Externship Program
University of Oregon School of Law

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Purpose of the Externship Program
The purpose of UO School of Law’s externship program is to allow students to develop practical lawyering skills and gain insight into the operation of legal systems through rigorously supervised placements in which students have regular opportunities for guided reflection on their placement experiences. Through the externship program, students should: (1) enhance their professional identities, (2) enhance their problem-solving skills, (3) enhance their interpersonal and professional skills, (4) learn how to learn from experience, and (5) gain substantive knowledge and understanding of practice skills.

Substance of an Externship
Externships consist of, essentially, two components. The first is the placement. Placements are, with some exceptions, typically judicial, government, or non-profit organizations. Through the placement, externs engage in substantive legal work and are supervised by an on-site, licensed attorney with at least 3 to 5 years of professional experience or experience in a supervisory role. The second component of the externship is the course component. The course component is taught by the extern’s faculty supervisor. As part of the course component, the extern will write regular journals in reflection on her experience, meet with her faculty supervisor, and track her time.

Semesters, Credits, and Grading
Students extern during the fall, spring, and summer semesters. The fall and spring semesters are 14 weeks long. The summer semester is 8 weeks long. During the fall and spring semesters, students must work roughly 4 hours a week at the office for each credit they earn (a 3 credit externship requires 12 hours of work a week, a 4 credit externship requires 16 hours of work a week, etc.). During the summer semester, students must work roughly 7 hours a week at the office for each credit they earn (a 3 credit externship requires 21 hours of work a week, a 4 credit externship requires 28 hours of work a week, etc.). With some limited exceptions, externships must be completed during the semester, with students beginning work on the semester start date and ending work on the semester end date. Field supervisors are asked to submit evaluations midway through and at the end of a semester, regardless of whether a student continues to volunteer at the placement beyond the end date of the semester. All externships are graded by the faculty supervisor and are pass/no pass.

Externship Placement Application
The Clinics and Externships (C&E) Program at UO School of Law invites you to apply to participate as an externship placement. The C&E Program fully supports our externship partners in helping to provide the experiential piece of the law students’ legal education. Students gain critical skills training while at work in the placement, and they consistently provide high-praise about the placement experience.

If your organization is interested in becoming a placement, please complete the attached placement application or, for more information, contact the Director of the Externships program, Suzanne Rowe, at srowe@uoregon.edu and the Administrative Coordinator of the Program, Jill Elizabeth at jillf@uoregon.edu.
Placement Application  
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I. Placement Information. Please describe the organization, its regular activities, and any other information that would be helpful to the law school’s curriculum committee in making its decision about the appropriateness of this office.

II. Externship Duties. Please describe the type of work that the extern will be engaged in during the office. This description should be as detailed as possible. Note that externs must perform at least 80% of their work on site. Please include in this description an explanation of how you will accommodate this requirement.

III. Field Supervisor. Please identify a field supervisor who will be the extern’s and the law school’s primary contact and who will be responsible for:

(1) training the student extern to ensure competent performance of the work assigned;
(2) overseeing the student extern’s work assignments through weekly meetings;
(3) providing the student extern with a productive and varied educational experience with personal supervision and extensive feedback;
(4) identifying and discussing the professional and ethical implications of the work assigned; and
(5) submitting to the faculty supervisor a written evaluation of the student extern mid-semester and at the end of the semester.

Please be sure to include the field supervisor’s name, qualifications (field supervisors must have at least 3 to 5 years of professional experience or experience in a supervisory role) and contact information. Every student registered with a placement is assigned to be overseen by a specific field supervisor. We realize that from time to time this assignment might change due to a field supervisor’s job promotion or modification. Please notify the Clinics and Externships Program if a new field supervisor replaces the original designee.

IV. Semesters and Credits. Please indicate which semesters your organization anticipates possibly wanting an extern (fall, spring, summer) and the range of credits that the organization would anticipate being able to support.
V. Application Process. The law school does not “place” students at externships; rather students pursue externships like they pursue paid employment opportunities. For this reason, the law school asks each office to put in place whatever application and selection process fits its needs. Please describe your organization’s application and selection process, including what materials students should submit; how they should submit the materials; when they should submit the materials; all required and preferred qualifications for externs; whether you conduct interviews; when you expect to extend offers; and any other details that may be helpful to students and their law school advisors.

Note: The law school also recognizes that not every organization will have externship needs in every semester. Thus, we ask that you contact and work with UO Law’s Center for Career Planning and Professional Development to advertise any externship openings. Because students register for classes in April, we recommend that you contact the Career Center no later than January 15 to post open positions for the following academic year.

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Submitted to Curriculum Committee on: [Date]
Approved by Curriculum Committee on: [Date]