

SPRING 2025 LEGAL EXTERNSHIP REGISTRATION INFORMATION

Registering for an Externship/Securing a Supervisor:

- To register for an externship, you must submit a [fully completed and signed acceptance form](#) (signed by you and your supervisor) to **CORE** by the following deadlines:
 - November 25, 2024 by 11:59pm (priority)
 - December 19, 2024 by 11:59pm (rolling)
- To submit your acceptance form to CORE:
 - Log into CORE and click on Externship Registration Paperwork, then Add New Externship Registration Paperwork
 - Click the appropriate semester (Spring Semester 2025) and Placement Type
 - Fill out the required fields, **attach the completed and signed acceptance form**, and press submit
- **New Supervisor:** If your supervisor is not currently in our database, your supervisor must also submit an application. Provide the supervisor with the code SupervisingAttorney and the link to the [supervisor application](#). **This application, if needed, must also be submitted by the deadlines listed above.** 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. You cannot be supervised by a family member.
- **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 are 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.**
- **Overloads:** 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 fall/spring semester and 8 credits in summer 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 your enrollment would put you over the total credit limit for that semester, 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 the permissible credits.
- **Total Allowed Externship Credits:** You are only allowed to complete 15 externship field credits throughout your time at Denver Law unless you successfully petition for more. [Petition here to increase your total field credit limit](#). We cannot register you for more than 15 field credits total without an approved petition (forward the approved petition to externships@law.du.edu).
- **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! Please ensure the form is fully completed. Registration is not instantaneous; it is a manual process. You will receive an email confirmation once all is set and then you should review your enrollment for accuracy.**

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 spring semester begins January 6, 2025 (for full time students), which means you can count hours beginning the week of December 23. All externships must begin by the week of January 20. All hours must be submitted by April 28, 2025, regardless of start date.
- All spring externships must last at least **10 weeks**; typically, students work 10-14 weeks.

First-Time Externs – Required Seminar AND Orientation:

- If you are a first-time extern in Spring 2025, you are required to participate in a 1-credit letter-graded seminar. For Spring 2025, all first-time externs will be enrolled in an online, asynchronous 1-credit class.
- **All first-time externs who are full-time students are required to attend Orientation via Zoom as part of the seminar requirements on January 3, 2025, from 9am to 12:30pm via Zoom. 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 completed and signed acceptance form](#) to CORE and we review and process it (reminder: it is not instantaneous). You do not register for any externship credit via MyDU or Banner.
- Syllabi will be provided at the start of the semester for all seminars.

Specialty Seminars/Programs:

- The externship program will run four specialty programs in Spring 2025:
 - **Corporate Externship Program:** This program pulls together a select number of corporations. Students will also enroll in a relevant substantive/skills law letter-graded seminar with Prof. Joseph McKay for 2 credits. For more information on this program, including eligible placements and deadlines, visit www.law.du.edu/externships or contact Prof. Steefel at katherine.steefel@du.edu. Only students with eligible placements can enroll in the seminar.
 - **Access to Justice Externship Program:** This program pulls together a select number of nonprofits focused on civil legal services and/or related policy work. Students will also enroll in a relevant substantive/skills law letter-graded seminar with Prof. Elisa Overall and Toni-Anne Nuñez for 2 credits. For more information on this program, including eligible placements and deadlines, visit www.law.du.edu/externships or contact Dean Freeman at alexi.freeman@du.edu. This seminar is open to students without eligible placements (waitlist).
 - **Rocky Mountain Veterans Advocacy Project:** In this program, students extern at the [Rocky Mountain Veterans Advocacy Project](#) and enroll in the 3-credit letter-graded Advocacy for Veterans course. For more information, including deadlines, contact bradley.cummings@du.edu. This seminar is also open to students who are not externing at the RMVAP.
 - **Semester in Practice:** This is for students graduating in Spring 2025 or Fall 2025 only. Students must work full time and cannot enroll in any other classes besides the SIP 3-credit letter-graded seminar. Students must utilize between 8 and 12 field credits for SIP. The [Spring 2025 Semester in Practice application](#) priority deadline is October 14, with a priority registration of November 4, 2024. Students will be allowed to enroll in SIP after these deadlines, space permitting. Contact alexi.freeman@du.edu with any questions.

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 last 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.

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 (third or more) semesters. You will not be registered without this. Supervisors should send this justification 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. You must receive approval to do double externships by a faculty member in the externship office. 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. Ensure pay status is accurate on your acceptance form when submitted.

Externs Seeking 5 or 6 Field Credits:

- If you are seeking 5 or 6 credits and are a 2L FT/PT, 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 have 60 credits by the start of the spring semester and are working at a qualified nonprofit or governmental agency, you are eligible to be certified under the Student Practice Rule. **Complete this Student Practice Rule form and submit it to the externship office, via email/in person, whether you are working for credit or not. Do not submit to the Registrar or Dean's Suite.** We submit it to the Court. It can take a month to process; please plan!

Other Government Security or Volunteer Forms:

- Some offices, particularly federal government agencies, require paperwork for you to complete prior to beginning your placement. Provide such paperwork to the externship office; we will complete it or advise you of the process, whether it is for credit or not.

Clinics & Externships:

- You cannot do a clinic and externship simultaneously.