

Western New England
University
School of Law

EXTERNSHIP PROGRAM

BUILDING A COMMUNITY OF LEGAL PROFESSIONALS

EXTERNSHIP PROGRAM OVERVIEW

- The Law School Extern Program has been designed to provide students with practical legal experience under the supervision of a judge or attorney and a supervising attorney from the School of Law. The extern program provides students with an opportunity to become immersed in a specific area of law as they begin to develop their professional identity and as they make the transition from law student to practicing attorney. Mentoring students is the key component to the success of this extern program.

Externship Placements are available in the following areas:

- Judicial
- Bankruptcy
- Children and Family
- Civil Rights
- Criminal
- Discrimination
- Employment
- Environmental
- Government
- Health Law
- Housing
- Labor Relations
- Municipal
- Public Benefits
- Public Interest
- Real Estate
- Trusts and Estates

JUDICIAL EXTERNSHIPS

■ Massachusetts Courts

■ Connecticut Courts

■ Trial & Appellate Courts

- Bankruptcy Court
- District Court
- Housing Court
- Juvenile Court
- Probate & Family Court
- Superior Court
- U.S. District Court
- Supreme Judicial Court

Sampling of Law Practice Externship Placements

- Attorney General's Office
- Baystate Medical Center
- City of Springfield Law Department
- Committee for Public Counsel Services
- Department of Children and Families
- Department of Energy and Environmental Protection
- Massachusetts Commission Against Discrimination
- UMASS Student Legal Services Office
- General Counsel Offices (Western New England, UMASS, UCONN)
- US Attorney's Office
- US Postal Services

Student Secured Externship Placements

- Students may secure their own externship placement in a judicial or public interest setting or law firm.
- Student Secured Placements require prior approval by the Associate Dean for Academic Affairs or the Associate Dean for Clinics by providing information that demonstrates why they cannot obtain a similar experience at one of the approved sites, including expanding geographic, practice, or substantive areas.
- Contact Marie Fletcher to start the approval process.

Externship Enrollment Requirements

- Students must complete 28 hours of law studies before enrolling in an externship.
- Students may receive credit for three externships during law school. Each placement must be substantially different.
- Students must enroll in the externship seminar concurrently with their first externship placement.
- Students may not simultaneously enroll in more than one externship, or a clinic and an externship.

Externship Seminar

- The Seminar is taken concurrently with the first externship placement.
- The Seminar provides structured reflection on many aspects of the roles of courts, judges, and lawyers in society, and the issues of ethics, professionalism, and accountability in the legal workplace.
- Students receive 3 credits for the externship and 1 credit for seminar participation. This satisfies 4 experiential learning credits for graduation.

Faculty Supervised Externship

- Following the Externship Seminar students may take Faculty Supervised Externships for their 2nd and 3rd placements.
- Students secure any full-time faculty member to be their Faculty Advisor.
- Students meet with the faculty supervisor at least once every other week.
- Students receive 3 credits. This satisfies 3 experiential learning credits.

Externship Placement Hours

- Externs begin work starting with the first week of the semester's classes.
- Students establish a placement work schedule in conjunction with their Attorney Field Supervisor.
- Externs work 12 hours a week for 13 weeks.
- The minimum work requirement for the semester is 156 hours. Students must remain working at the site for the 13 week period even if the 156 hour requirement is met earlier in the semester.

Externship Application Preparation

- Establish goals: *What area of law do I want to learn more about? What type of lawyering skills do I want to improve or develop?*
- Sign-up on TWEN for required advising session with clinic or externship faculty.
- Review Student Placement Evaluations on Symplicity.
- Have your resume reviewed by Career Services.
- Talk to other students about their extern experiences.

Review Handouts in the Office of Career Services

Selecting and Interviewing for
Externships

"This externship was one of my best experiences in law school. I can't imagine any other way to get the type of experience I got from this externship."




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**EXTERNSHIP
PROGRAM
HANDBOOK**

Frequently Asked Questions
Externship Program



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How to apply to the Externship Sites:

- There is an application period each semester for placements the following semester.
- Apply for externships via Symplicity.
- Have your resume reviewed by Career Services.
- You are limited to 7 externship applications.
- Please review all postings as each extern site has their own application requirements. Cover letters should be written specific to the site to which you are applying. Do not use a general cover letter.
- Apply on Symplicity by the posted deadline date.

Externship Interview Process

- Materials are sent to the various placement sites the day following the posted deadline date. The placement sites contact the students they would like to interview.
- We do not know the time frame the sites will use in interviewing and extending offers.
- If you accept an interview with a placement site, you must be ready for the possibility that they will make you an offer. If you want to wait until you have completed additional interviews, please ask them when they need your final decision. If you accept an offer, you must cancel all other interviews.
- An acceptance is a binding obligation. Students may not rescind an acceptance. Rescinding an offer reflects poorly on you and on the law school.
- If you need advice on accepting an offer, contact Marie Fletcher.

Externship Enrollment

- Immediately notify Marie Fletcher upon acceptance of an externship placement.
- Marie Fletcher will record your placement and send you the appropriate enrollment form.
- Complete the enrollment form and return it to the Registrar's Office.
- Restricted Withdrawal - A student who withdraws from an externship anytime after 30 days prior to the start of the semester shall receive a "W" on their transcript.

Student Practice Certification

- Some externships provide an opportunity for students to represent clients in court or at administrative hearings. Under certain circumstances, Rule 3:03 of the Massachusetts Supreme Judicial Court allows students in their last year and their next-to-last year to represent certain clients in Massachusetts courts without compensation, under the supervision of a qualified member of the Massachusetts Bar.
- For complete requirements please refer to Rule 3:03 at <http://www.mass.gov/courts/case-legal-res/rules-of-court/sjc/sjc303.html>.
- Please see Marie Fletcher to apply for 3:03 certification or if you have additional questions.

Career Services' Advice

■ Why Do An Externship?

- ❖ Employers expect law graduates to have legal experience
- ❖ Chance to experience different practice areas
- ❖ Offers networking and recommendation opportunities

■ TIPS

- ❖ Apply strategically and professionally – with a carefully crafted resume and cover letter
- ❖ Ask professors for references in advance
- ❖ Practice interviewing
- ❖ Dress professionally for the interview
- ❖ Follow up with a thank-you letter or email
- ❖ Accept and decline offers professionally

EXTERNSHIP QUESTIONS?

Go to our webpage:
www.wne.edu/law/experiential/externships

Contact Information

- Associate Dean Cohen – bcohen@law.wne.edu, 413-782-1622
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