

SPRING 2024 LEGAL EXTERNSHIP REGISTRATION INFORMATION

Registering for an Externship/Securing a Supervisor:

- To register for an externship you must submit a [fully signed acceptance form](#) (signed by you and your supervisor) to [CORE](#) by the following deadlines:
 - Priority deadline for all externs: Nov. 20
 - First-time extern rolling deadline: Dec. 15 by 11:59pm
 - Repeat extern rolling deadline: Jan. 2, 2024 by 11:59pm
- 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 (*if the individual supervisor's name is not there, they're not approved; see new supervisor below, as an additional step is required*)
 - Click view next to your supervisor
 - Click Submit to Site Prospector on the top
 - Fill out the required fields and attach the form
- **New Supervisor:** 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 deadlines listed above.** Note: All supervisors must either (1) be licensed to practice law for at least 5 years; or (2) if your supervisor is not a lawyer, the person must have worked for at least 5 years in the relevant field. If you are unsure whether your supervisor is already approved, visit our [database](#) and run a search for the name of the individual supervisor. Remember: approval is by supervisor not placement/office. Even if another attorney from the same office is approved in our system, the supervisor who signs your form must be approved.
- **Credits:** 50 hours worked is equal to 1 field credit. You must do at least 2 field credits per externship (not counting the required seminar for first-time externs). Three field credits is average; however, anywhere from 2-6 field credits is permitted (approved Semester in Practice (SIP) for 3Ls can have more). **You must pay the DU tuition rate for all individual credits, including the seminar, if applicable.**
- 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 unless an overload is approved. 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.
- **Do not contact the Registrar regarding externship registration. There is nothing for you to do in MyDU. All you need to do once your supervisor is approved is upload the acceptance form! Registration is not instantaneous; it is a manual process. You will receive a confirmation once all is set.**

Start Date & End Dates/Weeks Worked:

- Externs can start their externships and begin counting hours up to two weeks prior to the start of the semester. The fall semester begins Jan. 8, 2024, which means you can count hours beginning the week of Dec. 25. All externships must begin by the week of Jan. 22. All hours must be submitted by April 29, 2023, regardless of start date unless you are in SIP. (Note: this is after spring classes conclude. The timeline is different for externships).
- All fall and spring externships must last at least **10 weeks** (typically the maximum weeks worked is 14 assuming you start at the onset of the semester).

First-Time Externs – Required Seminar AND Orientation:

- If you are a first-time extern in Spring 2024, you are required to participate in a 1-credit seminar. **All first-time externs who are full-time students are required to attend Orientation via Zoom as part of seminar requirements on January 4, 2024, from 9am to 12:30pm. Part-time students who are first-time externs will have an asynchronous option for orientation if they cannot attend live.**
- We will register you for your seminar after you have uploaded your [fully signed acceptance form](#) to CORE and we review and process it (reminder: it is not instantaneous). You do not register for the seminar via Banner. The seminars require attending and actively participating in in-person group sessions and engaging in out-of-class reflective exercises. Syllabi will be provided at the start of the semester.

- FT students: Required seminar dates/times will be shared soon for first-time externs.
- PT students: If you will be a first-time extern in Spring 2024, you will be enrolled in an online asynchronous seminar.

Repeat Externs:

- Repeat externs are students who have successfully completed one externship for credit through Denver Law (this would include students who are currently enrolled as fall externs, for example, or students who did an externship in an earlier semester, like summer, through our program). Repeat externs are exempt from first-time extern 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 the fall/spring and have required seminars will take such seminars.

Specialty Externship Programs for Spring 2024:

- We will host two specialty programs in Spring 2024: Corporate Externship Program and 3L Semester in Practice. Please review the externship website and specific emails/announcement for information on these programs. Both have required seminars and distinct timelines.

Repeating at the Same Externship Placement MORE THAN ONCE:

- You 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 an email on how the externship will be substantially different and provide additional educational value with the additional (3rd or more) semesters. Instruct supervisors to send this justification via email to externships@law.du.edu.

Double Externships and/or Concurrent Legal Work:

- Double externships (two externships simultaneously) are not encouraged and may not be permitted. At a minimum, both supervisors must approve in writing after they review conflicts (ethics, schedule, etc.). Double externships are decided on a case-by-case basis and include discussion with faculty on schedule, type of work, other credits, and more.
- If you are enrolled in only one externship, but are engaging in other legal work simultaneously, albeit not for credit (i.e., for pay only or volunteer), you must still disclose this to the externship office and your externship supervisor must approve in writing after they review conflicts (ethics, schedule, etc.).

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 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 to the Registrar's office or Dean's Suite.** It can take a month to process.

Other Government Security or Volunteer 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.

Clinics & Externships:

- You cannot do a clinic and externship simultaneously.