

## Externship Program-Information for Students

The Externship Program allows you to earn credit while gaining legal experience that will stand out on your resume. You will 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 or remote.

### 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.

#### 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. JDi students cannot exceed 15 externship credits overall. 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.

### Externship Hours:

Students select their externship credits based on their overall class schedule and in consultation with their placement supervisors. You must register for at least two (2) credits of externship hours. Externship hours must be completed between the first day of the semester and the last day of classes. Hours cannot be carried over from one semester to another. Weekly timesheets are uploaded to Blackboard.

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, 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 Process:

1. Once you have secured an externship placement, enter your externship information into [12Twenty](#) for approval. Download and sign the [Student Agreement Form](#), and upload it back in [12Twenty](#) (Documents/Forms tab).
2. Upon approval, your externship supervisor will receive an email requesting their approval and the return of a signed [Memorandum of Agreement](#)
3. Register for the one-credit externship seminar and externship placement (see next page)

\*Students may seek permission to extern at the same placement over multiple semesters if their work is **substantially different** or **more advanced** in the repeated semester. A brief written memorandum on this issue is required-see Q/A section below.

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### Externship Registration:

#### JD Residential (JDr):

- Register for:
1. Externship Placement: Law 902 (2-12 credits), **and**
  2. Externship Seminar: Law 901 (one credit)

#### JD Interactive (JDi):

- Register for:
1. JDi Externship Placement: Law 902 (2-10 credits), **and**
  2. JDi Externship Seminar: Law 901 (one credit)

### Externship Q&A:

#### How are my hours tracked?

You will submit weekly timesheets signed by your placement supervisor each week through the placement Blackboard page.

#### Can I carry over hours from one semester to another?

No, hours cannot be carried over. Hours must be accrued during the semester, from the first day of the semester to the last day of classes.

#### Can I work more hours in my placement than what I enrolled for? And can I work outside the semester dates?

Yes, you can work more hours if your placement allows you to and you can work outside the semester dates. As noted above, these hours will not count towards your externship hours. However, depending on your placement, these additional hours that are not for credit may count towards the [Syracuse College of Law Pro Bono Recognition Program](#)

#### Do my externship hours need to be on a fixed weekly basis?

No, your hours for the externship are determined between you and your placement supervisor. You must meet the hourly requirement for the credits you have registered for by the end of the semester. The cumulative total is what counts, not the weekly totals. Example: one week you may have 0 hours while another week you may have 25 hours. Your timesheets should reflect this.

#### How do I secure an externship?

1. Through opportunities posted on [12Twenty](#) (Job Postings and Spring and Fall OCIs)
2. Through your own research, outreach and connections.
3. Need help securing a placement: e-mail [lawexternships@syr.edu](mailto:lawexternships@syr.edu)

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### What is the externship seminar?

The externship seminar is the one credit, faculty led component of the experience. It is a majority asynchronous course, with at least two live class sessions. The purpose of the seminar is to encourage goal setting and reflection on issues that arise in a practice setting. Seminars are the same for every externship placement and graded as Pass/Fail. The seminar is required every semester you take an externship.

### How is the externship placement graded?

The placement is graded as Pass/Fail. The grade is based on the achievement of the required hours, your timely submission of timesheets, and evaluative feedback provided by your supervisor.

### Can I extern with my current employer?

Yes, as long as the work is different and is “substantial lawyering.” E-mail [lawexternships@syr.edu](mailto:lawexternships@syr.edu) with the name of your employer, a summary of your current job responsibilities and title, and the name/contact information of your current direct supervisor. Delineate the number of hours you plan to carve out from your typical employment on a weekly basis to account for the additional externship duties and identify the additional externship duties that will be “substantial lawyering” work. Provide the name and contact information of your externship supervisor (who needs to be an attorney).

### Does an externship count towards the experiential learning requirements for the NYS Bar?

Yes, both the externship placements credits and the one credit seminar count towards the NYS Bar experiential learning requirements. Please note that non-academic summer placements may qualify for up to 6 credits of experiential learning for NYS. A separate NYS affidavit needs to be completed and submitted to the SU College of Law Registrar Office directly by the supervisor. Contact [lawexternships@syr.edu](mailto:lawexternships@syr.edu) for more information.

### How do I create an account on 12Twenty?

Reference the [12Twenty Student Toolkit](#).

### How do I enter my externship information into 12Twenty?

Reference the [12Twenty Externship Process for Students](#)

**If you need assistance with securing a placement, please e-mail [lawexternships@syr.edu](mailto:lawexternships@syr.edu) for a counseling appointment.**