actual clients or serving as a third-party neutral, and (2) includes the following:

(i) direct supervision of the student’s performance by a faculty member;
(ii) opportunities for performance, feedback from a faculty member, and self-evaluation; and
(iii) a classroom instructional component.

(c) A field placement course provides substantial lawyering experience that (1) is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a setting outside a law clinic under the supervision of a licensed attorney or an individual otherwise qualified to supervise, and (2) includes the following:
(i) direct supervision of the student’s performance by a faculty member or site supervisor;
(ii) opportunities for performance, feedback from either a faculty member or a site supervisor,
and self-evaluation;
(iii) a written understanding among the student, faculty member, and a person in authority at the
field placement that describes both (A) the substantial lawyering experience and opportunities
for performance, feedback and self-evaluation; and (B) the respective roles of faculty and any
site supervisor in supervising the student and in assuring the educational quality of the
experience for the student, including a clearly articulated method of evaluating the student’s
academic performance;
(iv) a method for selecting, training, evaluating and communicating with site supervisors,
including regular contact between the faculty and site supervisors through in-person visits or
other methods of communication that will assure the quality of the student educational
experience. When appropriate, a school may use faculty members from other law schools to
supervise or assist in the supervision or review of a field placement program;
(v) a classroom instructional component, regularly scheduled tutorials, or other means of
ongoing, contemporaneous, faculty-guided reflection;
(vi) evaluation of each student’s educational achievement by a faculty member; and
(vii) sufficient control of the student experience to ensure that the requirements of the Standard
are met. The law school must maintain records to document the steps taken to ensure compliance
with the Standard, which shall include, but is not necessarily limited to, the written
understandings described in Standard 304(c)(iii).

(d) Credit granted for such a simulation, law clinic, or field placement course shall be commensurate
with the time and effort required and the anticipated quality of the educational experience of the student.

(e) Each student in such a simulation, law clinic, or field placement course shall have successfully
completed sufficient prerequisites or shall receive sufficient contemporaneous training to assure the
quality of the student educational experience.

Interpretation 304-1
To qualify as an experiential course under Standard 303, a simulation, law clinic, or field placement
must also comply with the requirements set out in Standard 303(a)(3).

Standard 302. Learning Outcomes
A law school shall establish learning outcomes that shall, at a minimum, include competency in the
following:

   (a) Knowledge and understanding of substantive and procedural law;
   (b) Legal analysis and reasoning, legal research, problem-solving, and written and oral
       communication in the legal context;
   (c) Exercise of proper professional and ethical responsibilities to clients and the legal system; and
   (d) Other professional skills needed for competent and ethical participation as a member of the
       legal profession.

Interpretation 302-1
For the purposes of Standard 302(d), other professional skills are determined by the law school and may include skills such as, interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency, and self-evaluation.

Standard 303. Curriculum
(a) A law school shall offer a curriculum that requires each student to satisfactorily complete at least the following:

   (1) one course of at least two credit hours in professional responsibility that includes substantial instruction in the history, goals, structure, values, and responsibilities of the legal profession and its members;
   (2) one writing experience in the first year and at least one additional writing experience after the first year, both of which are faculty supervised; and
   (3) one or more experiential course(s) totaling at least six credit hours. An experiential course must be a simulation course, a law clinic, or a field placement. To satisfy this requirement, a course must be primarily experiential in nature and must:

   (i) integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the professional skills identified in Standard 302;
   (ii) develop the concepts underlying the professional skills being taught;
   (iii) provide multiple opportunities for performance; and
   (iv) provide opportunities for self-evaluation.

(b) A law school shall provide substantial opportunities to students for:

   (1) law clinics or field placement(s); and (2) student participation in pro bono legal services, including law-related public service activities.