

*University of Georgia School of Law*

*Summer Externship Program*

*General Information &  
School-Arranged Placements*

Summer 2019

## *Summary*

This page summarizes the most important points about the Summer Externship course. The remainder of the files gives you more detail and should answer most of your questions.

### **The Course**

- ❖ You can earn 2-4 four credits for work in an approved placement. The number of credits depends on the total number of hours that you work during the summer.
- ❖ You must work a minimum of 140 hours and a maximum of 280 hours and must work for a minimum of 6 consecutive weeks.
- ❖ You will complete assignments for the course, including reading, discussion board participation, online meetings with the professor, and reflective writing.
- ❖ You will receive a grade for your work in the course. Half of the credit hours will receive a letter grade and half will be pass-fail.

### **The Application Process**

- ❖ You can apply for credit for work that you arrange (a “student-arranged” placement) or for work that we arrange (a “school-arranged” placement.) This file contains advice on finding a placement yourself and a list of “school-arranged” placements.
- ❖ You can apply for approval of a student-arranged placement as soon as you receive an offer. We review the placement before we approve it. We will make decisions on applications in the order we receive them. Apply as soon as you can.
- ❖ The deadline to apply for school-arranged placements is March 20. You can apply for up to three placements. Placements will make decisions about who to accept by April 3.

### **Enrollment, Tuition and Financial Aid**

- ❖ Once accepted, you will need to register for the Summer Externship course.
- ❖ Make sure of the number of credits you plan to earn before you register. We cannot change that number after you register.
- ❖ You pay tuition per credit for summer courses. Check with the Registrar’s office for information about cost.
- ❖ You can get financial aid if register for 3 or more credits during the summer.

## *Application Process*

### ☼ Starting February 26

To apply, follow instructions on the Summer Externship webpage.

We handle school-arranged placements differently than student-arranged placements.

***School-arranged:*** you may apply for ***no more than 3 school-arranged placements.***  
Applications for school-arranged placements are due by March 20.

After we have received all applications for school-arranged placements, we will contact you about interviewing with those placements. We expect to have roughly 10 - 12 slots available between all of the placements. If you are offered and accept one of these placements, you are accepted into the program.

***Student-arranged:*** We will review student-arranged placements as they come in, and approve them in the order in which we receive them. You must have received an offer from the placement to apply. We will review the placement proposal and may contact your proposed placement to make that it satisfies our requirements. We take student-arranged applications as long as we have space. **APPLY EARLY** to assure yourself consideration.

We reserve the right to limit the total number of students enrolled in the program, so as to ensure adequate faculty supervision.

### ☼ March 20

Deadline for applications to school-arranged placements.

### ☼ April 3

Deadline for decisions about school-arranged placements. If we still have room for student-arranged applicants, we will continue to accept applications until we are filled.

### ☼ Before you leave for the summer semester:

You must meet with one of the summer externship faculty. In this meeting, you will set your goals for the summer, review course requirements, and schedule your deadlines and meetings for the summer. Before you meet with the faculty you should be in contact with your site supervisor to confirm the start and end dates of your externship.

## *Student-arranged Placements*

We encourage you to find your own placements and to work closely with the Career Development Office to do so. Many of you will be able to find work in own community or through your own networking efforts.

You can also use Symplicity to find many placements. You can search for placements that do not offer any pay and will accept students who will receive credit. In general, these include governmental, judicial, and private non-profit placements.

Finally, the Career Development Office often offers programs that will help you identify and interview with placements, including with judges and other kinds of practices.

Before you apply, please review these eligibility requirements:

### Positions for Which You Have Accepted an Offer:

We only accept applications for positions for which you have received and accepted an offer. Do not file applications for a position when you have not yet made contact, or for a position for which you have interviewed but not received an offer. We consider your application a statement that you have received an offer for the position that you describe.

We will start reviewing applications for student-arranged placements as soon as we receive them, in the order that we receive them. Since we will assume that you have received an offer, we will contact your placement to make sure that it meets our other criteria for approval. If we discover that you do not have an offer, we will remove you from further consideration for a position with the program.

### Governmental, Judicial & Private Non-profit:

We do not give credit for work with a private law firm, or for work on behalf of for-profit organizations. We have varied reasons for this: the difficulty of drawing distinctions between private attorneys; the problem of a state-funded law school creating a benefit for a profit-making organization; and the risk of distorting the market by reducing the incentive for a paying employer to hire and pay a law student. We will consider exceptions to this limitation, but you will have to make the case for the exception, and we reserve the right to refuse an exception.

The Summer Externships do not give credit for work in any public defender's office or in any corporate counsel's office. The Criminal Defense Clinic and the Corporate Counsel Externship run summer programs; you should contact those programs for credited work in those areas. You may apply to work at a criminal prosecution office through the Summer Externship course, including U.S. Attorney offices, District Attorney offices, and Solicitor-General offices.

### Quality of Learning Environment:

In many cases, we will call your proposed placement to assure that the placement will provide you with a high quality learning experience. This includes meeting all of the responsibilities of the placement discussed later in this pamphlet. Our contact with your proposed

placement assures that they will meet all of the program's expectations and requirements.

Summer Funding:

We allow you to get credit for work for which you receive funding from third party sources, including specifically any of the many public interest fellowships offered by the Law School during the summer. You should keep an eye out for information about those fellowship offerings.

We also allow you to get credit for placements which can reimburse you for expenses reasonably related to your work at that placement. This can include reimbursement for mileage, parking, and potentially travel, housing, or other significant out-of-pocket costs. Contact the Externship Director if you have questions about reimbursement.

We do not give credit for work for which you will receive compensation as an employee.

Finally, financial aid may be available for students who earn more than three credits during the summer semester.

Law-related Work:

Your work has to be law-related: it must present you with the opportunities to work with lawyers or qualified individuals engaged in lawyering work. The work must require you to observe or do some portion of the work that those lawyers do. Within those confines, we define law-related activities broadly; if you have a question, talk with the Externship Director about your idea.

Student Practice:

We will consider work at placements that will permit you to practice as lawyers under the student practice rules of the Georgia Supreme Court.

### ***Responsibilities of the Placement***

Some of you may already have had questions from potential placements about the program and specifically about what the placement will need to do to ensure that you get credit. As to general information, you should feel free to give your placement a copy of these materials, and to have your placement supervisor contact Professor Grant about the program.

Over the summer, your placement must:

- ☼ arrange for an identified attorney (or judge) supervisor. You may work with other attorneys during your placement, but your supervisor should oversee your time and your work, and give you feedback at term's end.
- ☼ provide adequate work space and adequate work tools, including access to the computers necessary to perform your assigned work.
- ☼ discuss and sign a written contract laying out the work that you will do over the summer (we provide a contract form for you to use).
- ☼ ensure that you receive a full experience of the practice over the course of the summer. This includes exposure to the full-range of activities in the office, and in-person contact with attorneys as they work.
- ☼ ensure that you engage in real, substantial and challenging work that advances your development as a lawyer and as a professional.
- ☼ ensure that you receive in-person feedback on your performance at the end of the summer.
- ☼ fill out and return a two page evaluation form to the externship professor after your work is over.

### *Limits on Enrollment*

For several years, we have not always been able to supervise all students who wanted to do a Summer Externship. If we have too many applications, we will restrict the numbers that we accept into the program. We will make every effort to accommodate every student who applies but cannot guarantee a slot.

We have a limited number of school-arranged placements available, in part to preserve room for student-arranged placements. For school-arranged placements, the site supervisors will interview and decide between applicants.

For student-arranged placements, we will make decisions on a first-applied, first-accepted basis. You may apply only when you have an offer from a placement. To assure yourself consideration, you should apply as early as you have an offer.

Please understand that, even if you receive an offer and apply early enough to receive consideration for credit, we reserve the right to refuse credit for the reasons stated in this section and in the section entitled *Student-arranged Placements*. If you have a placement in mind and have any questions about whether it might meet these requirements, be sure to contact Professor Grant with your questions.

We will decide who will be accepted for school-arranged placements no later than April 3. If you need to know sooner about a student-arranged placement, talk with Professor Grant.

### ***School-arranged Placements***

This page contains the present list of placements already arranged by the externship course, along with the numbers of students the placement can accept. These placements already satisfy the criteria identified above and have already expressed an interest in working with UGA law students this coming summer. If you receive an offer from and accept one of these placements, you will be enrolled in the program, regardless of any limitation we place on enrollment.

The available school-arranged placements for Summer 2019 are:

#### ***Judicial***

Athens-Clarke County Superior Court (Judge Lott)  
Athens-Clarke County Superior Court (Judge Stephens)  
Athens-Clarke County Superior Court (Judge Norris)  
Athens-Clarke County State Court (Judges Simpson and Auslander – one placement)  
Athens-Clarke County Magistrate Court (Judge Barron)  
Athens-Clarke County Probate Court (Judge Tate)  
Athens-Clarke County Juvenile Court (Judge Shearer)

#### ***Governmental and Non-profit***

Athens-Clarke County Attorney's Office  
Athens-Clarke County Housing and Community Development Department  
University of Georgia Innovation Gateway

See the “Placements” tab on the Atlanta Semester in Practice & Civil Externships webpage for more information about these placements: <http://www.law.uga.edu/atlanta-semester-practice>.



### *Summer Schedule*

This schedule highlights the dates and deadlines for the externship. Note that you have an early deadline; the externship contract must come back to me within ten days of your starting work. Note also that time sheets must come to us weekly. Finally, we will calculate the deadlines for the two journals and the mid-term interview based on the start and end dates that you finalize with us before you start your work. This is a general overview:

Externships Start	on or after May 20
Externship Contract	10 days from start
Journal I	End of first third of externship period
Mid-term Interview	Middle of externship period
Journal II	End of second third of externship period
Work Product	End of externship
Closing interview	Within 10 days from end of externship
Learning Appraisal and Reading Paper	Within 10 days after closing interview
Externships End	August 9
Grades Assigned	by September 6