

THE UNIVERSITY OF BALTIMORE SCHOOL OF LAW EXTERNSHIP PROGRAM

Furthering UBalt Law's Commitment to Experiential Learning

A. UBalt Law Externship Program Overview

UBalt Law's Externship Program allows students to receive academic credit for substantive legal work performed outside of the classroom in conjunction with a seminar designed to augment the learning process. Students may work in a judicial placement or an attorney placement. In addition to our general Attorney Practice seminar, we offer two specialized attorney seminars: Public Interest Lawyering in the Fall and Corporate Counsel in the Spring. Advanced Externship credits are available to students wishing to complete a second placement of the same type. The core educational objectives and requirements are the same for all placements, however, the course registration and classroom component differ accordingly.

B. Educational Objectives

Learning practice ready professional skills, building a professional network, finding a mentor, exploring career options and clarifying personal goals are just some of the benefits gained from legal externships. Experiential learning plays a critical role in legal education and ensuring professional success. The UBalt Law Externship Program provides students the opportunity for reflection while exposing them to the practice of law. Students improve their practical skills, gain a better understanding of the various roles lawyers play in society and continue their development of sound professional ethics.

C. Academic Requirements

1. PROGRAM REQUIREMENTS

a. Grades/Credits

Externship credits are awarded on a pass/fail basis. A passing grade requires complying with **all** placement requirements and completing **all** academic requirements. No academic component can be waived. All Externship courses are 3 credits.

b. Spending time in the placement

Students must complete 130 hours in the placement for three credits (140 hours for an Advanced Externship). Students should work in large blocks of time on at least two different days each week. Travel to and from the placement do not count. Travel from the office to another location during the work day may be included (e.g. travel from office to and from court). If the student is working a full day and it is customary for attorneys to take a lunch break, students may count a reasonable lunch break.

c. **Modality of Field Placements**

Externships may be in person, remote, or hybrid. All placements must have a plan for students to work remotely should it become necessary due to the COVID-19 pandemic.

d. **Writing Requirements**

Students are required to complete 10 pages of substantive legal writing. ***Substantive legal writing*** means that students must use their own legal analysis and knowledge to complete written material. This does not include the completion of legal forms using boilerplate language.

e. **The Classroom Component**

Students must register for and attend a weekly seminar which will address ethical, legal, professional and career development issues related to the placement.

f. **Individual meetings**

Students will have one or more individual meetings with the faculty instructor during the semester.

g. **Advanced Legal Externship**

Students who have successfully completed any of the attorney externship courses or the Judicial Externship course may register for the Advanced Externship if they are pursuing a second externship of the same type. (i.e. a second judicial placement or a second attorney placement). Advanced Externships do not have a classroom component. Advanced externs must spend 140 hours completing field placement work for 3 credits. They must maintain time sheets, complete reflective writing assignments, and meet individually with the faculty supervisor. The Advanced Externship does not count towards the experiential learning graduation requirement.

h. **Curricular Requirements**

All Attorney Practice, Corporate Counsel and Public Interest Lawyering externships fulfill the live client experiential learning requirement. Judicial externships count towards the 6 credit experiential learning requirement but do not meet the live client requirement. Advanced Externships do not count towards the experiential learning requirements because there is no classroom component.

1. Non classroom credits are awarded for participation in the UBalt Law Externship Program, and in some moot court, journal or law fellowship activities. All other courses, including Clinics, receive classroom credits.

2. PREREQUISITES

- a. A student is eligible to enroll an externship after they have successfully completed 28 credits (generally the entire 1L curriculum).
- b. While participating in an externship during the summer semester, no full time or part time student may register for more than 9 credits, including externship credits.
- c. No more than 12 non-traditional course credits, including externship credits, may be used towards the 87 credit graduation requirement.
- d. Students may earn up to 9 externship credits through the various externship course offerings. Students may not repeat any externship course, including the Advanced Externship course.
- e. Students may not do more than 2 externships at the same placement, whether paid or unpaid.
- f. If a student seeks to extern for a past or current placement (whether paid or unpaid) the student and supervisor must complete an Educational Plan (see Appendix C) prior to approval.

3. FIELD PLACEMENT POLICIES

- a. No student shall be assigned to a site if the Director of Externships deems that the placement would cause, or could cause the appearance of, impropriety. There is a presumption of impropriety if a student wishes to extern at a placement site at which a parent, parent-in law, spouse, domestic partner, offspring, sibling, or sibling-in-law is an employee, partner, or the like.
- b. There is a strong presumption that a placement will not be approved if:
1) the supervisor has been in practice three or fewer years, and/or 2) the firm or agency has existed for three or fewer years.
- c. Externships may be paid or unpaid. Any issues of payment are between the student and the employer. The law school will not become involved in disputes related to compensation. Paid externships are expected to meet the same educational criteria as unpaid placements. In cases where a student is seeking to do a paid externship for a current or past employer, a separate approval process is required to ensure that the externship is a substantively new learning experience.
- d. Any student working in another law-related position or taking a Clinic while completing an externship must ensure that all employers and supervisors are made fully aware of the student's relationship with the others and that each is satisfied that no actual or potential conflict of interest exists.

D. SUPERVISOR REQUIREMENTS

Compensation Externships may be paid or unpaid. Supervisors in paid externships must sign the Paid Externship Supervisor Rider (See Appendix A). Paid externships are expected to meet the same educational criteria as unpaid placements.

Orientation Extern will be on boarded by their supervisor or participate in a structured orientation. They will be advised on office procedures, confidentiality policies, and be given an overview of their work and expectations. Student will be introduced to other staff, in addition to their direct supervisor, even in the case of remote placements.

Supervision Extern will be assigned to a supervising attorney, judge, or judicial law clerk who will direct, monitor and mentor the student throughout their time at the placement. Supervisors are expected to have individual meetings weekly with the Extern.

Workflow of Assignments Externs will be advised on how work is assigned, be given deadlines, and receive guidance throughout the completion of the assignment. The student may be assigned work by multiple attorneys, but the direct supervisor should manage the student's overall workflow to make sure assignments and work load are appropriate for a legal extern.

Appropriate Extern Work: Student assignments should be substantively legal, diverse, and similar to what a lawyer would do. In other words, it should not be work an undergraduate could do. Students should not be assigned administrative tasks like answering phones and managing mail. Substantive non legal tasks should not equal more than 10% of a student's externship hours. Examples of non-legal tasks include document/data management, translation, and repetitive tasks (where few skills are learned after the initial assignments have been completed).

Feedback Externs will be provided with individual, detailed and timely feedback on the work they have completed. Students' direct supervisors shall ensure that other attorneys also provide student with substantive feedback. Supervisors will also review the Extern's Learning Agreement, mid-semester self assessment, and complete a final evaluation.

Substantive Writing Extern should produce at least 10 cumulative pages of original work product during the semester. Work product need not be a research paper, legal memo or brief, but should require factual and/or legal analysis. The format of the work product will depend on the work of the placement. Work product requirement may be made up of multiple documents.

Opportunities for Observation: Extern will have opportunities to observe court proceedings, meetings, and other professional activities. This also applies to remote placements. Please remember to include students in any activities that would be beneficial to observe. Please contact the Director of Externships if you need ideas on what is possible at your placement.

Professional Networking Externs should be given opportunities to participate in social and networking events wherever possible. Supervisors should connect the student to other attorneys in their office or personal networks to help them further their professional development. Supervisor introductions are especially important in virtual placements.

Opportunities for Reflection Extern will meet with their supervising attorney, Judge, or supervising judicial law clerk to discuss their experiences in the placement and other relevant issues. Please remember to have a debrief conversation with your student after observational experiences, even after virtual ones.

Logistics: Extern will have a designated workspace/computer to complete their work or be provided with necessary authorization to work remotely from their personal computer. All students should have the ability to commit some assignments remotely should it become necessary due to Covid-19 infection or exposure/quarantine.

Supervisor Qualifications: Supervisors should be barred attorneys with at least three years of experience. In the case of J.D. advantage positions, such as legal compliance, the supervisor must have completed law school and have at least three years of relevant legal experience. Judicial law clerks with less than three years of experience may supervise a legal extern with oversight by the judge. Students may not be solely supervised by a non attorney law clerk, paralegal, or administrator.

Modality of Work Externships may be fully in-person, fully remote, or a hybrid of both in person and remote. In light of the COVID-19 pandemic, all placements should have a plan to allow some remote work if it becomes necessary.

Policy on Discrimination and Sexual Harassment UBalt Law requires that employers who wish to participate in the Externship Program not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, sexual orientation, gender identity or disability and that they maintain a policy against sexual harassment. By participating in the Externship Program, employers are deemed to agree with this policy. The Law School maintains full discretion to terminate a relationship with an employer based on feedback from students, alumni, and other community members.

E. How to Apply

1. **Secure an externship placement:** A variety of externship opportunities are posted on UB Law Connect. Students may also propose a field placement that they find on their own. The field placement supervisor must review the program requirements and supervisor responsibilities. Students in need of assistance finding an externship should make an appointment with a LCDO career counselor or Prof. Neha Lall, Director of Externships on UB Law Connect, or at nlall@ubalt.edu.
2. **Pre-approval meeting for Paid Externships:** Students must meet the Director of Externships for any paid externship placement at **least 4 weeks** before the start of the semester. In cases where a student is seeking to extern with a current or former employer, a special approval process applies. (See Appendix B and C)
3. **Externship approval:** Once a student has received an offer from the field placement, and in the case of a paid externship has obtained pre-approval, the student must submit the externship for approval on UB Law Connect.
 - ✓ To submit an externship for approval, go to the Field Placement section on UB Law Connect and click "Add Experience."
 - ✓ Students must complete the form in its entirety. Students must upload all applicable forms to the Documents & Forms tab of their externship profile in UB Law Connect.
 - ✓ After submitting the externship information and all required forms, an email will be sent to the field placement supervisor asking them to review the program requirements and approve the placement.
 - ✓ After the field placement supervisor has approved the application, the Director of Externships, Prof. Neha Lall, can approve the placement.
 - ✓ After the placement is approved, students will be given permission to enroll in the course.
 - ✓ Deadlines
 - **Unpaid Externships** should be submitted for approval **no later than one week before the start of classes** for the semester when the externship will take place.
 - **Paid Externships** should be submitted for approval no later than **three weeks before the start of classes** for the semester when the externship will take place.

PAID EXTERNSHIP SUPERVISOR RIDER AGREEMENT

Employers may have very different expectations of paid employees than what is appropriate for an extern receiving academic credit. Even the most conscientious employer may not be able to separate them out. Some examples of these differences include:

Paid Employees/ Law Clerks	Externs Receiving Academic Credit
May be assigned any kind of work, including administrative work (answering phones, filing, data entry)	Must be engaged in substantive legal work similar to what a lawyer would do.
May be supervised by anyone	Must be supervised by an experienced, designated attorney.
May meet with their supervisor sporadically	Must meet with their attorney supervisor one-on-one at least weekly to review assignments, receive feedback, and ensure the student’s educational goals are being met.
Student does whatever employer needs	Work must be driven by the student’s learning objectives and goals, which are memorialized at the beginning of the semester and assessed at the middle and end of the semester.
Student may do repetitive tasks	Student’s work should be diverse and designed to expose students to a broad range of experiences, legal issues, and professional opportunities.
No substantive legal writing is required	Students must produce 10 cumulative pages of substantive legal writing that requires factual and/or legal analysis.
May be given assignments for the benefit of the employer	Must be given assignments that are educational and provide students with a legal learning experience.
No formalized professional development goals	Supervisors should include students in networking and social events so that they may meet their professional development goals.
May be expected to work through all paid hours	Should be invited to observe meetings, hearings, trainings and other events as part of their learning experience.

Please initial each item below to confirm your understanding of program requirements.

I have read and understand the distinctions between paid employees and legal externs receiving academic credit listed above and will make all reasonable efforts to follow these guidelines.

I understand that externs must keep detailed time records of their Externship work. Time spent carrying out preexisting job responsibilities are excluded from the student’s field placement hours.

Non-legal tasks should be kept to a minimum and should not equal more than 10% of a student's externship hours. Examples of non-legal tasks include: document management, event planning, database management, translation services, and repetitive tasks (tasks in which very few skills are learned after the initial assignments have been completed).

The Director of Externships and seminar faculty will monitor assignments and communicate with students and field placement supervisors to ensure they are receiving appropriate legal work and supervision.

Field placement supervisors are expected to participate in site visits upon request of the Law School.

Any payment arrangement is solely the responsibility of the externship placement entity. The Law School will not become involved in any negotiations or disputes regarding payment for externships.

Externship Supervisor Signature

Date

Externship Supervisor Name

Field Placement Name

APPENDIX B

Externship Approval Policy for Paid Placements at a Former/Existing Employer

To qualify for externship credit, the field placement experience must be ***a substantively new learning experience*** for the student. A student cannot gain experiential learning credit for performing a job they already have done or are doing. Externships support a student's professional identity formation by diversifying a student's legal experiences, professional competencies, and networks. For many students, externing at an existing employer could be a wasted opportunity to explore another professional path or expand their professional networks.

However, in some cases, the field placement's work is sufficiently diverse to allow a student to engage in a new learning experience outside of their established daily responsibilities. When this is possible, the student can gain new lawyering and professionalism competencies in a field where they already have expertise and are likely to continue working. With a firm footing in the institution's culture, goals and mission, a student doing an externship within their employer organization may be able to take on more complex work than other students. The employer also benefits by creating an opportunity to invest time in teaching their own employee.

If the student seeks to extern for a past or current employer or placement, the following requirements shall apply:

1. Prior to submitting the placement for approval, the student must meet with the Director of Externships for a preapproval meeting at least 4 weeks before the start of the semester in which they want to extern. The student should be prepared to discuss the proposed externship and explain why this placement would benefit formation of their legal professional identity and is tailored to their personal career plan. The Director of Externships may require that the student also meet with a career advisor in the LCDO to develop a career placement strategy.
2. Placements must be submitted for approval on UB Law Connect at least 3 weeks before the first day of classes. Where there is a preexisting relationship with the field placement site or supervisor, the student, in conjunction with their field placement supervisor, must create an Externship Educational Plan (see attached) for the proposed externship.

This plan must include:

- a. Detailed information about the student's prior work experience, including:
 - i. The dates of prior/current work
 - ii. Student's position title(s)

- iii. Division, department or practice group
 - iv. Names of current/prior supervisor(s)
 - v. Specific responsibilities and tasks performed
 - vi. Whether the work was paid or unpaid
- b. A detailed proposal for what kinds of tasks, responsibilities, observational and lawyering experiences the student will undertake during their externship, **and** an explanation of how these experiences will be distinct from the student's current or former position.

Possible ways to meet this standard may include:

- i. Working in a different physical location/office, practice area/division/unit or with different supervisors
- ii. Engaging in more sophisticated lawyering tasks and responsibilities that are outside the student's core job responsibilities

Examples of appropriate externships for a current employer:

- *Government worker externing with the Office of General Counsel at their agency.*
- *Employee at a corporation externing with the company's General Counsel's office.*
- *A school teacher externing for the school district's General Counsel's office.*
- *Law clerk in the civil litigation division of a mid-size law firm externing in the criminal division or real estate practice.*
- *Law clerk at a State's Attorney's Office working in another division or court house*

- c. A professional development statement by the student setting forth why they believe this is the most suitable experiential learning option for them. The student should explain how this externship fits within their overall career goals, will diversify necessary legal skills and competencies and will afford them the opportunity to develop necessary professional skills and networks. This statement is required and should be at least 200 words.
3. If the student receives approval to complete an externship at a current employer, only hours spent achieving the goals of the externship can be counted towards the externship.
- a. Students must provide detailed time logs of the work spent on their externship.
 - b. Time spent carrying out other preexisting responsibilities would be excluded from the student's field placement hours.
 - c. Student non-compliance with timekeeping requirements is subject to the Honor Code.

4. Applications for approval to extern for a former/current employer will be evaluated on a case-by-case basis by the Director of Externships.
 - a. There is a presumption that a student may not extern for credit at an office where a close relative (by blood, adoption, or marriage) works.
 - b. The office's structure and practice must be conducive to a new learning experience. There is a presumption that a student who has been working as a law clerk for more than one year at a law firm with 5 or less attorneys should not complete an externship at the same law office.
 - c. With the understanding that each student and field placement are unique, all factors will be considered in the decision to approve the placement.
 - d. The Director of Externships may consult with the Associate Dean of Experiential Learning and the Associate Dean for Academic Affairs, as needed, in approving individual requests.
 - e. If approved, the Field Placement Supervisor must sign the Paid Externship Supervisor Rider Agreement.

I have read and understand the policy above:

Student Signature

Date

Student Name

Externship Supervisor Signature

Date

Externship Supervisor Name

Field Placement Name

APPENDIX C

EXTERNSHIP EDUCATIONAL PLAN

This form must be completed prior to approval whenever a student requests externship credit at a site at which they have previously been an employee or volunteer. An externship must be a new learning experience for the student, and academic credit cannot be awarded for replicating work that the student has previously done. The student must be gaining additional legal skills or professional competencies for the placement to qualify for academic credit.

STUDENT NAME:	LAW SCHOOL YEAR:
NAME OF FIELD PLACEMENT:	

PREVIOUS EXPERIENCE AT PLACEMENT

Please answer the following questions with respect to any prior work (paid or volunteer) at the placement site. If you held different roles/titles at different periods of time, please include information for each and every role you had. **Attach additional pages if you held more than 2 positions at the site.** The list of your responsibilities should be at least as detailed as the information on your resume and be sufficient to convey the full range of your prior duties.

DATES:	TITLE:
DIVISION/DEPARTMENT/ PRACTICE GROUP:	SUPERVISOR(S) NAME AND TITLE:
RESPONSIBILITIES/TASKS:	
PAID OR UNPAID:	REASON FOR LEAVING:

DATES:	TITLE:
DIVISION/DEPARTMENT/ PRACTICE GROUP:	SUPERVISOR(S) NAME AND TITLE:
RESPONSIBILITIES/TASKS:	
PAID OR UNPAID:	REASON FOR LEAVING:

PROPOSED EXTERNSHIP

DATES:	SEMESTER:
PROPOSED SCHEDULE:	ANTICIPATED HOURS PER WEEK:
DIVISION/DEPARTMENT/ PRACTICE GROUP:	EXTERNSHIP SUPERVISOR NAME AND TITLE:
<p>RESPONSIBILITIES/TASKS TO BE PERFORMED DURING EXTERNSHIP -- List <u>specific</u> types of tasks and opportunities for observation that you will undertake during the proposed externship. Identify any lawyering skills that you will develop. Lawyering skills may include: legal analysis, legal research and writing, factual investigation, client counseling, negotiation, litigation skills (motion practice, trial work, discovery/deposition experience), advocacy writing, etc.</p>	
<p>HOW THIS WILL BE A NEW EXPERIENCE -- Please explain how this externship experience will differ from your prior experience in the placement, and what <u>new</u> lawyering or professional skills you will be developing.</p>	
STUDENT SIGNATURE:	DATE:
EXTERNSHIP SUPERVISOR SIGNATURE:	DATE:

PROFESSIONAL DEVELOPMENT STATEMENT [Required for Paid Externships Only]

Please explain why you believe this is the most beneficial experiential learning option for you. Please explain your overall career goals and how this externship will help you advance those goals. Address how you will diversify your legal skills and competencies through this placement. Explain how you intend to expand your professional skills and networks while externing at your current employer. If you have any personal circumstances that affect your ability to extern at another employer or participate in a Law School Clinic, you may include that information as well. This statement is required and should be at least 200 words.