

## CAMPBELL LAW EXTERNSHIP PROGRAM INFORMATION SHEET

**What is an externship?** An opportunity to receive academic credit while gaining practical experience within a law firm, corporation, non-profit entity, or public service/government entity

**How does this differ from an internship?** You do not receive academic credit for an internship, are not required by the school to complete a certain number of hours at your placement, and do not have classroom requirements.

**What do I need to do to complete an externship?** Secure an eligible placement, register for the Externship Course I or II, work 120 hours at your placement, and successfully complete the classroom requirements

**When can I participate in an externship?** Once you obtain 27 academic credits and are in good standing

**How many externships can I experience?** You can participate in two externships (total of 4 credits)

**Can my externship be remote?** No, except for unique circumstances like COVID-19. Remote opportunities continue to be allowed for fall 2021 (and likely for spring 2022). Dir. Fonville will announce any rule change.

**Where can I work?** Public sector entities (i.e. judicial chambers; federal, state, and local government agencies; public defender; district attorney), Non-profits (i.e. legal aids, disability rights organizations, environmental law groups, etc.), legal departments of corporations, and private firms (you can only perform the firm's *pro bono* work). While you can have multiple externships, they cannot be alike (i.e. 2 public defender placements, 2 in-house counsels, or multiple divisions of the DOJ). However, you could work at the Court of Appeals and the Supreme Court, have both a PD and DA experience, and work for Legal Aid of NC and Disability Rights NC).

**Does my placement have to be approved?** Any placement found through the Career Center or in Symplicity is automatically approved. So long as you have an eligible employer (and have not completed an externship with that type of employer in the past) and a supervising attorney agrees to the Program's requirements, your placement can be approved.

**How do I find opportunities?** Entities with which Campbell has a relationship can be found in Symplicity. Some students find their own opportunities, by asking an employer whether they will consider allowing an internship to be an externship. Dir. Fonville is willing to speak with employers who have questions.

**Is the class in-person or online?** The class may be in-person or online. Summer sessions are online. At registration, you can confirm the type of course for a specific fall or spring session (or reach out to Dir. Fonville).

**How do I sign up for the class?** Register for Externship I (for first externship) or Externship II (for second) at registration. Then complete and return your Student Performance Agreement to Dir. Fonville (located in the "Externship" folder under the "Information" tab in the Law School Career Services Blackboard organization).

**How does this impact financial aid?** Fall and spring externships are treated like other academic courses. For summer, you have the option of deferring billing to the fall or paying during the summer. If students do not take other summer courses, then they commonly defer billing until the fall (so there is no extra cost), because you must register for at least 2.5 credits to be eligible for summer financial aid. If you defer to fall, then this does not impact the number of credits you can register to take. FLEX Program students will need to pay the summer tuition or include the summer hours within the 9 credit hour maximum in the fall.

**What are examples of the course requirements?** Reflective journals about your work experience, selected readings or guest speakers; regular time sheets; participation in virtual discussion boards with your colleagues