

EXTERNSHIP HANDBOOK

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Additional externship resources are posted on www.chapman.edu/law/externships

Externship Program and Policies

This document constitutes the official program description and policies of the Chapman University Dale E. Fowler School of Law Externship Program. Please read it carefully, as it contains the answers to most frequently asked questions. If your question is not answered below, contact Professor Carolyn Young Larmore, Director of the Externship Program, at Larmore@chapman.edu or 714-628-2651, or stop by the LAWR/Externships Suite.

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I. BASICS

A. What is an Externship?

An externship is an opportunity to earn academic credit while working for a government agency, judge, public interest organization, corporate or entertainment in-house legal department, or private law firm (collectively a “placement” or “externship”). Externships are available fall, spring and summer.

B. Why Participate in an Externship?

Externships can be a rewarding way to improve a student’s research and writing skills while gaining realistic experience in a particular placement. Students receive valuable instruction that supplements the traditional legal education they receive in the classroom, and develop the practical skills, experience and confidence necessary to be effective practitioners in the courtroom and the law office. Externships also provide insight into professional responsibility and the operation of the legal system. Additionally, the experience enhances the legal resume and provides important networking opportunities. Finally, certain externships may count toward various emphasis program certificates.

First-time externship of two or more units will satisfy the experiential course requirement for graduation (see Student Handbook Section IV.).

C. Where Can You Extern?

1. Types of Externships

Externships are available:

- ★ with judges (state and federal, trial and appeal, bankruptcy and other specialty courts),
- ★ in criminal law (district attorney, public defender, U.S. Attorney, etc.),
- ★ in public interest (Legal Aid, Public Law Center, etc.),
- ★ with other government agencies (city attorneys, County Counsel, IRS, etc.),
- ★ with entertainment industry companies,
- ★ with in-house corporate legal departments, and
- ★ with select private law firms (too many to list!).

2. Locations

During the school year, externships can be in Orange County, Los Angeles, Riverside, or anywhere a student is willing to commute. In the summer, externships can be anywhere in the U.S. or abroad with the approval of Professor Larmore.

3. Compensation

Students may earn externship credit even if they are also being compensated by their employers. To qualify for participation in the externship program, the placement must be vetted by Professor Larmore and agree to comply with all externship program requirements, including but not limited to signing the "Site Supervisor, Student Extern And Faculty Supervisor Agreement."

4. Finding an Externship

Details about some pre-approved placements are listed on www.chapman.edu/law/externships. Most externships are also listed on the Career Services Office's Symplicity program or participate in OCI, so please check those listings as well.

With any kind of externship, but especially the corporate and law firm externships, students are encouraged to research and reach out to placements not yet on the approved list, or to bring their ideas of possible placements to Professor Larmore for approval.

D. Important Restrictions

Per ABA and Externship Program rules, all externships must be

- ★ Under the direction of a judge, licensed attorney, or otherwise qualified supervisor.
- ★ Performed one at a time (i.e., a student may not do two externships in the same semester).

II. Application Process & Selection Procedures

A. Pre-Application Counseling (Optional but Encouraged)

1. Thoroughly read these policies and the placement listings (on www.chapman.edu/law/externships and Symplicity) to decide which semester to do an externship and where to apply.
2. Meet with Professor Larmore to discuss interests and placement options. Bring a resume for review. Professor Larmore can assist with a cover letter as well.

B. Application to the Placement

For most placements, the student will apply directly, by mail or email, through OCI or Symplicity, as directed by the placement in its listing.

C. Interviews and Acceptance Procedures

1. Placements that wish to interview a student will contact the student directly. Upon being scheduled for one or more interviews, it is expected that the student will complete the interviews, accept a position if offered or decline promptly, and arrange an appropriate work schedule. Any change of plans at any time should be reported immediately to Professor Larmore.

★ For judicial externships, the student is expected to accept the first offer extended. A student may not ask a judge to “hold on” while he or she waits for better offers.

2. Once an offer is accepted, the student must immediately contact all other placements where he or she has interviewed and withdraw the pending application.

D. Application to Receive Externship Credit

1. Once an offer is accepted, the student must advise Professor Larmore by submitting an Externship Application (link on last page of this handbook). The form should be submitted as soon as possible before the start of the semester (see Section E below).

2. Once the Externship Application is received and reviewed, and assuming that the externship is on the pre-approved list or is otherwise approved, the Externship Office will give the student a code which they can use to register for the course.

3. Professor Larmore will then send a letter to the placement to confirm the student’s externship, along with the literature regarding standards of supervision for the externship.

4. The student will also be given a “Site Supervisor, Student Extern and Faculty Supervisor Agreement” to sign, and to have the placement supervisor sign. Enrollment is not contingent on Professor Larmore first receiving this Agreement executed by all parties (unless the externship is a new one to the program - see below). Thus, if your externship later falls through (e.g., background check delay or failure), you will have to withdraw from the Externship course, which may cause you to fall short of the semester minimum unit requirement. For these reasons, you should do all you can to complete any background check or placement paperwork well before the first week of school.

a. An externship that is new to the program will not be approved until the “Site Supervisor, Student Extern and Faculty Supervisor Agreement” is fully executed and submitted to Professor Larmore.

5. Once a student accepts an offer, he or she will not be able to withdraw the commitment except for compelling reasons. To obtain permission for withdrawal, the student must petition Professor Larmore in writing. Failure to petition and receive approval may jeopardize the student’s chances of being considered for a future externship placement.

E. Deadlines

1. To apply to a placement: Placements have their own deadlines which are usually found on their websites or in their OCI or Symplicity listings. For general guidelines, see the Application Planning Calendars in this Handbook.
2. To apply for school credit for a placement on the **Pre-Approved List** (www.chapman.edu/law/externships), complete the Externship Application and submit related docs as soon as possible, preferably **two (2) weeks before the start of the semester**.
3. To apply for school credit for a **new placement**, which therefore requires vetting and approval, the application is due **no later than two (2) weeks before the start of the semester**. If you do not meet this deadline, there is **no guarantee** that your externship application will be approved.

III. ELIGIBILITY & CREDIT REQUIREMENTS

A. Academic Standing and GPA

Students must be in good academic standing in the semester preceding their participation in the externship program and in the semester of the externship itself. Certain placements have specific GPA or class rank limitations.

Students who finish their 1L year with a GPA below 2.6 are permitted to take a reduced number of externship credits (see Section III.D. below).

B. Post-1L Year Only

Per ABA rules, students must have completed the first year of law school in order to take an externship.

C. Credits Available

1. During the school year, most externships can be taken for anywhere from 1 to 5 units, depending on the hours worked. Over the course of a 14-week semester, that means:

- 1 unit = 90 hours (about 6.5 hours per week)
- 2 units = 125 hours (about 9 hours per week)
- 3 units = 150 hours (about 11 hours per week)
- 4 units = 200 hours (about 14 hours per week)
- 5 units = 250 hours (about 18 hours per week)
- 6 units = 300 hours (summer only)

2. Some Judicial Externships = up to 10 units. Judicial externs working in the Federal District Court, Federal Court of Appeals, and State Court of Appeal are usually expected to work “full time” for up to 10 units (500 hours). All other judicial externships are for the regular number of units. It is

best to pair these externships with evening classes, competitions, directed research, or other credit that can be earned outside the classroom.

3. Plan your schedule carefully to ensure you can complete the hours requirement. Travel time and lunch breaks do not count, and students should aim to work a greater number of hours per week to make up for holidays or sick days. In short, please “do the math” at the outset of your externship to stay on track.

After the add/drop period of registration closes, you cannot adjust the number of units you are registered for, either to increase or decrease units. That means that, if you end up working *fewer* hours than needed, you cannot simply “drop” a unit; if you end up working *more* hours than needed, you cannot later “bump up” a unit. So plan carefully!

Students arrange their schedules, including start and end date, directly with their placement supervisors, and are expected to abide by those schedules. Generally, work begins on the first day of instruction and continues through the last day of instruction of the semester. If you finish your hours ahead of schedule, you are not done; you must complete the full semester as promised to your supervisor.

D. Overall Credit Caps

Students may not earn more than 8 units of externship credit over three semesters for parttime externships, or 10 units for a one semester, full-time judicial placement. These are pass/fail units that count toward the 16-unit maximum pass/fail units allowed for graduation.

Students who finish their 1L year with a GPA below 2.6 are allowed to take only 7 pass/fail units. See Student Handbook section IV.A.

E. Number of Externships Allowed

1. Students may do a maximum of 3 part-time externships or 1 full-time judicial externship. Students must complete their externships in the semester or term they begin or else receive a failing grade. A student who has failed to complete an externship or receives a failing grade shall not be permitted to enroll in an externship again. Only one externship may be performed at a time.

2. Students who do not complete their first externship satisfactorily, including but not limited to failing to meet deadlines or behaving unprofessionally, even if their behavior does not rise to the level of failing the course, will not be permitted to take a second or third externship, at Professor Larmore’s discretion.

Students who finish their **1L year** with a GPA **below 2.6** are allowed to take only 7 pass/fail units. See Student Handbook section IV.A. Therefore, a student could still do 3 part-time externships (e.g., two for 2 units and one for 3 units), but would be allowed no other pass/fail courses.

F. Satisfying the Experiential Learning Requirement

First-time externships of two or more units will satisfy the experiential course requirement for graduation (see Student Handbook Section II.A).

G. Satisfying the Practice-Oriented Writing Requirement

The externship course will not satisfy the practice-oriented writing graduation requirement because writing done in an externship is not directly supervised by a law school professor. Rather, writing performed in an externship will only satisfy the requirement if the student does additional work on the document in the next semester under a professor's supervision as Directed Research (see Student Handbook Section II.B).

IV. REQUIREMENTS DURING THE EXTERNSHIP

A. Externship Training "Boot Camp"

All first-time externs must attend an externship training class of approximately 1.5 hours. The sessions are offered multiple times during the first week of the semester (but only once at the beginning of the summer), with students able to choose which session they prefer. Boot camp is usually scheduled the first Wednesday and Thursday evening and Saturday morning of the first week of the semester, and the first Monday after graduation for the summer, but check with the Externship Office or the Registrar for exact dates, times and locations.

B. Written Work During the Externship

Students will be required to produce the following written work:

1. Time Records. Externs must keep contemporaneous time records that describe all activities in which the extern is engaged and how much time is spent on each activity. These are done via Google Form.
2. Work Product. Two samples of work completed during the externship should be submitted, with the consent of the placement supervisor. Work product may include legal memoranda, portions of briefs, or any other type of writing that is representative of the student's activities during the externship.

★ To use the externship to satisfy the Practice-Oriented Writing requirement, see Law Student Handbook section IV.C.

3. Journals. For 3-10 unit externships, students must submit seven (7) journal entries over the course of the externship, reflecting on the externship experience. For 1 and 2 unit externships, four (4) journals are required. Topic prompts will be assigned.

C. Grounds for Failing or Removal from the Externship

Externs must behave professionally and ethically during their externships. Students found to be lying; plagiarizing, falsifying documents, harassing, or otherwise behaving unprofessionally may fail the externship and/or be removed from the placement. For a more detailed description of student

behavior that is considered unacceptable, see (1) the Chapman University Student Conduct Code; (2) the School of Law Honor Code, and (3) the Chapman University Graduate Catalog, including but not limited to the section on Faculty Rights and Procedures Regarding Student Classroom Behavior.

V. MISCELLANEOUS

A. Commitment to Service Award Program

Students working in public interest or non-judicial government placements may be eligible for the “Commitment to Service” award if they work additional hours beyond those required for credit. For example, a 3-unit externship with Legal Aid requires 150 hours of work; if the student completes 165, the extra 15 hours can be counted toward the 50 hours of pro bono work required for the award. For more information, see Professor Larmore.

B. Second and Third Externships

Students doing a second or third externship are not required to attend the training session, but still must comply with the Time Entry, Work Product, Journal and Evaluation requirements. For details, see the “Repeat Externship Information Sheet” (in the Externship Handbook).

C. Summer Externships and Summer School

Whether a summer externship will be for credit or on a volunteer basis is up to the student and the placement (though Entertainment, Corporate and Law Firm placements generally require that externs be enrolled for credit). If volunteer, the externship program requirements do not apply.

To earn credit for a summer externship you must enroll in summer school (see Section III.C.2. above re: number of credits allowed). See the Registrar or Financial Aid office for details about summer school registration, cost per unit, and financial aid.

Summer externship start dates and lengths are generally set by the placement. Summer externships do not have to end with the summer school session, but students should plan to conclude at least 2 weeks before the fall semester. Summer externships generally must be at least 8 weeks long to qualify for credit.

D. Confidentiality

The extern is expected (a) to hold in strictest confidence all communications received in the course of the externship placement which are not matters of public records and (b) to adhere fully to the standards of professional conduct set forth in the Code of Professional Responsibility of the American Bar Association and the Rules of Professional Conduct of the State Bar of California.

E. Grading & Evaluation

The externship course is graded Pass/Fail. The grade is based upon participation in the externship boot camp, review of the work product and journals, the midterm and final evaluations of the placement supervisor, the completion of the minimum number of hours required, and the student's compliance with all externship requirements. Any student enrolled in an externship placement who fails to comply with any provisions of the Externship Program, or the Student Honor Code, or appropriate regulations governing the profession, may earn a failing grade.

- ★ Because the course is Pass/Fail, it will count toward the 16 non-graded unit limit (and 7 unit limit for students with a 1L GPA below 2.6)

F. Getting “Certified”

To get certified as part of the State Bar's Practical Training of Law Students program (if working for the DA or certain other agencies that will allow you to appear in court), get your paperwork started ASAP, as it can take up to four weeks to process. Download here: <https://www.calbar.ca.gov/Admissions/Special-Admissions/Practical-Training-of-Law-Students>. After you and your supervisor fill out your portions, take the packet to the Registrar's Office. They will verify that you have taken/are enrolled in the requisite courses and obtain the proper Dean's signature. You will be notified once the forms are complete and ready for you to pick back up from the Registrar.

VI. EXTERNSHIP ENROLLMENT CHECKLIST

Once you have accepted an offer for an externship, you are not done yet. To make sure you are properly enrolled and prepared for the externship, follow the steps below:

- If you interviewed with and are waiting to hear from other placements, let them know that you have accepted another externship. (You may want to ask that they keep your resume for consideration for a future semester).
- Inform Professor Larmore of your placement by submitting an application (<http://goo.gl/forms/DwMg4R9dgp>). It is important that you provide the name, address, phone number, and email of your supervisor-to-be, so that Professor Larmore can send a confirmation letter and other materials to your placement.
- Submit the application as soon as possible, preferably at least 2 weeks before the start of the semester. See Section II.D.5 above for an important caveat re: timing of background checks.
- Prepare for your first day. Review the materials on www.chapman.edu/law/externships and conduct other internet research on the placement and its activities.
- Contact your supervisor to arrange your start date and schedule, and to execute the “Site Supervisor, Student Extern and Faculty Supervisor Agreement.”

F. Before the Boot Camp training session, download and review the class reading materials from the semester-specific TWEN page (e.g., “Externship Fall 2022”).



Repeat Externship Information Sheet

This document contains important information for students taking a second or third externship for course credit. Please read it carefully. If your question is not answered below, contact Professor Carolyn Larmore at Larmore@chapman.edu or 714-628-2651.

1. Review General Externship Policies. Please refresh your recollection about the hours-per-unit requirement, important deadlines, and other general rules by re-reading the document “Externship Program and Policies Description” (in the Externship Handbook). You can pick up a copy from the externship office or at www.chapman.edu/law/externships.

→ Be aware of credit limits. Most students may not receive more than 8 units of externship credit TOTAL for three externships; Students who finish their 1L year with a GPA below 2.6 are allowed to take only 7 pass/fail units. Therefore, such a student could still do 3 part-time externships (one for 3 units and two for 2 units), but would be allowed no other pass/fail courses

2. New Externship Application. Submit a new application (<http://goo.gl/forms/DwMg4R9dgp>) so that we have the most up-to-date contact information for you, as well as all the necessary information about your placement. Please submit the new application as soon as possible, preferably at least two weeks before the start of the semester.

3. Once the Externship Application is received and reviewed, and assuming that the externship is on the pre-approved list or is otherwise approved, the student will receive a registration code to use to enroll in the course.

4. No Training Boot Camp. Having already completed this component with your first externship, you do not need to repeat it. This is true even if your first externship was judicial, for example, and your second externship is in criminal law.

5. Other Requirements Remain. Just as with your first externship, you will be required to complete time entries, journal assignments, occasional work product, and evaluations.

Educational Objectives of Externships

1. Facilitate the extern's learning and development through actively training, supervising, monitoring, and mentoring the student throughout the externship.
2. Create opportunities for the extern to be engaged in a substantial lawyering experience, similar to that of a law clerk or entry-level attorney, which includes multiple opportunities for performance, feedback, and self-evaluation.
3. Support the student's efforts to learn from experience by helping the student identify specific personal learning goals and then track and assess their progress.
4. Support the student in learning to handle legal issues and problems in real-life situations.
5. Help the student develop good judgment consistent with the legal profession's ethics, values, and duties to clients, the legal system, and society.
6. Help the student appreciate the role of the legal profession in fostering justice and diversity.
7. Support the student's reflection on his or her values, learning, and performance as they relate to legal professionals' responsibilities to continuously learn and evolve.

Externship Program Application

Once you have secured an externship and are ready to get it approved for school credit, please apply at this link:

<http://goo.gl/forms/DwMg4R9dgp>