



EXTERNSHIP PROGRAM

Guide to Becoming an Extern

GUIDE TO BECOMING AN EXTERN

Thank you for your interest in the School of Law's Externship Program. I hope the information below answers your general questions.

After reading the information below you may contact me if you need further information. Please email me at jklein@charlestonlaw.edu or my faculty assistant, Angel Wilborn at awilborn@charlestonlaw.edu.

The Externship Program is offered fall, spring and summer terms. The Externship Course is an elective skills course which affords students the opportunity to work in the field at an approved Externship Site and receive up to six (6) hours of academic credit that apply towards graduation. Completing the Externship Course may help you determine the area of law in which you would like to practice, give you the opportunity to work on real life matters, afford you the opportunity to work closely with attorneys and judges and provide you a special opportunity to network.

1. **Eligibility to take the Externship Course**

To be eligible to register for the Externship Course, you must have successfully completed 30 credit hours and be in good academic standing. If you are a **full time** first year student in your second semester of law school, you may apply and register for a Summer or Fall externship in anticipation of successfully completing 30 credit hours by the end of your second semester. If you are a **part time** student who will finish 30 credit hours by the end of the first semester of your second year, you may apply and register for a Spring, Summer, or Fall externship in anticipation of successfully completing those credits.

2. **The Externship Course in General**

The Externship Course is a law school course that provides experiential learning to its students. You must register for the Externship Course as you do for any other School of Law course during the appropriate registration period. For registration purposes, there are two Externship Courses: a 2-credit hour and a 3-credit hour Externship Course. During your time at School of Law, you may apply a total of six academic credit-hours from the Externship courses towards the total number of credit hours required for graduation. Therefore, you could take three 2-credit hour externships or two 3-credit hour externships, or a 2-credit hour externship and a 3-credit hour externship during the last two years in law school. You may not take two Externship Courses at the same time. There may be an exception in the summer for back-to-back externships, but you must obtain special permission from the Externship Director to register for back-to-back externships. The difference in the two externships is the number of hours you must work at the site. A 3-credit hour externship requires you to work 160 hours at the site. A 2-credit hour externship requires you to work 104 hours at the site.

Before registering for the Externship course you must be accepted by an approved externship site as discussed below in Section 3, which describes how to apply to a Site.

3. The Externship Course: Your Externship Site

You may select an Externship Site from the School of Law's approved Site List. The Site List provides names of the approved Sites and Site Supervisors as well as a listing of the required application materials and the method of transmission of the application materials to the Site Supervisor. The Externship program maintains a Site Notebook at 385 Meeting Street, 3d floor, at the desk of Angel Wilborn. If you want to review the Notebook contact Ms. Wilborn at awilborn@charlestonlaw.edu and make an appointment.

You should apply to more than one Site. You must send to the listed Site Supervisor a cover letter of interest noting which semester and year you desire to extern and attach the other items requested by the Site Supervisor. See Site List for Supervisor's name, address and required application materials) as listed on the Site List. Such other items may include your resume, a copy of your transcript and a writing sample. Each Site has different requirements as noted on the Site List. You will either e-mail or mail your application materials to the Site Supervisor whose name is listed in the first column of the Site List at the address noted in the second column of the Site List. Please SIGN your cover letter if application materials are being sent by mail and keep copies of all application materials and e-mails sent. You may be asked by the Site to come for an interview. The interview will be similar to a job interview. Please dress appropriately (business attire) and be on time. If you have not heard anything from the Site in 2 ½ weeks after mailing or e-mailing your application materials, you may call the placement to check the status your application. If you have questions about delays, please e-mail me at jklein@charlestonlaw.edu. After you have been selected by the Site, you should confirm your acceptance with the Site Supervisor and you should email to let me know your Site.

4. The Externship Course: Select a Faculty Sponsor

Once you have been accepted at a Site and confirmed your acceptance with the Site, you must register for the externship course and select a School of Law faculty member to be your Faculty Sponsor for the externship. Your Faculty Sponsor should be a faculty member who will be on campus during the semester of your externship. The Faculty Sponsor does not have to be specialized in the area of law addressed by your Site. To select a Faculty Sponsor, please e-mail Angel Wilborn at awilborn@charlestonlaw.edu. Ms. Wilborn has a list of Faculty members who are available to sponsor externs. Once the Site and Faculty Sponsor have been obtained, you then need to fill out several forms addressed below. These can be found as part of the School of Law Externship website, found here: <http://charlestonlaw.edu/Academic-Affairs/Externships/Externship-Forms.aspx>.

You are required to meet with your Faculty Sponsor periodically over the semester up to a total of two (2) hours.

- A. FORM 101: Complete Form 101 as soon as you have been selected by a Site and you have obtained a Faculty Sponsor. Obtain all signatures on the form and bring it to Angel Wilborn, Externship Assistant, at 385 Meeting Street, Third Floor.
- B. FORMS 102 and 103: Complete Forms 102 and 103A and 103B by the end of the first week of the semester in which you are completing your externship. Bring form 103B to Angel Wilborn, Externship Assistant, 385 Meeting Street, and Third Floor. Remember to obtain all signatures.
- C. STUDENT EXTERNSHIP CERTIFICATION: Complete the Student Externship Certification by the end of the first week of the semester in which you are completing your externship. Bring these two Forms to Angel Wilborn, Externship Assistant, at 385 Meeting Street, Third Floor. Remember to obtain all signatures.

5. Externship Orientation

The fall, spring, and summer semester orientations will take place in a classroom on campus at noon during the first week of class for each semester. The Externship Director will notify you of the time and place by e-mail. Attendance is mandatory.

The Orientation class covers the specific requirements that must be met to obtain a passing grade for the course and more. **You may not start an externship unless you have attended the Orientation class.**

6. Other Externship Classes

You **MUST** attend five additional hours of class with the Externship Director over the semester. These additional classes will take place at noon on designated days. You will receive the schedule of dates and locations at your Orientation. Lunch will be provided.

7. Your Externship Grade

The Externship Course is graded on a Pass or Fail basis under the CSOL Pass/Fail Grading Guidelines. Your Faculty Sponsor will recommend the grade to the Externship Director at the end of the semester. The Externship Director will review all recommended grades and materials and place the grade on the grade sheet for the course. For a passing grade, you must complete satisfactorily all of the following requirements in the manner designated:

A. Time Logs (Form 104 A): You must complete a weekly Time Log of the time worked at the Site or time spent on site-related work along with a brief description of the tasks and **turn it in weekly to your Faculty Sponsor**. You also must record up to two hours of time from meetings with your Faculty Sponsor as they occur;

B. Journal (Form 104 B): Throughout the semester you must submit five reflective 750 word journal entries. Due dates of each journal will be announced at the first orientation class. Each journal must be submitted to your faculty sponsor on the dates prescribed by the Externship Director and copied to Angel Wilborn.

C. Writings: You must complete a minimum of 25 pages of writings to the satisfaction of your Site Supervisor and **turn them in periodically to your Faculty Sponsor as completed**. The writings will be assigned to you by your Site Supervisor and might consist of draft pleadings, draft opinions, draft orders of the court, memoranda of law, draft legislation or opinion papers;

D. Mid-term Evaluation (Form 105): You must receive a satisfactory Mid-term evaluation from your Site Supervisor. The evaluation form is provided by the School of Law and is located at <http://charlestonlaw.edu/Academic-Affairs/Externships/Externship-Forms.aspx>. You will be responsible to give Form 105 to your Site Supervisor for completion at the appropriate time. Your Site Supervisor must mail the completed evaluation directly to your Faculty Sponsor. Please give your Site Supervisor your Faculty Sponsor's name and address or business card with appropriate contact information; AND

E. Final Evaluation (Form 106): You must receive a satisfactory Final evaluation from your Site Supervisor. The evaluation form, Form 106, is provided by the School of Law and is located at <http://charlestonlaw.edu/Academic-Affairs/Externships/Externship-Forms.aspx>. You will be responsible to give Form 106 to your Site Supervisor for completion. Your Site Supervisor must mail the completed evaluation directly to your Faculty Sponsor.

Should you have any questions about the Externship Program or want to discuss your interests, please schedule an appointment with me. I will look forward to meeting with you.

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