

FALL 2018 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 4 in-person group sessions and engaging in out-of-class reflective exercises. Please see below for your options (note that you must choose a seminar that aligns with your placement type):

Sector Specific In-Person Session Options	Faculty	Day of Week	Session Dates	Time	Room
<p style="text-align: center;">Building the Whole Lawyer <i>For students externing at a private firm, general counsel's office/corporation, or judicial chambers.</i></p> <p>What competencies best ensure success for new legal professionals? What does it mean to be a professional? In this seminar, we will explore these topics, diving deep into issues such as civility and professionalism, social media ethics, cultural competency, and implicit bias, diversity, and inclusion.</p>	Colleen Scarola	Monday	8/20, 9/17, 10/15, 11/5	4:00 pm to 5:15 pm	TBA
<p style="text-align: center;">Diversity in the Legal Profession <i>For students externing with nonprofits, government agencies, PD/DA, or judicial chambers only if the latter is secured via Judge Mix diversity program.</i></p> <p>This seminar will discuss the concept of diversity within the legal profession. Students will examine their workplace as it relates to diversity and discuss and analyze the challenges and benefits of this topic. We will explore access, bias, inclusion and more. Students in the diversity program should select this seminar but other students working in the public sector also welcome.</p>	Alexi Freeman	Tuesday	8/21, 9/18, 10/16, 11/6	4:15 pm to 5:30 pm	TBA
<p style="text-align: center;">Lawyering in the Public Sector <i>For students externing with nonprofits, government agencies and PD/DA's.</i></p> <p>The world of public sector lawyering is large, diverse, and ever-changing. Together we will think critically and reflectively about what it means to pursue the public good and focus on some of the key skills for success. We will also examine how the type of lawyer we want to be relates to our personal lives, our identities, our values, and our practice.</p>	Alexi Freeman	Tuesday	8/21, 9/18, 10/16, 11/6	6pm to 7:15 pm	TBA
<p style="text-align: center;">Private Practice Fundamentals <i>For students externing at a private firm, general counsel's office/corporation, or judicial chambers.</i></p> <p>This seminar will explore core skills for navigating the unique demands of private practice, covering theory and practical techniques that will prepare you for success in a client-focused environment. Together we will reflect on what it means to be an ethical and competent lawyer in the private sector.</p>	Kristen Hulse	Wednesday	8/22, 9/19, 10/17, 11/7	5:30 pm to 6:45 pm	TBA

- The online sign up for the in-person sessions will “go live” and be emailed at **at 8:00 am on August 6** 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.

Submitting your Signed Acceptance Form to CORE:

- Click on Scheduling/Research Center, click run search (no need to filter)
- Type your supervisor’s name in the search box on the right
- Click view next to your supervisor
- Click Submit Through Site Prospector on the right-hand side
- Fill out the required fields and attach the form

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 **the priority and/or rolling deadlines as well**. 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.

First-Time Externs – Required Orientation:

- All first-time externs are required to attend orientation **on August 9 from 9:30 to noon in Law 190** as part of the required 1 credit seminar.

Repeat Externs:

- Repeat externs include students who have successfully completed one externship and one corresponding seminar (this would include students who are currently enrolled as summer externs, for example). Thus, you are exempt from any future seminars after one externship, but will engage in ongoing reflection as required by the ABA; you will receive a syllabus with detailed info at the onset of the semester.

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 and you sign up for a seminar, if required, we will remove you from the waitlists and register you. **Do not contact the Registrar regarding externship registration.**

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 and email externships@law.du.edu to set up a pre-approval meeting.

Externs Seeking 5 or 6 Field Credits

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

Student Practice Rule

- If you have 60 credits by the start of the fall semester and are working at a qualified nonprofit or governmental agency, you can be certified under the Student Practice Rule. Complete this [Student Practice Rule form](#) and submit it to our office, signed, via email or in person. **Do not submit it to the Registrar’s office or the Dean’s Suite.** It can take up to 2 weeks to process. Please plan in advance!