

EXTERNSHIP

APPLICATION PROCESS and GUIDELINES

Step 1: Externship Information Session

- Attend an Externship Information Session to learn about opportunities, procedures, and requirements to participate in the program.
- Externship information sessions are offered during the fall and spring semesters.

Step 2: Understand the Requirements

- Full-time students may apply for an externship course beginning the second semester of their first year for a placement in the following fall semester. Students must complete 28 credits prior to the placement semester.
- Part-time students may apply for an externship beginning the second semester of their second year for a placement the following fall semester. Students must complete 28 credits prior to the placement semester.
- A student may not simultaneously enroll in more than one externship, or a clinic and an externship.
- Students must enroll in the externship seminar concurrently with their first externship placement.
- A student may receive credit for three externships for a maximum of nine credits during law school (not counting the 1 credit seminar).
- A student may not receive compensation for their externship.
- Externs cannot hold legal employment while participating in a judicial externship. An extern can hold a non-legal job but cannot work for a law firm or do any paid or unpaid work that in any way involves the law.
- A student shall not apply for an externship if, as a result, the student is placed in a conflict of interest, even if the conflict is only apparent. Such a conflict of interest exists in the following situations:
 1. Simultaneous work for a public defender's or prosecutor's office and a Judicial Externship in the same court system (e.g., work in a prosecutor's office in Hartford and a Judicial Externship in a Connecticut State Court).

2. Involvement in a case pending before a court and a Judicial Externship in that Court.
 3. Such other simultaneous enrollments as the Externship Director may determine constitutes a conflict.
- Externs may not be supervised by a family member or a close friend. Students who wish to extern in an office where a family member or close friend works must obtain the permission of the Externship Director prior to applying for the externship.
 - Students may extern with the same supervisor or at the same site at which the student has been placed as an extern, clinic student, had an employment relationship, or has volunteered **only** if the placement will provide a qualitatively different or broader learning experience than the student has had as a volunteer, employee, clinic student, or extern. Students wishing to enroll in such a placement must submit a written memo, from the potential site supervisor, describing the prior work and how the new responsibilities will be a qualitatively different or broader, and obtain the permission of the Externship Director **at least two weeks prior** to the start of the semester.
 - Externships are Restricted Withdrawal courses. Externship employers rely on commitments made by students. Once a student affirmatively accepts an externship, the student is committed to participate in that externship. A student who withdraws from this externship course any time after 30 days prior to the start of the semester shall receive a “W” on their transcript.

Step 3: Understand the Commitment

- During the fall and spring semesters, students are expected to work a minimum of 12 hours per week for 13 weeks for a total of 156 semester hours at the externship site.

Step 4: Apply

- Apply on Symplicity.

Step 5: Interview with the Placement

- Field placement sites determine what students they want to interview. If chosen, the site will reach out to you directly to schedule an interview. Respond promptly and prepare for the interview.
- Dress professionally and arrive early.

- Understand the work of the office and prepare questions to ask about the experience.
- Send a thank you email or letter following the interview.

Step 6: Acceptance and Enrollment

- Once you accept an offer of an externship, you must immediately withdraw from previously scheduled interviews with all other externship sites.
- You must inform Marie Fletcher at mfletcher@law.wne.edu as soon as you accept an externship placement offer. She will provide you with the enrollment paperwork.