

# Externship Checklist



After you have been offered a position by a placement follow these steps

## 1. TO REGISTER FOR THE COURSE:

### All Externs:

- Register for the Classroom TWEN page (password: semester-year-extern, e.g., spring2016extern)\*
- Submit a Student Action Request Form to the Registrar
- Submit a completed Memorandum of Understanding (MOU) to the Externship Office.\*\*

### If you are at a Placements that has not previously been approved by the Externship Office:

- Submit a Placement Approval Request to the Externship Office (Available on TWEN)

## 2. PRIOR TO THE START OF THE SEMESTER:

- Review the Syllabus
- Take the Orientation Quiz in the TWEN Drop Box
- Review the Student Handbook
- Complete the Confidentiality Agreement in the TWEN Drop Box

## 3. DURING YOUR EXTERNSHIP:

- Complete and submit all classroom assignments on time
  - ✓ Timesheets are due weekly and all assignment due dates are listed in the syllabus
  - ✓ You are also responsible for providing the evaluations to your supervisor and reminding your supervisor when evaluations are due
- Conduct yourself professionally at your field placement
  - ✓ You will be expected to conduct yourself with the level of professionalism required of those in the legal field. This includes recognizing: the duty of confidentiality; the duty of competence; the prohibition on the unauthorized practice of law; appropriate office relationships; and proper work attire

\*This page is separate from the general Pro Bono/ Externship TWEN page

\*\*MOUs must be signed by the student and the field supervisor

# Externship Credit Hours

## Fall/ Spring

Number of Credits	Total Hours Worked (Minimum)	Average Hours Worked Per Week <sup>1</sup>
2	94	6-7
3	141	10
4	188	13-14
5	235	16-17
6	282	20

## Summer

Number of Credits	Total Hours Worked (Minimum)	Average Hours Worked Per Week <sup>2</sup>
2	94	11-12
3	141	17-18
4	188	23-24
5	235	29-30
6	282	35-36

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<sup>1</sup> Hours are based on a traditional 14 week fall or spring semester

<sup>2</sup> Hours are based on a traditional 8 week summer semester