



### Externships—Step-by-Step Guide

1. ELIGIBILITY: To be eligible to participate in the externship program, you must have successfully completed 27 credit hours toward the J.D. degree and be in good academic standing
2. SECURE AN EXTERNSHIP PLACEMENT.
  - a. **Find a placement:** Qualifying placements include public service entities (very broadly defined), non-profit entities, in-house corporate counsel, and private firms doing exclusively the firm's *pro bono* work. Information about specific openings is available on Symplicity or may be the subject of e-mail information. None of these is an exhaustive list of possible placements. If you have an interest in another placement, please ask the Externship Instructor if it can be an approved placement.
  - b. **Confirm placement:** Confirm in writing (letter or e-mail) your acceptance (or declination) of an externship offer, including essential information then known—*e.g.*, start date, work schedule, end date, *etc.* Once you have accepted an externship, you are expected to follow through and honor that commitment. You should also contact other placements where you may have pending applications and respectfully request to be withdrawn from consideration because you have accepted another position.
  - c. **Payment allowed:** Unlike in the past, you may receive payment for your work in the form of an hourly wage, stipend, scholarship, or otherwise. If you will receive any form of payment, you must note that in the proper place on the Student Performance Agreement.
  - d. **Attorney supervisor:** Your field work must be supervised by an attorney at the externship site.
  - e. **Work on-site:** The majority of your work must be done on-site at your externship placement. Reason: An important part of this learning experience is being in the professional environment.
  - f. **Two Externships Allowed:** You may earn up to two credit hours for each of two externships (up to a total of 4 credit hours); however, the two externships must be of different types. For example, if one is at a non-profit, the other might be public service, in-house corporate counsel, or the *pro bono* work in a private firm. Within the broad area of public service, however, externship might qualify as different types - *e.g.*, district attorney, public defender, government agency, trial judge, and appellate judge are considered distinct subcategories within the public service sector.

- g. **Academic Credit:** In order to earn the two-hour maximum credit for an externship, you must work at least 8 hours a week for 120 total hours, plus whatever additional time may be required by the field placement. (Additional hours are often required of some summer placements.)
3. **FORMS TO COMPLETE.** Read carefully, complete (no handwritten forms will be accepted), sign (electronic signature is accepted), and return the following forms by the deadlines indicated below. All forms are available on in the Law School Career Services Blackboard Organization—Externships folder under “Information” tab. Once enrolled in the externship course, you can find the forms in that course’s Blackboard.
- a. **Student Performance Agreement** - This electronically completed form must be emailed to Director Niya Fonville at [nfonville@campbell.edu](mailto:nfonville@campbell.edu) **before you begin your externship.** I will also ask you to submit it via Blackboard site for this class as an assignment.
4. **Goals Statement**—Before beginning your field work, thoughtfully consider and complete this form indicating your goals for your externship and how you plan to achieve them. You should share these with your supervisor for input. Submit the form via Blackboard **no later than one week after starting your externship (unless another deadline is given in the syllabus).**
5. **Externship Agreement**—This form requires the signature of your supervising attorney. If you are working in a for-profit placement (*e.g.*, corporate counsel or private firm doing only *pro bono* work), be sure to include Attachment 1 with the Externship Agreement that you submit to your supervising attorney for signature and return to me. These must be completed and uploaded into Blackboard **no later than one week after starting your externship (unless another deadline is given in the syllabus).**
6. **Certification under the Student Practice Rule** - This certification is only necessary if you will actually be advocating in the courtroom—*e.g.*, offices of the district attorney or public defender. You must have be in good academic standing to qualify under the Rules Governing Practical Training of Law Students. To become certified under this rule:
- i. Read carefully the actual requirements in the Rules of the North Carolina State Bar at Section .0200 Rules Governing Practical Training of Law Students. These rules can be found on the [State Bar’s website](#), in the Law School Career Services Blackboard Organization, and with Director Fonville.
- ii. Have your supervising attorney complete the Field Placement Site Supervisor Certification form and email it to [nfonville@campbell.edu](mailto:nfonville@campbell.edu). If they send it to you instead, simply forward it to me.

- iii. Complete the Law Student Certification form and email it to [nfonville@campbell.edu](mailto:nfonville@campbell.edu).
  - iv. After the State Bar has processed these forms, along with the Law School Certification, which I will work with Dr. Newsome to complete, you will receive a letter authorizing your limited practice under the Rule. **Don't do anything in the courtroom until you have received this letter!**
  - e. **Additional Forms:** Some placements/offices have additional forms that they may require. Please provide me a copy of those documents as well.
  - f. **Externship Registration:** You will register for an externship as you would for other courses. Register for Externship I if this is your first externship. Register for Externship II if this is your second externship.
4. THINGS TO DO AS SOON AS YOU BEGIN YOUR EXTERNSHIP:
- a. **TIME SHEET:** Begin immediately keeping a time log of your hours worked. At the end of your externship, your supervising attorney will be required to certify your hours. This will provide your supervising attorney the necessary information to do so. There is an Excel time-keeping sheet in Blackboard.
  - b. **COMPUTERIZED LEGAL RESEARCH:** You may use your Lexis and Bloomberg Law accounts from the Law School to perform legal research at your externship placement. You may NOT use your Westlaw account.
  - c. **JOURNALS:** As denoted in the syllabus, you will prepare and submit a journal in appropriate detail about the projects, issues, and matters upon which you have been working—maintaining appropriate confidences, of course.
    - i. **Form and Content:** The length requirement is “whatever it takes to communicate the information thoroughly.” These journals should be in narrative form—not bullets – and in a Word document.
    - ii. **Due Date:** The journal should be submitted on Blackboard by the dates specified in the syllabus for that semester. These journals will serve as our discussion springboard during class, so please be prepared to discuss several of the items included in your journal.
    - iii. **File Name:** Please name your Word doc file as follows: **Your Name Journal #.doc**.
    - iv. **Journal Heading:** At the top of each journal, please include the following: **Your name; your placement site; and dates covered by the journal.**
5. AT THE END OF THE EXTERNSHIP:
- a. **REFLECTIVE MEMO.** In addition to a journal, you will prepare a Reflective Memo. This memo will *not* be like the journals that you will have prepared

but will be a reflective analysis of what you really got out of your externship experience--*what you learned about yourself*.

- i. **Form and Content**: The minimum requirement for this reflective memo is **750-1000 words** (double-spaced). It should be a Word document.
    - ii. **Due Date**: Your Reflective Memo must be uploaded into Blackboard by the date specified in your syllabus for that semester.
    - iii. **Memo Heading**: At the top of the memo, please include the following: **Your name; your placement site; and dates covered by your externship.**
  - b. **EVALUATION FORM AND HOUR VERIFICATION**. Your supervising attorney must complete a Student Evaluation form. In addition to evaluating the quality of your work, your supervising attorney will also need to verify your hours—hence the time log required in 4.a. above.
  - c. **EXIT CONFERENCE**. You and I will have an exit conference discussing the reflective memo, the original goals statement, and other matters that may arise.
  - d. **THANK YOU LETTER TO YOUR FIELD SUPERVISOR(S)**. As a matter of personal and professional courtesy, each extern should communicate his/her appreciation to those with whom he/she worked for the opportunity and experience.
6. **AWARD OF CREDIT**. Upon completion of all of the requirements for the externship, I will submit a memo to the Registrar advising her of the students who have earned externship credit for the term, the number of hours to be credited, and the grade therefor.
- a. **Semesters**. Fall and spring transcripts will reflect work completed during the fall and spring semesters.
  - b. **Summers**. Students have an option:
    - i. **Option One**: A student may earn summer externship credits, pay no tuition charges for those credits, and those credits will be posted on the student's Fall semester transcript with some language clearly indicating that the credits were earned in the summer. These deferred credits will NOT count against the student in calculating the 17-credit cap for the Fall semester.
    - ii. **Option Two**: A student may earn summer externship credits and pay the applicable tuition charges for those credits (for reasons pertaining to financial aid benefits, or otherwise). Those credits will be posted on the student's Summer semester transcript. No single externship may be for more than two credits. A student must register for at least 2.5 credit hours to qualify for financial aid. A student who does not

register for at least ten law school credits for the following fall MUST select Option Two.

7. GRADING. Externships are graded descriptively—Satisfactory Pass, Unsatisfactory Pass, or Unsatisfactory Fail:
  - a. **Satisfactory Pass**--Completion of administrative, academic, and on-site work in a professional and timely manner.
  - b. **Unsatisfactory Pass**--Accumulation of 3 points from any of the following:
    - i. Failing to timely submit the Student Performance Agreement, Externship Agreement, or Goals. (one point for each late document)
    - ii. Failing to timely submit the journal entries or final reflective memo. (one point for each late document)
    - iii. Missing a class or conference without having made timely prior arrangements to reschedule.
    - iv. Failing to timely coordinate a mid-semester supervisor conference.
    - v. Failing to ensure the supervisor evaluation and hour verification forms are timely submitted.
8. **Unsatisfactory/Fail**--Professional misconduct in the course of your fieldwork or accumulation of 4 or more points as indicated above.

I look forward to working with you and hope you enjoy your externship!!!

Director Fonville