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

Contact
Joyce Rosenberg, Externship Clinic Director
Office – 300B
jrosenberg@ku.edu
785-864-9295

Clinic Description
The Externship Clinic allows students to earn credit for performing legal work under the supervision of a practicing attorney at approved governmental agencies, non-profit legal services organizations, and non-profit 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.

Course Goals
Students will develop lawyering skills and practice readiness in three ways:
- Observing lawyers and other legal professionals at their daily work
- Performing legal work under close supervision and receiving meaningful feedback on that performance
- Reflecting on their observations, experiences and impressions

The Externship Clinic is part of a progression of practice readiness from first-year Lawyering Skills. Participation in an externship should allow students to build on skills they have begun learning in classroom simulations, in-house clinical programs, and other legal work experiences.

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 three credit hours during each of the fall and spring semesters. Students enrolled in the Sixth Semester in DC Program may earn six credit hours in the spring semester in which they participate in that program. During the summer, students may choose to earn either three or six credit hours.

A student may earn a maximum of six 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 particular work schedule is up to each student and his or her supervising attorney, and should be discussed before beginning work at the placement.

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 working a specified number of hours of work per week at the approved field placement,

AND

2. An academic experience, which consists of:
   - Attendance at a mandatory orientation class session;
   - Meetings with the Clinic Director;
   - Completion of a goals memo;
Jobs that qualify for externship credit
A student may receive academic credit for legal positions with approved government agencies, non-profit legal services organizations, and non-profit international organizations. All externship placements must be approved by the Clinic Director.

Placements appropriate for credit are those that involve work assisting one or more clients with legal matters. Such placements should include the opportunity to practice lawyering skills such as legal research, analysis, and writing; advocacy; and client communication. Placements should also afford students the opportunity to observe at least one lawyer in his or her daily work.

Positions with private, for-profit law firms or other for-profit entities do not qualify for externship credit.

A student may not gain academic credit for work in which he receives monetary compensation of any kind, including scholarship assistance contingent on the placement. 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 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. As a general rule, students with prosecution placements should participate in the Prosecution Clinic; students with judicial placements should participate in the Judicial Clinic; and so forth.

Obtaining an externship placement
The Externship Clinic is self-placing, meaning that students find their own placements and apply to receive credit through the program. Some, but not all, externship opportunities are posted on Symplicity, which is an online database utilized by the Career Services Office. Students may, of course, seek assistance and guidance from the 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 by the deadline prescribed by the Clinic Director.

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, specifying 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.