

SPRING 2020 LEGAL EXTERNSHIP REGISTRATION INFORMATION

Registering for an Externship/Securing a Supervisor:

- To register for an externship you must submit a fully executed [acceptance form](#) (signed by you and your supervisor) to **CORE by the priority and/or rolling deadlines.**
 - Priority deadline for Spring 2020 is November 25th (last day of classes)
 - Registrations for first-time externs will be accepted on a rolling, space-available basis until December 18th
 - Registrations for repeat externs will be accepted until January 6th. Please be advised that no paperwork will be processed during the University’s holiday break and if you submit paperwork between December 20th and January 1st it will be processed on/after January 2nd, 2020
- 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 should also waitlist for Externship (L5025) and, if required as described below, waitlist for Externship Seminar (L5031). CRN #s will be available on the spring 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.**

First-Time Externs – Required Seminar:

- If you are a first-time extern, you are required to participate in a 1-credit graded seminar that aligns with your placement type in addition to your externship in the field. This seminar requires attending and actively participating in a certain number of in-person group sessions and engaging in out-of-class reflective exercises.
- The online sign up for the in-person sessions will “go live” and be emailed **at 8:00 am on December 2** to all students who have uploaded their [signed acceptance form](#) to their CORE accounts on or before **November 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.

Sector Specific In-Person Session Options	Faculty	Day of Week	Session Dates	Time	Room
<p style="text-align: center;">Lawyering in the Public Sector</p> <p>For students externing with nonprofits, government agencies, PD/DA and judicial chambers.</p> <p>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.</p>	Alexi Freeman	Tuesday	1/28, 2/11, 2/25, 3/10, 4/7	4:15 pm to 5:30 pm	

<p>Practice-Readiness for the Modern Legal Profession <i>For students externing at a private firm or in judicial chambers.</i></p> <p>What does “practice-readiness” mean in the current legal landscape, and how can you build and demonstrate such competency through your field placement? Together we will examine research-backed interpretations of practice-readiness and the concept of legal professional identity, connecting data to skills and behaviors that will set the stage for a self-directed and sustainable legal career.</p>	Kristen Hulse	Wednesday	1/29, 2/12, 2/26, 3/11, 4/8	4:15 pm to 5:30 pm	
<p>Serving the Company Client <i>For students externing at a private firm or an in-house placement</i></p> <p>This seminar explores the modern role of in-house counsel. Together we will address how to build trusted relationships with internal clients and external counsel, the connection between in-house legal, compliance, and operations units, communicating effectively in a company setting, managing workflow, and solving problems to advance the company’s strategic objectives. This seminar is for first-time externs who are in private sector placements (law firm or in-house), including any first-time externs who are participating in the Corporate Apprenticeship Program. Repeat externs who are participating in the Corporate Apprenticeship Program may also register for this seminar, but are not required to do so.</p>	Kristen Hulse	Wednesday	1/29, 2/12, 2/26, 3/11, 4/8	6:00 pm to 7:15 pm	

First-Time Externs – Required Orientation:

- All first-time externs are required to attend orientation on **January 9, 2020 from 9:30 to noon in Law 180** as part of the required 1 credit seminar.

Repeat Externs:

- Repeat externs include students who have successfully completed one externship and one corresponding seminar (this would include students who are currently enrolled as fall externs, for example, or students who did an externship in an earlier semester through our program). Thus, you are typically exempt from any future seminars after one externship (with the exception of participation in certain specialty externship programs, which will require a seminar), 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:

- If a student wants to repeat an externship at the same placement, 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. Please visit the [Paid Externships](#) portion of our website for the processes you must follow for approval and email externships@law.du.edu to set up a pre-approval meeting.

Externs Seeking 5 or 6 Field Credits

- If you fall into either of these categories, email externships@law.du.edu to secure preapproval.

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 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 2 weeks to process. Please plan in advance!