

## FALL 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 August 5 registration deadline**. 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 registration deadline.** 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 fall 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.**

### *Remote vs in-person work*

- We understand that there is still uncertainty surrounding COVID-19 and the availability of remote vs in-person work. As of now, externships will be presumed remote, but if students and supervisors want to work in person, similar to summer 2020, supervisors will be asked to send COVID-19 protocols and students will be asked to review acknowledgment of risks.

### *Drop/Add Deadline*

- The 100% drop/add deadline for fall credits is currently set for August 31, 2020 and we can adjust your credits at no penalty through that date.

### *Minimum Duration of Externships*

- Externships in the fall and spring semester must be a minimum of 10 weeks. In the event that COVID-19 complications would necessitate an externship of a shorter duration, please reach out to your externship faculty supervisor to discuss.

### *Externs Seeking 5 or 6 Field Credits*

- Due to the continued uncertainty around the coronavirus, all fall externships will initially be limited to a maximum of 4 field credits. Once the fall semester is underway 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 fall for the increase in tuition costs.

### *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 5 in-person group sessions and engaging in out-of-class reflective exercises.
- The online sign up for the in-person sessions will "go live" and be emailed **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 5** (the registration deadline). You will not receive the link if you have not yet uploaded your form. Sign up is first come, first serve.

**TENTATIVE FALL SCHEDULE – SUBJECT TO CHANGE**

Sector Specific Session Option	Faculty	Day of Week	Session Dates	Time
<p><b>Practice-Readiness for the Modern Legal Profession</b> <i>For Students externing at a private firm or in-house at a company</i></p> <p>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	9/1, 9/15, 10/13, 10/27, 11/10	5:00 pm to 6:15 pm
<p><b>Fundamental Lawyering Skills</b> <i>For students externing with nonprofits, government agencies, PD/DA and judicial chambers.</i></p> <p>Being an effective lawyer requires the same fundamental skills across all practice areas. This seminar will focus on the values and skills necessary to succeed in legal practice, whether your client is a private individual, an organization, the government, or the public at-large. We will reflect on these values and navigate the development of your own identity as a lawyer to inform you current field experience and promote your entrance into the legal profession.</p>	Chris Newman	Wednesday	9/2, 9/16, 10/7, 10/28, 11/11	4:15 pm to 5:30 pm

*First-Time Externs – Required Orientation:*

- All first-time externs are required to attend orientation **on August 13, 2020 from 9:30 to noon. Format TBD.**

*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](mailto: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](mailto: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 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!