UNIVERSITY of DENVER
STURM COLLEGE OF LAW
Legal Externship Program

externships@law.du.edu

SPRING 2021 LEGAL EXTERNSHIP REGISTRATION INFORMATION

***Externships will likely be presumed remote for Spring 2021, but a decision is not yet finalized. If students want to work in person, supervisors will be required to submit safety/health protocols and students will review an acknowledgment of risk.**

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.**
    - Priority deadline for Spring 2021 is November 23rd (last day of classes)
    - Registrations for first-time externs will be accepted on a rolling, space-available basis until December 18th
    - Registrations for repeat externs will be accepted until January 4th. Please be advised that no paperwork will be processed during the University's holiday break and if you submit paperwork between December 23rd and January 3rd it will be processed on/after January 4th, 2021
- 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 spring 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 of 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 December 1** to all students who have uploaded their signed acceptance form to their CORE accounts on or before **November 23** (the priority registration deadline). You will not receive the link if you have not uploaded your form. Sign up is first come, first serve.
- Specific information on topics and dates for seminars will be available by early October.

First-Time Externs – Required Orientation:

- All first-time externs are required to attend orientation **on January 7, 2021 from 9:15am to noon. Format to be determined based on COVID19 restrictions.**

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 fall 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 email 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.

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 spring 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 at least 2 weeks to process. Please plan in advance!