

SUMMER 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: April 22, 2024, by 11:59pm
 - Rolling deadline for all externs: May 10, 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 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 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.
- **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](#). 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! 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 summer semester begins May 28, 2024, which means you can count hours beginning the week of May 13. All externships must begin by the week of June 10. All hours must be submitted by August 9, 2024, regardless of start date. (Note: this is after summer classes conclude. The timeline is different for externships).
- All summer externships must last at least **6 weeks**; typically, students work 8-10 weeks.

First-Time Externs – Required Seminar AND Orientation:

- If you are a first-time extern in Summer 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 the seminar requirements on May 16, 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.

- **First-time externs who are FT students and are externing within 60 miles of DU:** The seminars require attending and actively participating in in-person group sessions and engaging in out-of-class reflective exercises. Classes will be live via Zoom. Specific dates/seminar choices are here:
 - Lawyering in Practice I with Prof. Steefel, 4:30pm-5:45pm, Select Mondays, June 3, June 17, July 8
 - Lawyering in Practice II with Prof. Steefel, 7pm-8:15pm, Select Mondays, June 3, June 17, July 8
 - Professional Identity in Practice II with Prof. Freeman, Select Tuesdays, 5pm-6:15pm, June 4, June 18, July 2
 - Professional Identity in Practice with Prof. Freeman, Select Tuesdays, 6:30pm-7:45pm, June 4, June 18, July 2
 - Millennials in Practice with Judge LaQunya Baker, Select Tuesdays, 6pm-7:15pm, June 4, June 18, July 9
 - You will be able to select your seminar once registered (via submitting the acceptance form) – the externship office will contact you. If you're in by April 22, it will be sent April 23. After that it will be on an ongoing basis.
- **First-time externs who are PT students or FT students who are externing over 60 miles from DU:** You will automatically be enrolled in an online asynchronous seminar with Prof. Freeman.
- Syllabi will be provided at the start of the semester for all seminars.

Post Study Abroad Externs:

- If you are participating in a Denver Law study abroad program, you can do an externship upon your return, but your externship must also be at least 6 weeks, you must start no later than the week of June 24, and all hours must be logged by August 9, 2024. Post study abroad externships must be pre-approved – contact externships@law.du.edu. If you are a first-time extern, you will have an online seminar that begins later (we will automatically register you for it) and orientation is still required.

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 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. 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 fall into either of these categories and are a rising 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 will 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; 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.

Clinics & Externships:

- You cannot do a clinic and externship simultaneously.