

## FALL 2024 LEGAL EXTERNSHIP REGISTRATION INFORMATION

### Registering for an Externship/Securing a Supervisor:

- To register for an externship, you must submit a [fully completed and signed acceptance form](#) (signed by you and your supervisor) to [CORE](#) by the following deadline: **August 9, 2024, by 11:59pm**
- To submit your acceptance form to CORE:
  - Log into CORE and click on Scheduling/Research Center
  - Type your supervisor's name in the search box at the top (*if the individual supervisor's name is not there, they're not approved; see new supervisor below, as an additional step is required*)
  - Click view next to your supervisor
  - Click Submit to Site Prospector on the top
  - Fill out the required fields and attach the form
- **New Supervisor:** If your supervisor is not currently in our database, your supervisor must also submit an application. Provide the supervisor with the code SupervisingAttorney and the link to the [supervisor application](#). **This application, if needed, must also be submitted by the deadlines listed above.** All supervisors must either (1) be licensed to practice law for at least 5 years; or (2) if your supervisor is not a lawyer, the person must have worked for at least 5 years in the relevant field. If you are unsure whether your supervisor is already approved, visit our [database](#) and run a search for the name of the individual supervisor. Remember: approval is by supervisor not placement/office. Even if another attorney from the same office is approved in our system, the supervisor who signs your form must be approved. You cannot be supervised by a family member.
- **Credits:** 50 hours worked is equal to 1 field credit. You must do at least 2 field credits per externship (not counting the required seminar for first-time externs). Three field credits are average; however, anywhere from 2-6 field credits is permitted (approved Semester in Practice (SIP) for 3Ls can have more). **You must pay the DU tuition rate for all individual credits, including the seminar, if applicable.**
- **Overloads:** You must have enough room in your schedule for us to register you for your field credit and seminar credit, if applicable. Students are limited to 15 credits per fall/spring semester and 8 credits in summer semester unless an overload is approved. Once you submit your acceptance form, you should drop any placeholder or waitlisted classes unless you intend to pursue an overload, otherwise we cannot register you. If your enrollment would put you over the total credit limit for that semester, you must [submit a petition to overload](#). If/when that petition is approved, please forward a copy of the approved petition to [externships@law.du.edu](mailto:externships@law.du.edu). We cannot register you without that petition if you are over the permissible credits.
- **Total Allowed Externship Credits:** You are only allowed to complete 15 externship field credits throughout your time at Denver Law unless you successfully petition for more. [Petition here to increase your total field credit limit](#). We cannot register you for more than 15 field credits total without an approved petition (forward the approved petition to [externships@law.du.edu](mailto:externships@law.du.edu)).
- **Do not contact the Registrar regarding externship registration. There is nothing for you to do in MyDU. All you need to do once your supervisor is approved, is upload the acceptance form! Please ensure the form is fully completed. Registration is not instantaneous; it is a manual process. You will receive an email confirmation once all is set.**

### Start Date & End Dates/Weeks Worked:

- Externs can start their externships and begin counting hours up to two weeks prior to the start of the semester. The fall semester begins August 19, 2024, which means you can count hours beginning the week of August 5. All externships must begin by the week of September 2. All hours must be submitted by December 2, 2024, regardless of start date. (Note: you cannot double count, i.e. if you're still working at your summer placement in early August you cannot count hours for both).
- All fall externships must last at least **10 weeks**; typically students work 10-14 weeks.

### First-Time Externs – Required Seminar AND Orientation:

- If you are a first-time extern in Fall 2024, you are required to participate in a 1-credit seminar. **All first-time externs who are full-time students are required to attend Orientation via Zoom as part of the seminar requirements on August 15, 2024, from 9am to 12:30pm. Part-time students who are first-time externs will have an asynchronous option for orientation if they cannot attend live.**
- We will register you for your seminar after you have uploaded your [fully completed and signed acceptance form](#) to CORE and we review and process it (reminder: it is not instantaneous). You do not register for the seminar via Banner.

- **First-time externs who are FT students:** The seminar requires attending and actively participating in in-person group sessions and engaging in out-of-class reflective exercises. The fall seminar for first-time externs is taught by Prof. Steefel and will meet the following Mondays in person from 4:30pm to 5:30pm: August 26, September 30, October 21, and November 4.
- **First-time externs who are PT students or FT students with an academic conflict for the in-person seminar:** You will automatically be enrolled in an online asynchronous seminar with Prof. Freeman.
- Syllabi will be provided at the start of the semester for all seminars.

#### *Repeat Externs:*

- Repeat externs are students who have successfully completed one externship for credit through Denver Law (this would include students who are currently enrolled as summer externs, for example, or students who did an externship in an earlier semester, like last fall, through our program). Repeat externs are exempt from first-time extern seminars after one externship but will engage in ongoing reflection as required by the ABA. You will receive a syllabus with detailed info at the onset of the semester.

#### *Repeating at the Same Externship Placement MORE THAN ONCE:*

- You can repeat an externship at the same placement without any approval for **one additional semester**. However, if you want to repeat more than once (e.g., you are seeking a third externship at the same office,) the Supervisor must submit an email on how the externship will be substantially different and provide additional educational value with the additional (third or more) semesters. You will not be registered without this. Supervisors should send this justification to [externships@law.du.edu](mailto:externships@law.du.edu).

#### *Double Externships and/or Concurrent Legal Work:*

- Double externships (two externships simultaneously) are not encouraged and may not be permitted. You must receive approval to do double externships by a faculty member in the externship office. At a minimum, both supervisors must approve in writing after they review conflicts (ethics, schedule, etc.). Double externships are decided on a case-by-case basis and include discussion with faculty on schedule, type of work, other credits, and more.
- If you are enrolled in only one externship, but are engaging in other legal work simultaneously, albeit not for credit (i.e., for pay only or volunteer), you must still disclose this to the externship office and your externship supervisor must approve in writing after they review conflicts (ethics, schedule, etc.).

#### *Paid Externships:*

- Denver Law permits students to receive pay and credit simultaneously. The externship office will contact you and/or your supervisor if we have any questions. Ensure pay status is accurate on your acceptance form when submitted.

#### *Externs Seeking 5 or 6 Field Credits:*

- If you fall into either of these categories and are a rising 2L FT/PT, email [externships@law.du.edu](mailto:externships@law.du.edu) to secure preapproval. We want to ensure you understand your credit limitations and that you will have enough work and time to complete the hours.

#### *Student Practice Rule:*

- If you have 60 credits by the start of the fall semester and are working at a qualified nonprofit or governmental agency, you are eligible to be certified under the Student Practice Rule. **Complete this [Student Practice Rule form](#) and submit it to the externship office, via email/in person, whether you are working for credit or not. Do not submit to the Registrar or Dean's Suite.** We submit it to the Court. It can take a month to process; please plan!

#### *Other Government Security or Volunteer Forms:*

- Some offices, particularly federal government agencies, require paperwork for you to complete prior to beginning your placement. Provide such paperwork to the externship office; we will complete it or advise you of the process.

#### *Clinics & Externships:*

- You cannot do a clinic and externship simultaneously.