

## Externship Program-Information for Employers

The Externship Program allows students to earn credit while gaining legal experience that will stand out on their resume. It is an opportunity for our students to gain hands-on lawyering experience working with and as lawyers in real office settings. Placement areas can be in private firms, corporations, government offices, public interest/legal aid offices, judicial placements, and non-traditional placements. All work must be performed under the direct supervision of an attorney and are generally for one academic semester. Placements may be paid or unpaid and can be in person, remote or hybrid.

### Student Requirements:

#### JD Residential (JDr):

Open to 2L and 3L students. 1L students are eligible for an externship the summer after their first year. Professional Responsibility is a pre/co-requisite class to any externship. Must be in good standing (2.5 GPA or higher). Participation in the accompanying, one credit externship seminar is required. Each student must also sign an Externship Agreement.

#### JD Interactive (JDi):

Open to JDi students who have completed all their lower-level course requirements. Three (3) credits of externship (2 credits for placement and 1 credit seminar) are required as part of the JDi curriculum. Professional Responsibility is a pre/co-requisite class to any externship. Must be in good standing (2.5 GPA or higher). Participation in the accompanying, one credit externship seminar is required. Each student must also sign an Externship Agreement.

### Externship Hours:

Students select their externship credits based on their overall class schedule and in consultation with their placement supervisors. Externship hours must be completed between the first day of the semester and the last day of the semester. Hours cannot be carried over from one semester to another. Hours are tracked on Orange CORE (our online Externship Module system).

For enrollment of 2-6 credits, 1 credit equates to 50 hours:

2 credits-100 hours / 3 credits-150 hours / 4 credits-200 hours / 5 credits-250 hours / 6 credits-300 hours

For enrollment of more than 6 credits [student waiver required], 1 credit equates to 45 hours:

7 credits-315 hours / 8 credits- 360 hours / 9 credits-405 hours / 10 credits-450 hours / 11 credits-495 hours

**Full time JDi:** 10 credits-450 hours / **Full time JDr:** 12 credits-540 hours

### Externship Placement Responsibilities:

1. Once the student has secured an externship placement, they will upload the information in Orange CORE for approval. Upon approval, the externship supervisor will receive an email requesting their approval and return of a signed [Memorandum of Agreement](#) to [lawexternships@syr.edu](mailto:lawexternships@syr.edu)
2. Supervisors are asked to review and sign the student's weekly timesheets, which the student will upload to Orange CORE.
3. Mid-semester, the Director of Externships or Externship Faculty will connect with the placement supervisor to check in on the student's performance.
4. At the end of the semester, supervisors will be asked to complete a final evaluation of the student.

**Interested in Hosting an Extern?** Employers are welcome to submit externship opportunities on [Orange CORE](#). You can [register](#) to hire an intern, extern or post graduate position.

**Questions?** Please contact [lawexternships@syr.edu](mailto:lawexternships@syr.edu)