SUMMER 2019 LEGAL EXTERNSHIP REGISTRATION INFORMATION

Registering for an Externship/Securing a Supervisor:

- To register for an externship you must submit a fully executed acceptance form (signed by you and your supervisor) to CORE. To do this:
  - Once logged in, click on Scheduling/Research Center
  - Type your supervisor’s name in the search box at the top
  - Click view next to your supervisor
  - Click Submit to Site Prospector on the top
  - Fill out the required fields and attach the form
- If your supervisor is not currently in our database, your supervisor must also submit an application. The supervisor application is accessible with the code SUPERVISINGATTORNEY. This application, if needed, must also be submitted by the priority and/or rolling deadlines. 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. If you are not sure whether your supervisor is already approved, visit our database and run a search for the name.
- You should also waitlist for Externship (L5025) and, if required as described below, waitlist for Externship Seminar (L5031). CRN #s will be available on the summer schedule on the Registrar’s website. We will remove you from the waitlists and register you once everything is submitted and approved by us. Do not contact the Registrar regarding externship registration.

First-Time Externs – Required Seminar:

- If you are a first-time extern, you are required to participate in a 1-credit graded seminar that aligns with your placement type in addition to your externship in the field. This seminar requires attending and actively participating in a certain number in-person group sessions and engaging in out-of-class reflective exercises. Specific information on seminar dates and times will be shared later in the spring via email and this document will be updated accordingly. All classes meet after 4pm.
- The online sign up for the in-person sessions will “go live” and be emailed at 8:00 am on April 24 to all students who have uploaded their signed acceptance form to their CORE accounts on or before April 22 (the priority registration deadline). You will not receive the link if you have not yet uploaded your form. Sign up is first come, first serve.

<table>
<thead>
<tr>
<th>Sector Specific In-Person Session Options</th>
<th>Faculty</th>
<th>Day of Week</th>
<th>Session Dates</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice-Readiness for the Modern Legal Profession For students externing at a private firm, in-house at a company, or in judicial chambers. What does “practice-readiness” mean in the current legal landscape, and how can you build and demonstrate such competency through your field placement? Together we will examine research-backed interpretations of practice-readiness and the concept of legal professional identity, connecting data to skills and behaviors that will set the stage for a self-directed and sustainable legal career.</td>
<td>Kristen Hulse</td>
<td>Monday</td>
<td>6/3, 6/10, 6/24, 7/8</td>
<td>4:15 pm to 5:30 pm</td>
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<tr>
<td>Seminar Title</td>
<td>Instructor</td>
<td>Day</td>
<td>Dates</td>
<td>Time</td>
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<tr>
<td><strong>Lawyering in the Private Sector</strong>&lt;br&gt;For students externing at a private firm or in-house at a company.</td>
<td>Kristen Hulse</td>
<td>Tuesday</td>
<td>6/4, 6/11, 6/25, 7/9</td>
<td>5:00 pm to 6:15 pm</td>
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<tr>
<td><strong>Lawyering in the Private Sector</strong>&lt;br&gt;For students externing at a private firm or in-house at a company.</td>
<td>Kristen Hulse</td>
<td>Tuesday</td>
<td>6/4, 6/11, 6/25, 7/9</td>
<td>6:30 pm to 7:45 pm</td>
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<tr>
<td><strong>Lawyering in the Public Sector</strong>&lt;br&gt;For students externing with nonprofits, government agencies, PD/DA, and judicial chambers.</td>
<td>Alexi Freeman</td>
<td>Wednesday</td>
<td>6/5, 6/12, 6/26, 7/10</td>
<td>4:00 pm to 5:15 pm</td>
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<tr>
<td><strong>Lawyering in the Criminal Justice System</strong>&lt;br&gt;For students externing with PD/DA, US Attorney, and municipal or city prosecution or defense.</td>
<td>Alexi Freeman</td>
<td>Wednesday</td>
<td>6/5, 6/12, 6/26, 7/10</td>
<td>5:30 pm to 6:45 pm</td>
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Women and the Workforce

For students externing with nonprofits, government agencies, PD/DA, and judicial chambers.

While the legal profession has made great strides in diversifying its lawyers, many questions, challenges, and differences still exist. Together we will explore the role of women in the legal profession in particular to help you understand challenges, determine preferences and priorities, and navigate various circumstances you may face.

<table>
<thead>
<tr>
<th>Lawyering in Judicial Chambers</th>
<th>Alexi Freeman</th>
<th>Wednesday</th>
<th>6/5, 6/12, 6/26, 7/10</th>
<th>7:00 pm to 8:15 pm</th>
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</thead>
<tbody>
<tr>
<td>For students externing in any judicial placement. (we strongly recommend judicial externs take this seminar)</td>
<td>TBD</td>
<td>Thursday</td>
<td>6/6, 6/13, 6/27, 7/11</td>
<td>4:15 pm to 5:30 pm</td>
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First-Time Externs – Required Orientation:
- All first-time externs are required to attend orientation on May 16, 2019 from 9:30 to noon in Law 165 as part of the required 1 credit seminar.

Externs Working More than 60 Miles from Denver Law AND Externs Working Post Denver Law Study Abroad:
- If you fall into either of these categories, you will not sign up for the in-person sessions listed above. Instead, you attend one in-person session on May 16 from 1pm to 5pm after orientation.
- Post study abroad externs will be provided with an altered schedule of other assignments once they return.
- A minimum of 6 weeks of work is required at your externship placement, therefore students participating in study abroad must start work at their externship no later than June 24.
- If you are working out of state or internationally, email externships@law.du.edu to secure preapproval.

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 spring externs, for example, or students who did an externship in an earlier semester through our program). Thus, you are typically exempt from any future seminars after one externship (with the exception of participation in certain specialty externship programs, which will require a seminar), 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 on how the externship will be substantially different and provide additional educational value with a second semester. Instruct supervisors to send this justification via email to externships@law.du.edu.
- 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.

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 summer 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!