SUMMER 2026 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 deadline:
  - **Priority Deadline: April 20**
    - *If you submit your paperwork by this date and are a first-time extern, you will receive the link to sign up for your seminar on April 21. Seminar sign-ups for students who submit after April 20 will be ongoing. Scroll down for more details on the seminars.*
    - *First time externs who are part-time students or are externing out of state will be automatically placed in an online seminar.*
  - **Final Deadline: May 8**
- To submit your acceptance form to CORE (do not email it!):
  - Log into CORE, click on Externship Registration Paperwork, and click Add New Externship Registration Paperwork
  - Click the appropriate semester (Summer Semester 2026) and Placement Type
  - Fill out all required fields, **attach the fully 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. If you are unsure whether your supervisor is already approved, visit our **database** and run a search for the name of the individual supervisor. **If the supervisor is not in the system, provide the supervisor with the code SupervisingAttorney (no spaces and capital letters) and the link to the supervisor application.** This application, if needed, must also be submitted by the deadline listed above. 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 as an individual. 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. 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 are permitted. If you are seeking 5 or 6 credits, please ensure you review the total externship credits permitted below, recognizing how a high amount of fieldwork credits affect future credit choices and please ensure you understand the hours required. Email law-externship@du.edu with any questions. 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. Full-time and part-time students are limited to 8 credits in summer 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 law-externship@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 law-externship@du.edu). You are also limited to 25 out-of-class credits, which includes the externship field credits (not relevant seminars) as well as credits pertaining to clinic fieldwork (not the seminar), directed research, law review, and non-law grad school courses. View Denver Law's student handbook for info.
- **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. We will reach out to you with questions/concerns. You will receive an email confirmation once all is set, review it, and 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 summer semester begins Tuesday, May 26, 2026, which means you can count hours beginning the week of May 11. All

externships must begin by the week of June 8, 2026. All hours must be submitted by August 10, 2026, regardless of start date. All summer externships must last at least 6 weeks.

First-Time Externs – Required Seminar AND Orientation:

- If you are a first-time extern in Summer 2026, you are required to participate in a 1-credit letter-graded seminar. Full-time students' seminars will generally be held live over zoom. Part-time students and students in out-of state externships will be automatically placed in an online asynchronous seminar.
    - Seminar options will include:
        - Criminal Law Externship-Practical Experience in an Evolving Justice System with Judge LaQunya Baker-McKay. Meets live via Zoom on select Mondays: 430pm-5:45pm on June 1, June 22, July 6.
        - Navigating Professional Practice with Prof. Rayna Gokli. Meets live via zoom 4pm-5:15pm on select Tuesdays: June 2, June 16, July 7.
        - Building the Whole Lawyer with Prof. Colleen Scarola. Meets live via Zoom on select Wednesdays 5-615pm: June 3, June 24, July 8.
        - Professional Identity in Practice I with Prof. Freeman. Online Asynchronous. Part-time students or students with out-of-state externships.
        - Professional Identity in Practice II with Prof. Freeman. Online Asynchronous. Part-time students or students with out-of-state externships.
- **All first-time externs who are full-time students are required to attend Orientation held live via Zoom as part of the seminar requirements on ONE of these two dates: May 14 or May 15, 2026, from 9am to 12:30pm via Zoom. You will select your orientation date when your externship is confirmed. Part-time students who are first-time externs will have an asynchronous option for orientation if they cannot attend live.**
- We will enroll you in your respective 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 summer semester for seminars.

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 spring 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 summer semester.

Repeating MORE THAN ONCE at the Same Externship Placement:

- 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 (three or more) semesters. You will not be registered without this. Supervisors should send this justification to law-externship@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 an externship faculty member. 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, etc.
- 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 to the externship office after they review for potential 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. Denver Law stipends, scholarships, financial aid, and gas/parking stipends do not count as paid.

Student Practice Rule:

- If you have 60 credits by the start of the summer 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!

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 you want to earn credit or not.

Clinics & Externships:

- You cannot do clinics and externships simultaneously.