

SPRING 2022 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.**
 - Priority deadline for Spring 2022 is November 22nd (last day of classes)
 - Registrations for first-time externs will be accepted on a rolling, space-available basis until December 17th
 - Registrations for repeat externs will be accepted until January 3rd. 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 3rd, 2022
 - To submit your acceptance form to CORE:
 - 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). 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.**

Externship Field Credits

- You can do an externship for 2 to 6 credits during the semester. You work 50 hours for each academic credit, with the exception of a first-time extern doing a 2 credit externship – this requires 55 hours of work for each credit. If you are doing Semester in Practice, these limits are different.

Drop/Add Deadline

- The 100% drop/add deadline for fall credits is currently set for January 25, 2022 and we can adjust your credits at no penalty through that date; email externships@law.du.edu if you want to adjust credits.

Minimum Duration of Externships

- Externships in the fall and spring semesters must be a minimum of 10 weeks; summer externships must be a minimum of 6 weeks.

First-Time Externs vs. Repeat Externs

- First-time externs are Denver Law students who have not previously enrolled in a externship for credit. Repeat externs include students who have successfully completed one externship (this would include students who are currently enrolled as summer externs, for example, or students who did an externship in an earlier semester through our program).
- To ensure compliance with the ABA, **both first-time externs and repeat externs will be required to engage with externship faculty/staff to ensure they participate in ongoing, contemporaneous faculty guided reflection.** No additional academic credit will be provided to students for such participation unless the student is enrolled in a specialty program with a designated seminar (e.g. semester in practice, child advocacy, etc.)
- **All first-time externs are required to attend orientation on January 6, 20212 from 9:00am to noon.**
- Both first-time externs and repeat externs will be provided with syllabi at the beginning of each semester

outlining their roles, requirements, and responsibilities as Denver Law externs. First-time externs will have more requirements.

Externs Seeking 5 or 6 Field Credits

- Email externships@law.du.edu to secure preapproval.

Remote Externships:

- In limited, approved circumstances, students are able to work remotely provided there are regular meeting times scheduled with the supervisor to ensure proper supervision of the experience.

Repeating at the Same Externship Placement:

- If a student wants to repeat an externship at the same placement, the Supervisor must submit an email describing 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 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! Your Supervisor will receive notification once your certification is processed by the Colorado Supreme Court.