

FALL 2017 LEGAL EXTERNSHIP REGISTRATION INFORMATION

First-Time Externs – Required Seminar:

- If you are a first-time extern, you are required to participate in a 1-credit graded seminar alongside your externship in the field. This seminar requires attending and actively participating in 3 in-person group sessions and engaging in out-of-class reflective exercises. You can choose which set of 3 in-person sessions you attend.
- The online sign up for the in-person sessions will “go live” and be emailed at **8am on August 7** to all students who have uploaded their [signed acceptance form](#) to their CORE accounts on or before **August 3** (the registration deadline). You will not receive the link if you have not yet uploaded your form. Sign up is first come, first serve. Dates and times for the in-person sessions for Fall 2017 will be released over the summer.

First-Time Externs – Required Orientation:

- All first-time externs are required to attend orientation on **August 10 at 9:30am** as part of the required 1 credit seminar.

Externs Seeking 5 or 6 Field Credits

- If you fall into either of these categories, email externships@law.du.edu to secure preapproval.

Repeat Externs:

- Students are repeat externs if they have already completed one externship with our office and completed the seminar with a passing grade. Repeats are not required to do the seminar, but in addition to completing field hours, repeats complete reflective-based assignments. More info is shared when the fall semester begins.

Repeating at the Same Externship Placement:

- If a student wants to repeat an externship at the same placement, the Supervisor must submit a brief memo (via email to externships@law.du.edu is fine) how the externship will be substantially different and provide additional educational value with a second semester.
- Students are generally limited to two paid or unpaid externships for credit with the same placement. However, allowances for additional paid or unpaid externships with a placement may be permitted in limited circumstances. Email externships@law.du.edu to schedule a meeting to secure preapproval.

Registering for Credits Via Banner:

- To enroll for the fieldwork component of the externship, waitlist for Externship (L5025). To enroll for the seminar (if required), waitlist for Externship Seminar (L5031). CRN #s are available on the fall schedule on the Registrar’s website. Once your paperwork is in, we will remove you from the waitlists and register you.

Supervisor not in CORE Database:

- Your supervisor must submit an application ONLY IF they are not currently in our database. The application is here, <https://rxpreceptor.com/signup/p/?UDenver>, and is accessible with the code SUPERVISINGATTORNEY. This must be submitted by **August 3**. Note: all supervisors must be licensed to practice law for at least 5 years. Non-lawyers must have worked for at least five years in the relevant field.

Paid Externships

- Denver Law permits students to receive pay and credit simultaneously. Please visit the [Paid Externships](#) portion of our website for the processes you must follow for approval.