

SUMMER 2022 LEGAL EXTERNSHIP REGISTRATION INFORMATION WITH SEMINARS

Registering for an Externship/Securing a Supervisor:

- To register for an externship you must submit a fully [acceptance form](#) (signed by you and your supervisor) to [CORE](#) by **the priority and/or rolling deadlines.**
 - Priority deadline for Summer 2022 is **April 25th** (last day of classes)
 - Registrations will be accepted on a rolling, space-available basis until **May 6th**
- 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 can also waitlist for Externship (L5025) and, if you are a first-time extern, 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. All you need to do to get the registration process going is upload that form!**

Start Date/Semester Timing

- Externs can start their externships up to two weeks prior to the start of the semester (May 17). All hours will be required to be submitted by August 5, 2022 (note this is after the summer semester end; the timeline is different for externships).

First-Time Externs – Required Seminar AND Orientation:

- If you are a first-time extern in summer 2022, you are required to participate in a 1-credit seminar that aligns with your placement type in addition to your externship in the field. **All first-time externs are required to attend Orientation as part of their seminar requirements on May 19, 2022 from 9:00 am to noon. This will be via Zoom.**
- The online sign up for the in-person sessions will "go live" and be emailed at **8:00 am on April 27** to all students who have uploaded their [signed acceptance form](#) to their CORE accounts on or before **April 25** (the priority registration deadline). You will not receive the link if you have not uploaded your form. Sign up is first come, first serve. If you register after the priority deadline but before the rolling deadline, you will get information on the seminars within that timeframe. The seminars require attending and actively participating in a certain number of in-person group sessions and engaging in out-of-class reflective exercises. All classes meet after 4pm and meet in person. You select based on your practice setting as well as your schedule/interests. Note: there is one remote seminar only eligible for students in the part time program and/or doing externships more than 60 miles away (if you are a remote extern and your placement is more than 60 miles away that does not count; you should be in an in person seminar).
- The seminars for Summer 2022 are:

Class Title and Professor	Description	Meeting Dates/Times
Lawyering in the Public Sector 1 CRN Prof. Alexi Freeman IN PERSON	<i>Available to public sector externs (government, nonprofit, judicial, prosecution, public defense).</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.	Select Tuesdays for in person group meeting, 4pm-5:30pm June 7 June 21 July 12
Lawyering in the Public Sector 2 CRN Prof. Alexi Freeman IN PERSON	<i>Available to public sector externs (government, nonprofit, judicial, prosecution, public defense).</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.	Select Tuesdays for in person group meeting, 5:45pm-7:15pm June 7 June 21 July 12
The Crim Law Experience, CRN Prof. LaQunya Baker IN PERSON	<i>Available to externs with a criminal law focus, including private sector criminal defense firms, public defender placements, prosecutorial placements, attorney general's office- criminal section.</i> Students will have the ability to discuss and explore topics plaguing the criminal justice system such as overincarceration, restorative justice, and the evolution of justice reform in Colorado.	Select Thursdays for in person group meeting, 6pm-7:30pm June 9 June 23 July 14
Millenials in Practice, CRN Prof. LaQunya Baker IN PERSON	<i>Available to private sector or judicial externs.</i> This seminar will discuss and explore the evolution of the legal profession and how millennials and Gen Z are molding that change. This seminar will focus on the idea of work-life balance for a generation that arguably has a greater appreciation and awareness of mental health while balancing the demands of a high-stakes profession. Students will challenge traditional notions of professionalism while upholding ethical standards.	Select Thursdays for in person group meeting, 4pm-5:30pm June 16 June 30 July 14

<p>Building the Whole Lawyer, CRN Prof. Colleen Scarola</p> <p>IN PERSON</p>	<p><i>Available to private sector externs.</i> What competencies best ensure success for new legal professionals? What does it mean to professional? In this seminar, you will: 1. Explore your developing professional identity as a lawyer; 2. Explore what it means to be civil and professional in the legal profession; 3. Understand how to learn from experience, observation, and reflection; 4. Develop tools and strategies that promote healthy habits and balance; and 5. Develop strategies to interact effectively with people across cultural differences.</p>	<p>Select Tuesdays for in person group meeting, 6:15pm-7:45pm June 7 June 21 July 12</p>
<p>Thriving in Solo/Small Firm Practice, CRN Prof. Colleen Scarola</p> <p>IN PERSON</p>	<p><i>Available to private sector externs (solo/smaller firm)</i> Solo and small-firm lawyers perform a daily juggling act of practicing law, managing a business, and bringing in new clients. This seminar will explore issues relevant to working for a solo or small law firm practice, including business/practice management, marketing, and developing professional identity, to help students thrive in such a practice setting.</p>	<p>Select Tuesdays for in person group meeting, 4:30pm-6pm June 7 June 21 July 12</p>
<p>Professional Identity in Practice 1 Prof. Alexi Freeman</p> <p>REMOTE- ONLY FOR EXTERNS 60 MILES OR MORE AWAY FROM DENVER LAW OR PART TIME STUDENTS</p>	<p><i>Available to externs working 60 miles away from Denver Law or students in Denver Law's part time program (any sector externship)</i> This seminar will provide for individualized reflection on one's professional identity in the legal field and allow externs to study the life/experiences of a lawyer of their choice. We will examine how the type of lawyer we want to be relates to our personal lives, our identities, our values, and our practice.</p>	<p>ONLINE ONLY FOR EXTERNS 60 MILES OR MORE AWAY FROM DENVER LAW OR PART TIME STUDENTS</p>
<p>Professional Identity in Practice 2 Prof. Alexi Freeman</p> <p>REMOTE- ONLY FOR FIRST TIME EXTERNS POST STUDY ABROAD</p>	<p><i>Available to externs working 60 miles away from Denver Law or students in Denver Law's part time program (any sector externship)</i> This seminar will provide for individualized reflection on one's professional identity in the legal field and allow externs to study the life/experiences of a lawyer of their choice. We will examine how the type of lawyer we want to be relates to our personal lives, our identities, our values, and our practice.</p>	<p>REMOTE- ONLY FOR FIRST TIME EXTERNS POST STUDY ABROAD</p>

Externs Working More than 60 Miles from Denver Law/Part-Time Students/Post Study Abroad

- If you are a first-time extern and working over 60 miles or a part-time student who can't attend in person, you will need to join the appropriate remote seminar listed above. If you are working out of state or internationally, email externships@law.du.edu to secure preapproval. If you are a repeat extern in any of these categories, you will still engage with the office as described below like all other repeat externs.

Repeat Externs:

- Repeat externs include students who have successfully completed one externship through Denver Law (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). Repeat externs are typically exempt from any future seminars after one externship 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. Note: repeat externs who choose to participate in certain specialty externship programs that run in fall/spring and have required seminars, will be expected to take such seminars.

Repeating at the Same Externship Placement MORE THAN ONCE:

- If a student wants to repeat an externship at the same placement, you can do this without any approval for one additional semester. However, if you want to repeat more than once (e.g. you are seeking a third externship at the same office,) 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.

Externs Seeking 5 or 6 Field Credits

- If you fall into either of these categories, email externships@law.du.edu to secure preapproval. We want to ensure you understand your credit limitations and that you will have enough work and time to complete the hours.

Student Practice Rule

- If you will 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 3 weeks to process. Please plan in advance!

Other Government Forms

- Some offices, particularly federal government agencies, have additional paperwork for you to complete prior to beginning your placement. Provide any externship related paperwork to the externship office in suite 365 or via externships@law.du.edu and we will either process directly or advise you of the appropriate process.