

## CAMPBELL LAW EXTERNSHIP PROGRAM INFORMATION SHEET

**What is an externship?** An opportunity to receive academic credit while gaining practical legal experience within a non-profit entity, public service or government entity, corporation, or law firm (subject to the exceptions below).

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

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

**How many externships can I experience?** You can participate in two externships (2 credits each for a total of 4 credits). Your second externship generally cannot be at the same placement as your first externship. Exceptions may be made for different judicial chambers on the same court or a different division of a large agency, such as the North Carolina Department of Justice. Please contact Director Sanders with any questions.

**Where can I work?** Public sector entities (e.g., judicial chambers; federal, state, and local government agencies; public defender's offices; prosecutorial agencies), non-profits (e.g., legal aids, disability rights organizations, environmental law groups), in-house legal departments of corporations, and private law firms provided that 100% of your work is on the law firm's *pro bono* cases.

**How do I find opportunities?** Entities with which Campbell has a relationship can be found in Symplicity each semester. Some students find their own opportunities or ask an employer whether they will consider allowing an internship to be an externship. Director Sanders is happy to speak with employers who have questions.

**Does my placement have to be approved?** Placements found through the Career Center or Symplicity are automatically approved. Any other placement must be approved by Director Sanders. If you have an eligible employer and your supervising attorney agrees to our Program's requirements, a placement can be approved.

**Can my externship be remote?** Remote (or hybrid) opportunities continue to be allowed at this time.

**How many hours do I have to work?** You must complete 120 hours at your placement during the semester.

**What are examples of the course requirements?** Classes on topics relevant to the practice of law; reflective journals about your field experience; readings; regular time sheets; and mid-semester and exit conferences.

**Is the class in-person or online?** Fall and Spring classes are in-person; however, Summer classes are online.

**How do I sign up for the class?** Register for Externship I (first externship) or Externship II (second externship). Then complete and return the Student Performance Commitment to Director Sanders (link 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 externships, you have the option of deferring billing to the fall semester or paying during the summer. If students do not take other summer courses, then they commonly defer billing until the fall (so that 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 the fall, 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.

**So, what do I need to do to complete an externship and receive credit?** Secure an eligible and approved placement, register for the Externship Course (LAW 891 or 892), successfully work 120 hours at your filed placement, and successfully complete the classroom requirements.

Contact Nick Sanders, Director of Externships, with questions: [nsanders@campbell.edu](mailto:nsanders@campbell.edu) | (919) 865-4697  
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