

# Application Process for Externships

## **Step 1: Attend an Externship Information Session**

- Externship information sessions are offered during the fall and spring semesters.

## **Step 2: Schedule an Advising Session**

- During the Externship Application Period sign-up on TWEN for an Advising Session with one of our clinical faculty to discuss your goals and expectations so the faculty can help you identify the best field placement for you.

## **Step 3: Understand the Requirements**

- Full-time students may apply for an externship course beginning the second semester of their first year for a placement in the following fall semester. Students must have completed 28 credits prior to the placement semester.
- Part-time students may apply for an externship beginning the second semester of their second year for a placement the following fall semester. Students must have completed 28 credits prior to the placement semester.
- A student may not simultaneously enroll in more than one externship, or a clinic and an externship.
- A student may receive credit for three externships for a maximum of nine credits during law school. Students must enroll in the externship seminar concurrently with their first externship placement.
- A student may not receive compensation for their externship.
- Externs cannot hold legal employment while participating in a judicial externship. An extern can hold a non-legal job, but cannot work for a law firm or do any paid or unpaid work that in any way involves the law.
- A student shall not apply for an externship if, as a result, the student is placed in a conflict of interest, even if the conflict is only apparent. Such a conflict of interest exists in the following situations:
  1. Simultaneous work for a public defender's or prosecutor's office and a Judicial Externship in the same court system (e.g., work in a prosecutor's office in Hartford and a Judicial Externship in a Connecticut State Court).

2. Involvement in a case pending before a court and a Judicial Externship in that Court.
  3. Such other simultaneous enrollments as the Associate Dean for Academic Affairs may determine constitutes a conflict.
- Externs may not be directly supervised by a close family member (defined as parents, children, siblings, spouse, and spouse's parents, children, and siblings). Students externing in an office where a family member (including extended family) works must obtain the permission of the Assistant Dean of Clinics Lauren Carasik prior to registering for the externship.

#### **Step 4: Understand the Commitment**

- During the fall and spring semesters, students are expected to work a minimum of twelve hours per week for 13 weeks for a total of 156 semester hours at the externship site.
- During the summer session, students are expected to work a minimum of 23 hours per week for 7 weeks for a total of 156 semester hours at the externship site.

#### **Step 5: Research Externship Opportunities**

- Review externship opportunities listed in Symplicity and on the externship page of the law school website.
- If you would like an externship at an office not on the list, contact Clinical Programs Administrator Marie Fletcher to get the site approved.

#### **Step 6: Apply**

- Apply on Symplicity.

#### **Step 7: Prepare for the Interview**

- Field placement sites determine what students they want to interview. If chosen, the site will reach out to you directly to schedule an interview. Respond promptly and prepare for the interview.

## **Step 8: Interview with the Placement**

- Dress professionally and arrive early.
- Understand the work of the office and prepare questions to ask about the experience.
- Send a thank you email or letter following the interview.

## **Step 9: Enrollment**

- Advise Marie Fletcher at [mfletcher@law.wne.edu](mailto:mfletcher@law.wne.edu) if you accept an externship placement offer. She will provide you with the enrollment paperwork.