

SUMMER 2020 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** by the **priority and/or rolling deadlines**. This form is now a fillable PDF and we will accept electronic signatures.
 - Priority deadline for Summer 2020 is April 27th (last day of classes)
 - Registrations will be accepted on a rolling, space-available basis until May 18th **(please note that this has been extended by one week from the original deadline)**
- To submit your acceptance form to CORE:
 - Log into CORE and 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.**

Drop/Add Deadline

- We understand there is uncertainty surrounding COVID-19, the availability of remote vs in-person work and possible delays in start dates. The 100% drop/add deadline for summer credits is currently set for June 2, 2020 and we can drop your externship field credits at no penalty through that date.

Minimum Duration of Externships

- Also due to the uncertainty surrounding COVID-19, we have relaxed our duration for summer externships. For this summer only an externship needs to be a minimum of 4 weeks and therefore would need **to** start no later than July 6, 2020.

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 of group sessions and engaging in out-of-class reflective exercises.
- You can waitlist for the General 1st Time Extern Seminar under CRN 1023. We will email a link to sign up for a specific seminar (listed below) **at 8:00 am on April 29** to all students who have uploaded their [signed acceptance form](#) to their CORE accounts on or before **April 27** (the priority registration deadline). You will not receive the link if you have not uploaded your form. Sign up is first come, first serve. Registrations submitted through the rolling deadline of May 18th will be sent the seminar sign-up link after the registration is processed.

TENTATIVE SUMMER SCHEDULE – (CLASSES MAY MEET IN PERSON OR VIA ZOOM – TBD)

Sector Specific Seminar Options	Faculty	Day of Week	Session Dates	Time	CRN
<p>Private Practice Fundamentals <i>For students externing at a private firm.</i> This seminar is designed specifically for students navigating the law firm practice environment. Together we will cover success factors for law firm externships, including client and supervisor engagement strategies, understanding law firm economics and the business of law, and skills and mindsets that will equip students to maximize their learning and development in the law firm setting.</p>	Kristen Hulse	Monday	4 MONDAYS TBD	5:30 pm to 6:45 pm	1006
<p>Practice-Readiness for the Modern Legal Profession <i>For students externing at a private firm, with in-house counsel or in judicial chambers.</i> 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.</p>	Kristen Hulse	Tuesday	4 TUESDAYS TBD	5:00 pm to 6:15 pm	1004
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<p>Lawyering in the Public Sector <i>For students externing with nonprofits, government agencies, PD/DA and judicial chambers.</i> 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	Wednesday	4 WEDNESDAYS TBD	4:00 pm to 5:15 pm	1007

Lawyering in the Criminal Justice System <i>For students externing with PD/DA, US Attorney, and municipal or city prosecution or defense.</i> Working within the criminal justice system brings its own unique benefits, challenges, and dynamics. Prosecutors and public defenders both have immense responsibility, and immense privilege, even though the work looks and feels very different when you're in it. Together, we will take look at these roles, work through tough questions, and help	Alexi Freeman	Wednesdays	4 WEDNESDAYS TBD	5:30 to 6:45 pm	1008
Women and the Workforce <i>For students externing with nonprofits, government agencies, PD/DA, and judicial chambers.</i> 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 to help you understand challenges, determine preferences and priorities, and navigate various circumstances you may face.	Alexi Freeman	Wednesday	4 WEDNESDAYS TBD	7:00 pm to 8:15 pm	1009

First-Time Externs – Required Orientation:

- All first-time externs are required to attend orientation **on May 21, 2020 from 9:30 to noon via Zoom** as part of the required 1 credit seminar.

Externs Working More than 60 Miles from Denver:

- If your externship is more than 60 miles from Denver, you **will not** sign up for any of the seminars listed above. We are currently working through the seminar structure and requirements for out of state externs and will communicate with you as soon as possible. This seminar will be held via Zoom and dates/time are TBD.
- If you are working out of state or internationally, email externships@law.du.edu to secure preapproval.

Externs Seeking 5 or 6 Field Credits

- Due to uncertainty around the coronavirus, all summer externships will initially be limited to a maximum of 4 field credits. Once the summer semester begins and everyone – externship faculty, externs, and supervisors - have a better sense of COVID-19's potential effect on particular externships, students will be able to notify the externship department if they would like to increase to 5 or 6 field credits and we will discuss the feasibility of that increase with you on an individual basis. We have confirmed with the financial aid office that it is possible to receive additional financial aid later in the summer for the increase in tuition costs.

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. The externship office will contact you and/or your supervisor if we have any questions about your paid externship.

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 to lsteel@law.du.edu. 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!