

SPRING 2023 LEGAL EXTERNSHIP REGISTRATION INFORMATION

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**.
 - For Spring 2023, here are the deadlines:
 - **Priority registration deadline: November 21, 2022**
 - **First-time Externs: Registrations will be accepted on a rolling, space-available basis until December 16, 2022**
 - **Repeat Externs: Registrations will be accepted until January 3, 2023**
 - **The Cannabis Specialty Externship program will have different deadlines. Check website/email for up-to-date info.**
- 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
- Please note: you must have enough room in your schedule for us to register you for your field credit and seminar credit, if applicable. Students are limited to 15 credits per semester. Once you submit your acceptance form, you should drop any placeholder or waitlisted classes unless you intend to pursue an overload, otherwise we cannot register you. If you want to enroll in more than 15 credits, special approval is required. Specifically, you must [submit a petition](#) to overload. If/when that petition is approved, please forward a copy of the approved petition to externships@law.du.edu. We cannot register you without that petition if you are over 15 credits.
- 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.
- **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/End Date:

- Externs can start their externships and begin counting hours up to two weeks prior to the start of the semester (January 9). All externships must begin by the week of January 23. All hours will be required to be submitted by May 1, 2023 regardless of start date. (Note this is after when spring classes conclude. The timeline is different for externships). Note: SIP students are expected to start the first week of the semester.

First-Time Externs – Required Seminar AND Orientation:

- If you are a first-time extern in Spring 2023, 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 January 5, 2023 from 9:00 am to noon. This will be held via Zoom.**
- We will register you for your seminar after you have uploaded your [signed acceptance form](#) to CORE and we review and process it (it is not instantaneous). You do not register for the seminar via Banner; we will do that for you. 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 in person. If you are a part-time extern and will be a first-time extern in Spring 2023, contact afreeman@law.du.edu; we will not yet register you for the seminar. Syllabi will be provided at the start of the semester.
- **Detailed seminar information will be forthcoming shortly.**

Repeat Externs:

- Repeat externs include students who have successfully completed one externship through Denver Law (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). 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:

- Student can repeat an externship at the same placement 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.

Double Externships:

- Double externships are not encouraged and may not be permitted. At a minimum, both supervisors must approve in writing. Double externships will be decided on a case-by-case basis and will include discussion on schedule, type of work, commitments, other credits and the like.

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 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 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.