

College of Law

Externship Manual

THE SYRACUSE UNIVERSITY COLLEGE OF LAW EXTERNSHIP PROGRAM

The College of Law's externship program allows students to earn academic credit while gaining legal experience that will stand out on resumes. Students gain hands-on lawyering experience working with and as lawyers in real office settings. Students become better problem-solvers, develop interpersonal and professional skills, and establish mentoring relationships and professional networks. Externs master self-directed learning and experience the practice of law.

A. Overview

The Externship Program allows students to work part-time or full-time in a variety of legal placements for up to 6 academic credits, including private firms, corporations, government offices, public interest/legal aid offices, judicial placements and non-traditional placements. Externships combine substantial practical legal work with academic inquiry through readings, reflections, and guest lectures in a 1 credit graded externship seminar. Externs learn to work under the supervision of an attorney, receive feedback from the supervisor at the placement organization and a Law School faculty member, and engage in self-assessment.

To qualify under the program, externships must consist of legal work in a professional setting under the direct supervision of an attorney at the host organization. Remote externships are also permitted. As set forth below, paid externships are also allowed.

There are separate externship parameters for JD Residential (JDr) and JD Interactive (JDi) students.

***JDr*:**

- Externships are **not** required for JDr students but many JDr students select to do one.
- JDr students cannot exceed more than 6 externship placement credits in total. Credits from the externship seminar are not included in the 6 credit maximum.
- Students who wish to exceed the 6 credit limit on externship placement credits must submit a petition seeking a **waiver** of this rule. Any waiver granted must ensure compliance with the ABA Standard 311. Students who wish to seek a waiver under this process should submit a "Petition for Exemption from non-instructional credit limitations" using this form. This form is also found in Article I of the Academic Rules located on the Registrar SharePoint site.
- JDr students meeting the eligibility requirements for the Orange Flex Program may do an in-person externship in both in the Fall and Spring of their third year in an area more than 100 miles from campus (a "geographically remote" externship). The 6 credit rule does not apply to Orange Flex students.
- JDr students who plan to take an in-person, geographically remote externship in their 2L

year or for only one semester (outside of the Orange Flex Program) are limited to 6 externship placement credits absent a waiver, as noted above. If a JDr student plans to take an in-person, geographically remote externship for 6 credits or less, they must follow one of the below options for that semester:

- Submit a Request to Transition to part-time status (see Article II of the Academic Rules); or
- Successfully petition to enroll in JDi classes to meet the 12 credit full-time status (see Article III of the Academic Rules)
  - A petition to enroll in JDi classes requires a 3.0 minimum GPA
  - Students are limited to two JDi classes per academic year and 15 total credits overall
  - Students seeking to enroll in JDi classes are not guaranteed enrollment in their preferred classes

***JDi*:**

- 3 credits of externship (2 placement credits and the 1 credit externship seminar) are required as part of the JDi curriculum.
- JDi students cannot exceed more than 6 externship placement credits in total. Credits from the externship seminar are not included in the 6 credit maximum.
- Students who wish to exceed the 6 credit limit on externship placement credits must submit a petition seeking a **waiver** of this rule. Any waiver granted must ensure compliance with the ABA Standard 311. Students who wish to seek a waiver under this process should submit a "Petition for Exemption from non-instructional credit limitations" using this form.

All students select their externship credits based on their overall class schedule and in consultation with their placement supervisors. If choosing to enroll in an externship, students must register for at least 2 credits of externship placement hours and 1 credit of externship seminar. The externship placement and seminar are graded Pass/Fail.

Students may not do more than one externship per semester. However, students may repeat an externship over a subsequent semester if there is prior written approval by the Director of Externships and written justification that the second externship experience will be different or more advanced than the first. For purposes of this manual, a "repeat" externship is a subsequent externship experience in a different semester at the same placement. Similarly, a student may engage in a second or subsequent externship at a different placement if otherwise in conformance with College of Law requirements and credit restrictions.

B. Eligibility

Eligibility for externships is limited to students in good standing (as defined by the Academic Rules) and as follows:

JDr: 2L and 3L (Professional Responsibility is a pre/co requisite)

JDi: Completion of all lower-level course requirements (Professional Responsibility is a pre/co requisite)

LL.M.: Completion of two full academic semesters (required practical training orders must be in place)

S.JD.: Externships are unavailable to SJD students

C. Externships and Non-Classroom Credits

Academic credits earned for externships count as non-classroom credits. Students who have taken clinics, supervised research, law review, or moot court, or plan to do so following an externship, must ensure that they will have the necessary classroom credits to graduate if they enroll in an externship.

As set forth in the Academic Rules, of the 87 law school credits required to earn the Juris Doctor degree, no more than 23 may be non-classroom credits. All placement externship credits count as non-classroom credits. The one credit externship seminar is considered distance learning. The seminar *must* be taken concurrently with any externship, including any repeat or subsequent externship.

Any questions regarding non-classroom credits should be directed to the College of Law Registrar's Office.

D. Compensation by Placement Organization

While it is more common for externship placements to be unpaid, some externship placements may offer compensation or stipends to their externs. In August 2016, the American Bar Association revised its Standards to remove the ban on granting academic credit to a student for participation in a Field Placement Program for which the student receives compensation. Accordingly, Syracuse Law does not prohibit a student from receiving academic credit for a field placement (externship) and being compensated by the placement or other outside funding source. Students may simultaneously earn academic credit in the externship while also receiving compensation. Compensation is at the discretion of the

externship placement.

E. Applying for Externship Credit

The externship process has three distinct steps. This process applies to any externship, including subsequent or repeat externships.

1. A student must apply for an externship (see below, "Finding an Externship").

2. A student must enter their externship placement information into Orange CORE for Approval (see below, "Orange CORE Process").

3. A student must register for academic credit (see below, "Registration Requirements").

The placement must be confirmed at the time of registration. **If a student chooses not to pursue an externship after registration ends, the student must drop the academic credits prior to the financial drop deadline posted by the Registrar.**

Given the time needed to find a placement and the registration deadlines, students should begin their applications early in the semester prior to the one in which they hope to extern.

Below are proposed timelines for securing placements based on registration periods:

Fall Externship: Placement should be confirmed before the end of the Fall registration period which opens in April (for JDr students) and in June (for JDi students) of the previous Spring semester and ends the first week of Fall semester classes.

Spring Externship: Placement should be confirmed before the end of the Spring registration period which opens in November of the Fall semester and ends the first week of the Spring semester.

Summer Externship: Placement should be confirmed before the end of the Summer registration period which opens in April of the Spring semester and ends the first week of the Summer semester.

F. Finding an Externship

Students are responsible for obtaining their externship placements. Open externship opportunities are posted on Orange CORE .

Opportunities for externships exist at almost all local and federal government offices, as well as at almost all nonprofit organizations that conduct legal work or have lawyers on staff.

Students interested in nonprofit and public interest organizations should look at the PSJD website, which does not list internships but provides contact and other information about these organizations, https://www.psjd.org/home.

There is a list of organizations that are currently hosting or have previously hosted Syracuse law externs available on the externship webpage. This information is not exhaustive, however, and students are strongly encouraged to investigate opportunities at any other organizations where they might want to extern.

Students are encouraged to seek advice about potential placements from the Director of Externships, the Office of Career Services, or other staff/faculty members.

➢ Orange CORE Process: Approval of Externships

An externship must be approved for the student to receive academic credit. The Director of Externships approves all part-time or full-time externships.

Once the student secures a placement, the student must enter the externship information into the Orange CORE system for review and approval. The student is required to sign a Student Agreement and upload it with the externship information in Orange CORE.

The Director of Externships will review and approve the placement and a confirmation of placement is sent to the externship attorney supervisor. Upon initial approval, the student will receive a permission number to register for the externship placement (Law 902). A student cannot register without this permission number. For final approval, the attorney supervisor must also confirm the placement and the Director of Externships must receive a signed Memorandum of Agreement (MOA) from the attorney supervisor at the placement.

Students are prohibited from receiving externship supervision from a close relative (parent, sibling, or spouse/partner). Any questions as to whether a professional contact qualifies as a "close relative" under this provision should be directed to the Director of Externships. Further, solo practice law firms (i.e., a law firm compromised of only one attorney) are not allowed as externship placements absent extenuating circumstances and prior written approval from the Director of Externships.

➢ Registration Requirements

Law 901: Externship Seminar

The externship seminar is a one credit, faculty led component of the experience. It is a majority asynchronous course, with embedded modules and reflective prompts, and 2-4 synchronous live class sessions, some featuring guest speakers. The purpose of the seminar is to encourage goal setting and reflection on issues that arise in a practice setting. Seminars are the same for every externship placement and graded as Pass/Fail. The seminar *must* be taken concurrently with any externship, including any repeat or subsequent externship.

Law 902: Externship Placement

Students select their externship credits based on their overall class schedule and in consultation with their placement supervisors. There is a minimum registration requirement of two (2) credits of externship placement per semester.

For enrollment of 2-6 credits, 1 credit equates to 50 hours:

- 2 credits-100 hours / 3 credits-150 hours / 4 credits-200 hours / 5 credits-250 hours / 6 credits-300 hours

WAIVER REQUIRED (see section A above)**:**
For enrollment of more than 6 credits, 1 credit equates to 45 hours:

- 7 credits-315 hours / 8 credits- 360 hours / 9 credits-405 hours / 10 credits-450 hours / 11 credits-495 hours

Full time Externship JDi semester: 10 credits-450 hours

Full time Externship JDr semester: 12 credits-540 hours

*Note that for JDr students, the Summer semester is shorter, accordingly the maximum externship placements credits for Summer semester is 7 credits.

G. Academic and Work Requirements

1. Placement

Externs must work at the placement based on the hours they registered for. Externs may work additional hours, but no additional academic credit will be granted unless the student seeks to adjust their credits prior to the Financial Drop deadline posted by the Registrar's Office and receives permission from the Director of Externships. Pro bono credit towards the College's Recognition Program may be available for qualifying externship hours.

All externship hours must be worked from the **first day of the semester to the last**

day of the semester. Any hours accrued outside this timeframe do not count towards the externship placement.

Externs must record their work at the placement by entering weekly hour logs in Orange CORE. Hour logs must be signed by their placement supervisor and uploaded into Orange CORE. Electronic supervisor signatures on timesheets are acceptable. Once all externship hours have been met for the semester, there is no need to submit additional weekly hour logs.

Students may count lunch time in their total hours if they work both before lunch and after lunch; and they can count other meals if they are work-related meals.

Students may include time for travel in their total hours if part of a work assignment (example: travel to court from externship placement) but may not count commuting/travel time to and from the externship placement.

2. Seminar

The seminar is a one-credit, faculty-led component of the externship. The purpose of the seminar is to maximize student learning experience by reflecting on issues and topics common to practice settings. The seminar must be taken concurrently with any externship, including any repeat or subsequent externship.

The seminar has both asynchronous modules to complete as well as synchronous live sessions. Asynchronous modules will be posted weekly, with the expectation that the asynchronous modules be completed within one week of the posting date. Corresponding chapters from a course textbook will be assigned in connection with each module. Assigned readings are expected to be reviewed in advance of completing each asynchronous module. Synchronous sessions are few, and therefore, attendance is mandatory. Guest speakers will likely be a part of any live sessions, and participation is strongly encouraged.

Details will be available on the course's Blackboard page.

3. Credit and Grading

Externs must complete all requirements for both the externship placement and academic components of the externship seminar.

Externship Placement: The placement is graded on a "Pass/Fail" basis. Grading is based upon the following factors: completion of hourly requirements; timely submission of recorded timesheets; and evaluation feedback from the placement

supervisor. To obtain a grade of "Pass" for work at the placement, the extern must do the following: (1) complete the required number of hours necessary to satisfy the number of credits for which the extern is registered by the last day of classes; (2) submit timesheets reflecting completed, approved hours on a weekly basis; and (3) earn a recommended "pass" grade from the externship placement supervisor. Failure to fulfill all requirements may result in a "Fail" grade for the externship placement.

Externship Seminar: The seminar is graded on a "Pass/Fail" basis. Grading in the seminar is based upon completion of asynchronous modules and attendance at all synchronous meetings. To obtain a grade of "Pass" for work at the seminar, the extern must do the following: (1) complete all the asynchronous modules in a timely fashion, or within a week of posting; and (2) attend all synchronous meetings. Participation at synchronous meetings is strongly encouraged. All required components of the seminar must be completed in a timely manner to receive a "Pass" grade. Failure to attend a synchronous meeting, failure to timely appear for a synchronous meeting, leaving early from a synchronous meeting, or failing to timely complete any asynchronous module, may result in a "Fail" grade for the externship seminar.

4. Professional Conduct

Externs must comport themselves in a professional manner during the externship. Thus, externs must be prompt; diligent; meet deadlines; remain fully engaged; dress appropriately; demonstrate respect for others, including clients, colleagues, and support staff; behave in an ethical manner; and comply with the rules of professional conduct of the relevant jurisdiction.

5. Communication and Training with Placement Supervisors

The Director of Externships and/or Externship Faculty will be available to all placement supervisors to field any issues related to extern performance and will contact placement supervisors throughout the semester via e-mail, survey, or other means, to obtain feedback relative to placement experience and extern performance. An introductory information session will be held for all supervisors at the beginning of each semester and general supervisor training opportunities may also be provided.

6. Attorney Supervisor Evaluations

At the end of the externships, placement supervisors will be provided with an externship evaluation form, to be completed by the end of the semester. Students should ensure that their supervisor completes their evaluation.

7. Student Evaluations

At the end of their externships, students will be provided with an evaluation form to complete about their externship experience. Students are highly encouraged to complete their evaluation to provide valuable feedback on their placement experience.

H. Orange Flex

The Orange Flex program allows residential students to participate in an in-person, geographically remote externship (more than 100 miles away from Syracuse, NY) during their 3L year while satisfying remaining graduation credits with online JDi classes. Students participating in Orange Flex must secure an externship placement in an in-person (not remote/online) externship that has been approved by the Director of Externships. See Article III of the Academic Rules.

1. Eligibility

Students are eligible if their cumulative GPA at the time of their application is a 3.0 or above and who will have completed all required upper-division courses by the end of their 2L year.

Students who are on academic probation or are required to follow the Structured Curriculum are not eligible to participate in Orange Flex. Students are ineligible to participate if they have already earned more than six externship placement credits.

2. Application

Students interested in Orange Flex must apply by the last day of February of their 2L year by submitting this application. Externship placements do **not** need to be secured prior to the application deadline.

For further information, contact lawexternships@syr.edu