

University of Denver, Sturm College of Law
Legal Externship Program
Program Handbook

Ann S. Vessels
Faculty/Externship Director
avessels@law.du.edu
(303) 871-6238

Lindsey Webb
Faculty/Director of Public Interest
lwebb@law.du.edu
(303) 871-6585

Staff

Charlotte K. Collinsworth
Externship Coordinator
ccollinsworth@law.du.edu
(303) 871-6415

Leann C. Steele
Externship Support
lsteel@law.du.edu
(303) 871-6486

Before You Enroll

- Only students who have completed a minimum of 30 credit hours are eligible to earn credit for an externship
- Student will receive academic credit for which s/he must pay the standard amount of tuition
- Student must notify the Legal Externship Program if s/he drops to academic probation during the externship and s/he may have to withdraw from the externship
- Student's externship and the work that s/he performs must be in the same city or town as his/her supervising attorney
- Student may not receive monetary compensation for the externship and earn academic credit at the same time, nor receive academic credit for any externship placement where s/he has previously received compensation in the last 18 months
- All representations of student's hours and the materials s/he submits regarding his/her externship are subject to the Student Honor Code
- If student appears in court or administrative tribunals s/he must comply with C.R.S. 12-5-116 and any violation may subject him/her to personal liability for the unauthorized practice of law (see Externship Handbook)
- Student must provide quality professional services to the best of his/her ability
- Student must devote the time required to complete the externship commitment
- Student must preserve the confidentiality of his/her supervising attorney's clients and affairs
- Student may not earn academic credit for an externship completed in an office where a family member practices and student should disclose to the Legal Externship Program any familial relationship within the supervising attorney's office
- Student should have no improper purpose in accepting this externship
- Student must attend externship seminars, submit time reports and journals (seminars are mandatory for first-time externs only)
- Student's failure to meet with any of the requirements of the externship as stipulated by the Course Requirements may result in a grade of "Fail"
- Once the student exceeds the number of hours required for his/her externship, s/he can volunteer but cannot obtain additional academic credit
- Student cannot be presently enrolled in a clinical program (i.e. Earthlaw, SLO) or completing clinical cases from a prior enrollment

- Student must notify the Legal Externship Program and his/her supervising attorney about his/her present employer, and any legal volunteer work s/he does concurrently, and should notify the Legal Externship Program and his/her supervising attorney if s/he changes employers or volunteers elsewhere during the externship (may require completion of Conflict Notification Forms)
- Student's failure to disclose in writing his/her work, volunteer, and clinical activities is a serious violation of the Externship Code of Conduct, the Student Honor Code and the Colorado Rules of Professional Conduct for which s/he may be subject to discipline including expulsion from the externship with a grade of "Fail", and other disciplinary proceedings under the honor and professional codes
- Student's school e-mail account is the primary notification method of the Externship Office and s/he is expected to check his/her e-mail account on a regular basis
- Students cannot repeat an externship for credit unless a memo describing what different projects they will be working on and the increased educational value of a second semester in that externship. This memo must come from the supervising attorney and may be faxed or sent as an email, to the Legal Externship Program

Table of Contents

- I. Registration**
 - A. Submit Externship Request Form
 - B. Register online for an Externship
 - C. Find, Interview and Select, Pre-Approved or Student-Arranged Supervising attorney
 - D. Meet Your Supervising Attorney

- II. Externship Code of Conduct and Course Requirements**
 - A. No Compensation
 - B. Code of Professional Responsibility
 - C. Amount of Academic Credit
 - D. E-mail
 - E. Externship Seminar
 - F. Reporting Time Worked
 - G. Journal
 - H. Using Lexis and Westlaw for Research
 - I. Colorado “Student Practice Act”
 - J. Individual Conference
 - K. Financial Aid
 - L. Withdrawal

- III. Grading**

- IV. Important University of Denver, College of Law Policies**
 - A. Standard 305 of the ABA
 - B. Sexual Harassment and Discrimination Policy
 - C. American with Disabilities

- V. Forms**

I. Registration

Remember, not every student is selected to extern for the first office they interview with. **START EARLY** and give yourself plenty of time to secure an externship!

Students enrolled in a clinic with the Student Law Office (SLO) cannot receive academic credit for an externship.

- A. Find, Interview and Select, Pre-Approved or Student-Arranged Supervising Attorneys, by August 3rd (Fall), January 3rd, (Spring), or May 3rd (Summer). These dates are subject to change. For current semester deadlines, please refer to the program website.

There are two ways to find a supervising attorney and an externship:

1. Search the externship webpage which contains a database of pre-approved supervising attorneys. Search for pre-approved supervising attorneys by field of practice, type of practice, or supervising attorney name at <http://law.du.edu/forms/legal-externship-program/internships-and-mentors/search.cfm>. Please note that your externship and the work that you perform must be in the same city or town as your supervising attorney.

Once you have found an externship that interests you, please contact the office that is offering the externship with the instructions listed in the externship database. Most offices will want to arrange an interview and may require a cover letter, resume, writing sample, references and/or transcript. Keep the writing sample relatively succinct – five pages is plenty. Writing “samples” are examples of legal writing you have done, such as in your Lawyering Process course.

2. Students can also establish a relationship with a supervising attorney and “set up” their own externship. Such externships may be arranged at any location where appropriate supervision and work is found – this includes out of state and international opportunities. Before you can arrange an externship, an attorney who is not pre-approved must first submit the Supervising Attorney Application and then be approved to participate as a supervising attorney. To apply, the attorney or judge should complete the Supervising Attorney Application Form. Only attorneys with a minimum of five years practice experience will be approved as supervising attorneys. **Please note: Students who wish to earn academic credit for an**

externship out of the state of Colorado must receive approval from the Externship Director, prior to leaving the state.

The Externship Director will review all requests for student arranged externships and Supervising Attorney Applications. Only those Supervising Attorney Application Forms which demonstrate that the student will be engaged in an enjoyable, unique experience of significant educational value, will be approved.

Supervising Attorney Applications must be submitted no later than August 3rd (Fall), January 3rd (Spring) or May 3rd (Summer). These dates are subject to change. For current semester deadlines, please refer to the program website.

Approval of a student-arranged externship is not automatic. The Supervising Attorney Application and your request will be carefully considered, and reviewed for educational benefit. Any application and/or request may be denied, per the discretion of the Externship Director. It is recommended that all students have a back-up plan and allow time for the approval process.

To obtain a copy of the Supervising Attorney Application Form, go to <http://law.du.edu/forms/legal-externship-program/forms/mentor-application.cfm>

B. Meet Your Supervising Attorney

Be sure to bring all required forms when you meet with your potential Supervising Attorney. Please keep in mind that if you located the Supervising Attorney through the externship webpage or from a list provided by the Legal Externship Program, your supervising attorney is “pre-approved.” If this is the case for your Supervising Attorney, s/he only needs to complete the Supervising Attorney Acceptance form. If you found the externship placement on your own, and the Supervising Attorney has never supervised students through the Legal Externship Program, your Supervising Attorney will need to complete both the Supervising Attorney Application Form and the Supervising Attorney Acceptance Form.

If a Supervising Attorney offers you an externship, ask them to complete the appropriate form(s) and return them to the Legal Externship Program via email or fax **on or before August 3rd (fall), January 3rd (spring) or May 3rd (summer).** These dates are subject to change. For current semester deadlines, please refer to the program website. **Please note: You will not be approved for academic credit, until these forms are received and approved by the Externship Director. If you do not submit materials on or before the published deadline, you cannot earn**

academic credit for your externship. Students will be notified via e-mail once their supervisor's forms have been received and approved.

- C. Once the Supervising Attorney Application and the Supervising Attorney Acceptance Forms have been received and approved, you will receive an email from the Legal Externship Program with a link to the Externship Registration Form. This form will need to be completed within 24 hours.
- D. After all of the required forms have been submitted and approved. The Legal Externship Program will register you for the number of credits you indicate on the Externship Registration Form.

II. Externship Code of Conduct and Course Requirements

A. No Compensation

No students may receive monetary compensation from their placement while also receiving academic credit. **There are no exceptions or waivers to this rule.**

Requests to work with a Supervising Attorney, where the student has previously received monetary compensation must be made in writing, signed by the supervising attorney and student, stating the student will not be paid for his/her externship activities.

B. Code of Professional Responsibility

All students are expected to conform their conduct to the standards of the Code of Professional Responsibility and the Judicial Code, as applicable. Students are prohibited from discussing confidential case information with anyone other than personnel at their placement. Cases will not be discussed during the seminars, and students should not discuss confidential case information in their journals, with their instructor, or with any externship students who are not working at the same placement as authorized by their supervising attorney(s).

In particular, externs must certify that they have read, understood, and agree to be bound by the following Colorado Rules of Professional Conduct:

1. Rule 1.6. **Confidentiality of Information:**

(a) A lawyer shall not reveal information relating to representation of a client unless the client consents after consultation, except for disclosures that are impliedly authorized in order to carry out the representation, and except as stated in paragraphs (b) and (c).

(b) A lawyer may reveal the intention of the lawyer's client to commit a crime and the information necessary to prevent the crime.

(c) A lawyer may reveal such information to the extent the lawyer reasonably believes necessary to establish a claim or defense on behalf of the lawyer in a controversy between the lawyer and the client, to establish a defense to a criminal charge or civil claim against the lawyer based upon conduct in which the client was involved, or to respond to allegations in any proceedings concerning the lawyer's representation of the client.

(d) A lawyer shall exercise reasonable care to prevent the lawyer's employees, associates, and others whose services are utilized by the lawyer from disclosing or using such information, except that a lawyer may reveal the information allowed by paragraphs (b) and (c) through such persons.

2. **Rule 1.7. Conflict of Interest: General Rule**

(a) A lawyer shall not represent a client if the representation of that client will be directly adverse to another client, unless:

(1) the lawyer reasonably believes the representation will not adversely affect the relationship with the other client;

and

(2) each client consents after consultation.

(b) A lawyer shall not represent a client if the representation of that client may be materially limited by the lawyer's responsibilities to another client or to a third person, or by the lawyer's own interests, unless:

(1) the lawyer reasonably believes the representation will not be adversely affected; and

(2) the client consents after consultation. When representation of multiple clients in a single matter is undertaken, the consultation shall include explanation of the implications of the common representation and the advantages and risks involved.

(c) For the purposes of this Rule, a client's consent cannot be validly obtained in those instances in which a disinterested lawyer would conclude that the client should not agree to the representation under the circumstances of the particular situation.

3. **Rule 1.10. Imputed Disqualification: General Rule**

(a) While lawyers are associated in a firm, none of them shall knowingly represent a client when any one of them practicing alone would be prohibited from doing so by Rule 1.7, 1.8 (c), 1.9 or 2.2.

(b) When a lawyer has terminated an association with a firm, the firm is not prohibited from thereafter representing a person with interests materially adverse to those of a client represented by the formerly associated lawyer and not currently represented by the firm, unless:

(1) the matter is the same or substantially related to that in which the formerly associated lawyer represented the client; and

(2) any lawyer remaining in the firm has information protected by Rules 1.6 and 1.9(c) that is material to the matter.

(c) A disqualification prescribed by this rule may be waived by the affected client under the conditions stated in Rule 1.7.

4. Professional Conflicts of Interest Required Disclosures for Work, Volunteer and Clinic (repeating externs)

Students must disclose to their Supervising Attorneys and to the Legal Externship Program any current employer, any volunteer legal work they perform. Students must also update their Supervising Attorneys and the Legal Externship Program if any of these relationships change during the semester. All disclosures must be in writing. **Failure to fully disclose work, volunteer, and clinic activities will result in expulsion from an existing externship and a grade of Fail.** Failure to fully disclose these or any other potentially conflicting activities will also be considered a violation of the student honor code and will subject students to disciplinary actions thereafter.

Externship requests will be denied if a student's activities create a potential professional conflict of interest which cannot be reconciled.

C. Amount of Academic Credit

Most externships are offered for 3 credit hours. An extern must work 50 hours for each credit hour earned. Students may earn between 2 – 6 credits, per semester.¹ A student may earn no more than 10 hours of academic credit from externships during law school. Externship credits are considered “out-of-class” credits, and a student may earn no more than 15 out-of-class credits toward their JD degree. Other out-of-class credits are earned through directed research, clinics, journals, and moot court.

Please note: Students interested in receiving 5 or 6 academic credits must receive approval from the Externship Director.

¹ If you would like to enroll in a five or six credit externship, you are required to schedule and attend a meeting with the Externship Director. Your externship will not be approved for credit without this meeting.

Students who are repeating an externship for a second semester must include with their completed forms a memo describing how the externship will be substantially different, what different projects they will be working on, and the increased educational value of a second semester in that externship. This memo must come from the supervising attorney and may be faxed or sent as an email, to the Legal Externship Program. Students are billed for the number of credits approved for the externship. Once a student has exceeded working the number of hours required for their externship, they can continue to work and volunteer their time at that office, however, they cannot obtain additional academic credit for that externship.

Students may start counting hours for their externship two weeks prior to the start of the semester (first day of classes) until two weeks after the end of the semester (last day of classes.) The program is 16 weeks in the Fall, 17 weeks in the Spring, and 10 weeks in the Summer.

D. E-mail

Students are expected to use their law school e-mail accounts. E-mail will be the primary notification method of the Legal Externship Program; therefore, it is the student's responsibility to check his/her law school e-mail account on a regular basis.

Students may e-mail from home accounts, however, all e-mails originating from the Legal Externship Program will be sent to the student's law school e-mail account.

E. Externship Seminar (First time externs only)

During the externship, the student will meet in a regularly scheduled seminar at the Sturm College of Law under the supervision of the law faculty to discuss such topics as professional responsibility, professional skills, and the judicial or case management decision-making process. All externship seminars will meet on a weekly basis. ***SEMINAR ATTENDANCE IS MANDATORY FOR ALL FIRST-TIME EXTERNS.*** Externs in offices outside of the Front Range area are offered an online externship seminar. Students are responsible for successfully completing the requirements of the seminar instructor. Attendance at all scheduled seminars is mandatory. ***Seminar schedules will be posted on the externship web pages, listed under "Seminar Schedule."*** Unless otherwise notified, the student does not need to register separately for the seminar portion of the externship. The Externship Office will send an e-mail advising externs of which seminar they should attend.

Students who have an unexcused absence from the first scheduled seminar may be asked to withdraw from the externship. Excused absences may be

allowed, at the discretion of the Externship Director, if the student contacts the instructor in advance and makes arrangements with the instructor for a make-up assignment.

F. Reporting Time Worked

Externs must complete 50 hours of work for every registered credit (i.e. a 3 credit externship would require 150 hours). The student must submit online time reports to the Legal Externship Program weekly by Monday at 11:59 p.m. (for the previous week). The time report must not provide identifying information about clients or cases, confidential information, any information that may violate the attorney-client privilege, or any information that the supervising attorney has reasonably asked the student to keep confidential.

During the fall and spring semesters student externs must work at least 10 weeks and must work at least 6 weeks during the summer semester. The fall and spring semesters have 16 or 17 weeks in which to complete externship hours and the summer has 10 weeks in which to complete the externship hours.

Time reports not submitted in a timely manner shall be rejected and the hours will not count towards the student's required hours. **Submission of timesheets and the representation of the hours worked therein are subject to the Student Honor Code.**

1. Instructions for Submitting Time Reports

Follow these directions to submit your time reports.

- a) Go to the externship website <http://law.du.edu/index.php/legal-externship-program>
- b) Click on the link "Current Externs"
- c) Click on the link "Timesheet Submissions"
(<http://law.du.edu/index.php/legal-externship-program/current-externs/timesheet-journal-submission>)
- d) Log in to the Externship Timesheet Submission Site
- e) Enter your Banner ID number (Student ID) and your password. Your password will be issued to you by the Legal Externship Program after your paperwork has been received and your externship has been approved. Please note: Your password is not your MyWeb password.
- f) Enter your hours into the appropriate box in the pre-set timesheet.
- g) Click submit.
- h) Your timesheet will automatically be entered into a database which will track your progress.
- i) You will receive an email confirming the submission of your timesheet.
- j) If you do not receive an email confirming your submission, please notify the Legal Externship Program at externships@law.du.edu.

2. Sample Activities Log and Tenths Table (How to track your hours while working in your externship)

Sample Only

You are NOT required to complete this type of daily log! (although, it may be useful to track the hours you worked at your externship)

Joe Extern Daily Activities

8/16

- 8:30-9:15 Meeting with supervisor to discuss day's schedule = **45 minutes/in tenths .8**
- 9:15-11:45 Observe supervisor in court = **2 hours 30 minutes/in tenths 2.5**
- 11:45-12:30 Lunch
- 12:30-1:08 Copy information from Client X's file for court = **38 minutes/in tenths .7**
- 1:09-4:40 Legal research for supervisor = **3 hours 31 minutes/in tenths 3.6**
- 4:40-5:30 Write brief memo on results of research = **50 minutes/in tenths .9**

8/18

- 8:30-9:30 Meeting with supervisor to discuss day's schedule = **1 hour/in tenths 1.0**
- 9:30-11:20 Additional legal research for supervisor = **1 hour 50 minutes/in tenths 1.9**
- 11:20-12:46 Revise memo on research = **1 hour 26 minutes/in tenths 1.3**
- 12:46-1:30 Lunch
- 1:30-2:00 File motion at court for supervisor = **30 minutes/in tenths .5**
- 2:00-2:15 Pick up information from opposing attorney = **15 minutes/in tenths .3**
- 2:15-4:46 Draft answer to motion = **2 hours 31 minutes/in tenths 2.6**
- 4:46-5:50 Meet with supervisor to discuss draft = **1 hour 4 minutes/in tenths 1.1**

8/20

- 8:30-10:16 Work on revisions to draft of answer = **1 hour 46 minutes/tenths 1.8**
- 10:16-10:30 Leave draft with supervisor for review = **14 minutes/in tenths .3**
- 10:30-11:30 Legal Research = **1 hour/in tenths 1.0**
- 11:30-12:30 Lunch
- 12:30-4:30 Orientation and Training at Prosecutor's Office = **4 hours/tenths 4.0**

Tenths Table

:00 - :06 = .1
:07 - :12 = .2
:13 - :18 = .3
:19 - :24 = .4
:25 - :30 = .5
:31 - :36 = .6
:37 - :42 = .7
:43 - :48 = .8
:49 - :54 = .9
:55 - :60 = next hour

Example: If you worked 3 hours and 17 minutes on your timesheet you would report 3.3 hours. Remember to round up.

G. Journals

1. You are required to submit 5 reflective journals. Journals should be submitted as directed by the Course Requirements. You may submit no **more than 1 journal entry each week.**

These entries should not simply be a report of your activities at your externship site. Rather, these entries are an opportunity for you to reflect on your experience. Hopefully, this process will help you make sense of what you've learned, why you've learned it and how the learning took place. In addition, reflective journaling will help you link what you have learned in your classes to the wider perspective of learning, helping you see the big picture.

Reflection is an essential part of learning from experience. It is not a practice that is simply useful for law students, but rather a practice that can be helpful throughout your professional life. The importance of reflective journaling was described as follows by several professors:

Reflective practice should help you to decide what type of practice you will pursue and to refine the moral and ethical standards you will bring to that practice. You may begin with an ill-defined idea of your professional interests. Alternatively, you may have a clear vocation in mind that may change or evolve as you continue your professional development. The extent to which you achieve satisfaction from your work will depend on your ability to integrate your values into your professional choices. For example, you may think that you want to do criminal defense work because you believe that society has a duty to guarantee fairness to those accused of crimes. As you gain experience in the practice of criminal law, you may feel frustrated by the players and process. This perspective may lead to changes in your professional goals. You may conclude that you want to work on policy or legislative changes in the criminal justice system rather than represent individual clients. Reflective

observation will help you to surface your reactions to and thought about your professional aspirations.

L. Lerman, J.P. Ogilvy, L. Wortham, *Learning from Practice* (Westgroup 1998).

2. Each journal entry must be at least two pages long, double-spaced, one inch margins, 12 point, Times New Roman. These journals will be read by your seminar instructor and the Externship staff only. Your seminar instructor may provide you with topics for your journal entries. Or, you may be able to select topics. In the event you have the opportunity to select your own topics, here are a few you might consider:

- a) What is the culture of your externship site? (Formal, informal, hierarchical, friendly, orderly, etc.) Is this the culture you like? If not, what would you prefer?
- b) Is team work utilized at your externship site? Should it be? Why? How could the lawyers work better as a team?
- c) How effective is communication at your externship site? In what ways do the lawyers communicate? What are the obstacles created by ineffective communication?
- d) What is your work style and how do you deal with deadlines; what will your future lawyering style (how do you want to work and be perceived) be? Are you a good time manager? How could you improve your time management skills?
- e) Has law school properly prepared you for the practice of law? Discuss your shortcomings and talents, and how this externship will aid in your progression.
- f) What are the stressors at your externship site? How can you alleviate any of the stress?
- g) Identify an ethical quandary or decision that you have observed. Explain the issue, how it was resolved and whether you think the resolution was proper and why.
- h) Is there anything that troubles or concerns you about becoming a lawyer?
- i) Reflect upon and summarize what you have learned from your externship experience this semester. Describe how the learning experience of your externship has changed you. If you feel you have not been changed by the experience, describe why not. To do this, imagine that you have to defend getting academic credit for this experience and try to include everything you can think of in that defense.
- j) What were your goals when you came to law school? Have those goals changed or been refined? In what ways? Why? Which lawyers have had an impact on your aspirations as a lawyer?

H. USING LEXIS AND WESTLAW FOR RESEARCH

Lexis will allow students who are participating in an externship for credit to use Lexis passwords for research. Westlaw does allow use of student passwords for research that will directly benefit the externship site.

I. Colorado “Student Practice Act”

Students who have completed 60 credit hours, and work for a “qualified legal services agency,” like the public defender’s office or a prosecutor’s office, may be certified with the Attorney Registration Office of the Colorado Supreme Court and may appear in court in certain non-felony cases in accordance with C.R.S. 12-5-116 (reproduced below). Students in these types of placements should complete and submit the Certificate of Eligibility Form as early as possible since certification can take up to three weeks to process. The Supreme Court will notify the extern’s supervisor directly when they are certified to practice; the student will receive a copy of this letter sent from the Attorney Registration Office of the Supreme Court.²

Only qualified students and qualified agencies are eligible for certification. Students shall not violate the statute and should notify the Externship Office in writing if their supervising attorney asks them to do so. Be aware that students who violate the statute risk personal liability for the unauthorized practice of law.

12-5-116.1. Practice by law student extern

1. An eligible law student extern, as specified in [section 12-5-116.2](#), may appear and participate in any civil proceeding in any municipal, county, or district court or before any administrative agency in this state or in any county or municipal court criminal proceeding, except when the defendant has been charged with a felony, or in any juvenile proceeding in any municipal or county court or before any magistrate in any juvenile or other proceeding or any parole revocation under the following circumstances:

- a. If the person on whose behalf he is appearing has indicated his consent to that appearance and the law student extern is under the supervision of a supervising lawyer, as specified in [section 12-5-116.4](#);

² If you have not received notice from the Attorney Registration Office within three weeks time, please contact the Externship Office.
Page 15 of 23

- b. When representing the office of the state public defender and its clients, if the person on whose behalf he is appearing has indicated his consent to that appearance and the law student extern is under the supervision of the public defender or one of his deputies; and
 - c. On behalf of the state or any of its departments, agencies, or institutions, a county, a city, or a town, with the written approval and under the supervision of the attorney general, attorney for the state, county attorney, district attorney, city attorney, town attorney, or authorized legal services organization. A general approval for the law student extern to appear, executed by the appropriate supervising attorney pursuant to this paragraph (c), shall be filed with the clerk of the applicable court and brought to the attention of the judge thereof.
2. The consent or approval referred to in subsection (1) of this section, except a general approval, shall be made in the record of the case and shall be brought to the attention of the judge of the court or the presiding officer of the administrative tribunal.
 3. In addition to the activities authorized in subsection (1) of this section, an eligible law student extern may engage in other activities under the general supervision of a supervising lawyer, including but not limited to the preparation of pleadings, briefs, and other legal documents which must be approved and signed by the supervising lawyer and assistance to indigent inmates of correctional institutions who have no attorney of record and who request such assistance in preparing applications and supporting documents for post-conviction relief.

12-5-116.2. Eligibility requirements for law student extern practice

1. In order to be eligible to make an appearance and participate pursuant to [section 12-5-116.1](#), a law student must:
 - a. Be duly enrolled in or a graduate of any accredited law school;
 - b. Have completed a minimum of two years of legal studies (60 credits);
 - c. Have the certification of the dean of such law school that he has no personal knowledge of or knows of nothing of record that indicates that the student is not of good moral character and, in addition, that the law student has completed the requirements specified in paragraph (b) of this subsection (1) and is a student in good standing;

d. Be introduced to the court or administrative tribunal in which he is appearing as a law student extern by a lawyer authorized to practice law in this state;

e. Neither ask nor receive any compensation or remuneration of any kind for his services from the person on whose behalf he renders services; but such limitation shall not prevent the law student extern from receiving credit for participation in the program upon prior approval of the law school, nor shall it prevent the law school, the state, a county, a city, a town, or the office of the district attorney or the public defender from paying compensation to the law school extern, nor shall it prevent any agency from making such charges for its services as it may otherwise properly require; and

f. State that he has read, is familiar with, and will be governed in the conduct of his activities under [section 12-5-116.1](#) by the code of professional responsibility adopted by the supreme court.

I. Individual Conference

Students who are not enrolled in a seminar must participate in a one-time 30-minute individual status conference with the Externship Faculty. You will receive an email with instructions about how to submit se schedule a conference appointment within the first two weeks of your externship beginning, and no later than the date stated in the Course Requirements document. To schedule a conference you must:

J. Financial Aid

Plan your finances ahead for summer! Students who will be enrolled in an externship during the summer semester and using financial aid are encouraged to contact the Financial Aid Office during the fall semester prior to their externship to discuss how to best utilize their financial aid awards.

K. Withdrawal or the Reduction of Credits after the end of the Add/Drop Period

Permission to withdraw from an externship requires the written permission of the placement Supervising Attorney, the Externship Director, and the Associate Dean for Academic Affairs.

Because Supervising Attorneys make a commitment to our students and rely on the student's commitment, only extremely compelling

circumstances will be considered for withdrawal from the course, or for reducing credits, once the drop/add period has passed. Class scheduling conflicts will not constitute extremely compelling circumstances.

To withdraw from an externship or reduce the number of credits after the end of the drop/add period, a student must complete a Petition (located on the program website) and have it signed by the Externship Director and approved by the Associate Dean for Academic Affairs in accordance with the preceding paragraph.

III. Grading

The Externship Director shall award a grade of Pass or Fail to the student, as appropriate. Before the grade can be submitted to the Registrar, the Supervising Attorney's Final Evaluation of Student Extern must be received from the extern's Supervising Attorney. A grade of "Fail" will not affect the student's G.P.A. However, if a student receives a grade of "Fail," the student will receive no credit for the externship and the grade of "F" will appear on the student's transcript.

Students must have all required paperwork timely submitted to the Legal Externship Program or uploaded to TWEN as stated in the Course Requirements. Completed files shall include:

- A. Externship Request Form**
- B. Supervising Attorney Acceptance Form**
- C. Extern Skills Self-Evaluation**
- D. Learning Agenda**
- E. Timesheets**
- F. Journals**
- G. Externship Faculty Conference with Student**
- H. Externship Conference Report**
- I. Externship Project List**
- F. Supervising Attorney's Evaluations of Student**

The Supervising Attorney's Mid-Semester Evaluation of Student Extern and Supervising Attorney's Final Evaluation of Student Extern³ On or before the end of the semester in which the externship is performed, the supervising attorney shall submit to the Externship Office an independent written evaluation of the student's performance in the Externship. This evaluation shall include a recommendation as to whether a grade of Pass or Fail should be awarded to the student, and a grade the supervising attorney would give if this were a graded class. The Externship Director will review these evaluations and use them in determining the student's grade.

The Supervising Attorney's Final Evaluation of Student Extern shall also include the following: (a) a written description of the various legal work undertaken by the student during his/her stay in the placement setting, subject to the limitations of the attorney-client privilege; (b) a critical evaluation of the student's work regarding his/her competence, diligence, and experience gained and (c) a candid assessment of whether or not the educational goals have been achieved. The supervising attorney must provide the student with an oral review of this final evaluation. Students will be given access to their supervising attorney's evaluation.

G. Student's Evaluation of Externship

Students will be asked to evaluate both their externship seminar and their fieldwork, at least once per semester. These evaluations will help us know how you feel about the seminar material being presented and will give us feedback on the performance of the seminar instructor and supervising attorney.

Evaluations will be kept anonymous, but will be reviewed by the Externship Faculty.

IV. Important ABA & DU College of Law Policies

A. Sexual Harassment and Discrimination Policy

The following University of Denver Policies excerpts are available on the University of Denver web page.

http://www.du.edu/hr/new_ce/nonappt/policies.html

I. Policy

³ All evaluation forms should be submitted online, and can be obtained at <http://law.du.edu/index.php/legal-externship-program/forms>.

A. POLICY STATEMENT

The University of Denver strives to create and maintain a community in which people are treated with dignity, decency and respect. The environment of the University should be characterized by mutual trust, freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation. People in this community should be able to work and learn in a safe, yet stimulating, atmosphere. The accomplishment of this goal is essential to the academic mission of the University.

Therefore, the University will not tolerate unlawful discrimination or harassment of any kind. Through the procedures which follow and by targeted educational programming, the University will seek to prevent, correct and discipline behavior that violates this Policy.

B. PROHIBITED CONDUCT

1. Discrimination

a) It is a violation of this Policy to discriminate in the provision of educational or employment opportunities, benefits or privileges, to create discriminatory work or academic conditions, or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, sex, sexual orientation, marital status, or veteran status.

b) Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans With Disabilities Act of 1990; the Vietnam Era Readjustment Assistance Act; Title 24, Article 34 of the Colorado Revised Statute, and Denver Municipal Ordinance. This Policy is intended to comply with the prohibitions of these anti-discrimination laws.

c) Discrimination in violation of this Policy will be subject to severe sanctions up to and including termination.

2. Sexual Harassment

a) This Policy prohibits sexual harassment by any faculty, student, staff or agent of the University. Besides disciplinary action under this Policy, the sexual harasser may also suffer criminal and/or civil penalties in a court of law.

b) Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute “sexual harassment” when:

(i) Submission to such conduct is either explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or University-sponsored activity,

OR

(ii) Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual,

OR

(iii) Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or of creating an intimidating, hostile or offensive environment for working or learning.

3. Consensual Sexual Relationships

a) The University strongly discourages sexual relationships between a teacher and student or between a supervisor and staff member because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts.

b) The relationship may give rise to the perception on the part of others that there is favoritism or bias in academic or employment decisions affecting the student or staff member. Moreover, given the uneven balance of power within such relationships, consent by the student or staff member in such

cases is suspect and may be viewed by others, or, at a later date, by the student or staff member themselves as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work and academic environment.

C. Americans with Disabilities

THE AMERICANS WITH DISABILITIES ACT: WHAT EVERY STUDENT SHOULD KNOW. "It is a violation of this Policy to discriminate in the provision of educational or employment opportunities, benefits or privileges, to create discriminatory work or academic conditions, or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or in part, ... disability status."

University of Denver's Equal Opportunity Policy

University policy prohibits discrimination on the basis of disability status. Everyone is protected from discriminatory treatment whether he or she has a current disability, has a record of disability, is regarded as having a disability, or has a relationship or association with someone with a known disability. In interpreting and enforcing the anti-discrimination policy, the University looks to the Americans with Disabilities Act of 1990 (ADA), as well as Section 504 of the Rehabilitation Act of 1973, for guidance.

DISABILITY

A person with a disability has, has a record of, or is regarded as having an impairment that substantially limits of a major life activity such as walking, seeing, breathing, learning or caring for one's self. Epilepsy, paralysis, HIV infection, AIDS, substantial hearing or visual impairment, and mental retardation are examples of disabilities. A cosmetic disfigurement or past record of cancer may also be included. Not included are short-term, non-chronic conditions such as a broken leg, a sprain or the flu. Current illegal drug use also is excluded.

WHO IS COVERED?

Qualified individuals with disabilities, including students, are protected by the ADA and DU's equal opportunity policy.

However, to ensure that you receive reasonable accommodation, you must inform your professor, academic administrator, and the Disabled Persons' Resources or the Learning Effectiveness Program that you have a disability and need accommodations.

WHAT IS COVERED?

Persons with disabilities must be given equal opportunity to participate in University programs. This does not mean that a disabled student is guaranteed equal results, only that he or she has a fair chance to achieve those results. Persons who are related to, or who associate with, a person with a disability are also protected from discrimination. The University will do the following:

- Make reasonable modification to policies, programs, and practices that have the effect of excluding people with disabilities.
- Provide auxiliary aids and services for classes and programs.
- Offer programs, services and materials in alternative formats.

VI. Forms

All forms are listed on the "Forms" page of the program's website at <http://www.law.du.edu/index.php/legal-externship-program/forms>. Due dates herein are subject to change. Students should refer to published due dates on the program's website or ultimately in the Course Requirements.