University of Kansas School of Law Externship Clinic
Program Description and Summary of Requirements

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Clinic Description
The Externship Clinic provides students with an opportunity to perform legal work under the supervision of a practicing attorney at approved governmental agencies, as well as non-profit legal services organizations and non-profit public national and international organizations. Students will work a specified number of hours per week under the supervision of a practicing attorney, complete a goals memo, maintain weekly journals of their experience, and write a reflective paper.

Academic Considerations and Requirements
To participate in the Clinic, students must have completed the equivalent of two semesters of law school and be in academic good standing.

Students may earn between two and four credit hours during each of the fall and spring semesters. During the summer, students may earn between two and eight credit hours. A student may earn a maximum of eight credit hours of Externship Clinic credit toward graduation.

Each credit hour requires forty hours of work. All work must be completed during the academic term in which the student is enrolled in the Externship Clinic.

The Clinic is graded on a credit/no credit basis.

If approved, an externship will consist of two components:

(1) A clinical experience in the approved field placement (a “job” at the organization), which consists of:
   • Completion of a specified number of hours of work per week at the approved field placement.

   AND

(2) An academic experience, which consists of:
   • In the fall and spring semesters, attendance at a mandatory orientation class session and monthly meetings with the Clinic Director;
   • In the summer, attendance at a mandatory orientation class session and online or telephone meetings with the Clinic Director;
   • Completion of a goals memo;
   • Submission of weekly journal entries to the Clinic Director;
   • Completion of a reflective paper; and
   • Submission of a final student report to the Clinic Director.

Jobs that qualify for externship credit
A student may receive academic credit for legal positions with pre-approved government agencies, non-profit legal services organizations, and non-profit public national and international organizations. All externship placements must be approved by the Clinic Director.

Positions with a private law firm or other for-profit entity do not qualify for externship credit.
A student may not gain academic credit for work in which he is simultaneously receiving monetary compensation of any kind, including scholarship assistance. Reimbursement for expenses such as mileage may be permitted. Students may not receive Externship Clinic credit at placements where they have previously been employed for pay, or where they have received an offer of paid employment. Students also may not receive Externship Clinic credit in a placement for which there is an existing specialized KU Law clinic or externship program without prior permission from both the director of the affected specialized law school clinic or externship program and the director of the Externship Clinic.

Obtaining an externship placement
A student may obtain an externship placement on his own. (For example, if a student is going home to Arizona for the summer and can arrange a placement at the Arizona Attorney General’s Office, this placement would qualify for externship credit.)

A student may visit the Career Services office and seek the assistance and guidance of its professional staff. Some, but not all, externship opportunities are posted on Symplicity, which is an online database utilized by the Career Services Office.

A student may seek assistance and guidance from Clinic Director.

Applying for the Externship Clinic

An application for participation in the Externship Clinic must be submitted for each academic term (fall, spring, or summer) in which the student wishes to participate in the clinic. Applications should be submitted to the Clinic Director as soon as possible, but no later than the deadline prescribed by the Clinic Director. All inquiries about externship opportunities should be directed to the Clinic Director or Career Services professional staff.

For an Externship Clinic application to be processed:

- The student must obtain a placement with a qualified employer.
- The student must complete and submit an application, which can be found and downloaded from the KU Law website (go to Academics/Experiential Learning/Clinics, click Externship Clinic).
- The supervisor at the placement must be a licensed lawyer. He or she must submit a letter of interest, which specifies what the student will do for the organization and addressing how the organization will ensure an excellent legal learning experience for the student. The letter of interest can be included with the application packet or can be submitted separately to the Clinic Director.