



### **Summer 2014 Externships**

The Hamline Law Externship Program gives you the opportunity to earn academic credit for legal work in private law firms, courts, corporations, government and non-profit agencies, and other settings. Under the supervision and role modeling of an attorney or judicial mentor, you gain practical hands-on experience in the practice of law. Externships combine field work performed on site at a legal setting; approximately 10 hours of classroom attendance; and reflective writing in support of the externship learning.

You are allowed to register for two externships during your law school career (for no more than 15 credits) after you have completed 2 full-time equivalent semesters of law school (24 credits if your placement site requires you to be certified for limited student practice). Professional Responsibility is a pre- or co-requisite for externship classes; some placement sites have other specific prerequisites. Students generally may not extern with relatives or friends nor, in almost all circumstances, where they have been employed, know they will be employed, or where they are a client. All externships are unpaid; and placement sites cannot bill clients for either student hours or supervision time.

#### **Basic requirements: three(3) to six(6) credit 2014 summer externships**

- Work at the field placement site under the supervision of an Attorney Mentor at the site: 114 hours of field work for 3 credits; 150 hours of field work for 4 credits; 225 hours of field work for 6 credits
- Five (5) classroom sessions to help you think about your field work experience and guide you to get the most out of it; and
- A series of specific reflection assignments from the class (goals and ethics memos, 2 short topical reflection papers, and mid and final evaluations).

For summer 2014, an online version of the class will be offered for students who are fulfilling their field work out-of-town for the summer.

#### **What you need to do**

##### **1) Explore and find appropriate summer externship possibilities.**

Unlike the fall and spring externship program, all students find their own placement sites for summer externships. You should be creative and resourceful in finding these opportunities, as with any proactive job search. You can get help with this from the Career Services Office (resumes, cover letters, other resources) and Sara Schwebs (MJF) for public interest externships. The Externship Office has a list of placement sites open to speaking with students about potential summer placements. Professors also may have helpful ideas. Think about any networking resources you have already cultivated. Think about any area of law you'd like to explore – summer is a great time to use an externship to do this.

**2) Fill out the *Summer Externship Application Form* and turn it into the Externship Office ASAP**

Applications for summer 2014 externships will be accepted by the Externship Office after March 24<sup>th</sup>. The application is available online in Symplicity, under the "surveys and forms" tab. It requires you to detail the type of work and number of credits for the externship that *you have already discussed* with a potential attorney mentor. The Externship Office will not consider your application until it is completely filled out. If you have any questions or need assistance accessing the application, contact Erin at [lawexternships@hamline.edu](mailto:lawexternships@hamline.edu).

To the extent possible, classes will be filled on a rolling basis so it is to your advantage to get your paperwork completed in a timely fashion.

**3)** Once the completed application is received in the Externship Office, each placement site and Attorney Mentor must be approved by Professor McAdoo unless HUSL has previously had a student extern work successfully in the proposed office. Once this has been accomplished, the Externship Office will notify you and the Registrar's Office and that office will register you for the course. (Note: if you have registered for a different course while you waited to be certain that your externship would be approved, you will be required to drop that course before the Registrar's Office will enroll you in the externship.) The first round of approvals and registrations is expected to be completed by April 8<sup>th</sup>; the second round by April 15<sup>th</sup>; and the final round (if there are still openings in the summer externship classes) will be April 22<sup>nd</sup>.

**4)** As with all courses, the Externship class is subject to minimum and maximum enrollment numbers. We will keep you informed if the class is unlikely to meet the minimum requirements, or is likely to be filled to capacity prior to your registration. All registrations are expected to be completed by April 22<sup>nd</sup>.

**5)** After you complete your application form for summer 2014 in simplicity, you are indicating that you will take that course assuming your placement is approved. You cannot "drop" the course (even if you are not yet officially registered for it) without approval from Professor McAdoo or Professor Kruse.