

THE UNIVERSITY OF BALTIMORE SCHOOL OF LAW EXTERNSHIP PROGRAM

Furthering UB Law's Commitment to Experiential Learning

A. Legal Externship Program Overview

The University Of Baltimore School Of 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 Practice placement. We offer two specialized Attorney Practice seminars -- Public Interest Lawyering in the Fall and Corporate Counsel in the Spring. All Attorney externship placements 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. The 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 Legal 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

LEP 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. Externships are for 3 credits. The maximum number of externship credits is 9. Externships include APE, Advanced and Judicial.

b. Spending time in the placement

Students must complete 130 hours in the placement for three credits (140 hours for an Advanced Externship). Students are encouraged to work in large blocks of time and do field placement work at least two different days each week. Travel and meal time do not count. Remote work may be approved in advance by the Director of Externships. All credited externship time must qualify as substantive legal work. Students are responsible for keeping a record of the hours spent completing field placement work throughout the semester.

c. 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 materials; this does not include the completion of legal forms using boilerplate language or factual accounts which do not require any legal analysis.

d. The Classroom Component

The Externship Program requires that you register for and attend a weekly seminar which will address, among other topics, legal ethics and professional responsibility, skills that are important to the attorney's effectiveness and the lawyer's societal role. The Judicial Course will cover additional topics relevant to judicial placements.

e. Individual Meetings

You are required to have one or more individual meetings with the seminar instructor during the semester.

f. Advanced Legal Externship

Students who have successfully completed either an Attorney Externship or the Judicial Externship may register for the Advanced Externship if they pursue a second externship of the same type. Advanced Externship students are not required to attend the classroom component. The student must spend 140 hours completing field placement work for three credits. In addition they must maintain and submit journals via TWEN. The student must keep track of time spent in the field placement and report those hours on a weekly basis. The Advanced Externship also includes reading assignments and two individual meetings with the course instructor.

2. PREREQUISITES

- a. A student is eligible to enroll in the externship Program after they have successfully completed the 1L curriculum (Generally two semestersn for full time students and three semesters for evening/parttime students). Each student must have a grade point average of at least 2.0 at the start of the externship.
- b. While participating in the Externship Program during the summer semester, no full-time or part-time student may register for more than 9 credits, including Externship Program credits.
- c. No more than 12 non-traditional¹ course credits, including Externship Program credits, may be used towards graduation and no more than 9 Externship Program credits may be used towards graduation.

1. Non-traditional credits are awarded for participation in the Externship Program, in some moot court competitions, in some LARW and moot court assistance and on some publication activities. All other courses, including Clinics, receive traditional credits.

3. FIELD PLACEMENT POLICIES

- a. No student shall be assigned to a placement site at which a parent, parent-inlaw, spouse, domestic partner, offspring, sibling, or sibling-in-law is an employee, partner, or the like.
- b. No student shall be assigned to a site at which the student is now, or in the past has been, employed for compensation.
- c. No student shall be assigned to a site if the LEP Director deems that the placement would cause, or cause the appearance of, impropriety.
- d. There is a strong presumption that a placement will not be approved if: 1) the supervising attorney has been in practice three or fewer years, and/or 2) the firm or agency has existed for three or fewer years.
- e. **No student may receive compensation from the employer for the work performed as a law student extern.** Neither the office in which the student completes the externship nor a member thereof may pay for or contribute to the tuition charged for externship credits. The office may pay for or contribute toward the cost of parking and mileage, but such contribution is entirely voluntary and may not exceed the parking and mileage incurred but for the externship.
- f. Any student employed in a law-related position, taking a Clinic, or volunteering at a legal office while completing an externship must insure 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. Requirements for Organizations Sponsoring Externs

1. EXTERNSHIP PROGRAM EMPLOYER REQUIREMENTS

- a. The position you offer must be unpaid (all externs receive academic credit), and the extern's time may not be billed to clients.
- b. The position must entail substantial legal work. Administrative tasks should be kept to a minimum.
- c. The extern must be supervised by a licensed attorney or Judge. Responsibilities are described below.

2. SUPERVISOR REQUIREMENTS

- a. An orientation for the student.
- b. Adequate work space with computer access and/or authorization for a student to do filed placement work on their personal computer.
- c. Regular supervision of the student, including weekly supervision meetings.
- d. Developing a work plan with the student to ensure the student receives a diverse array of assignments.
- e. Reviewing the student's Learning Agreement and Mid-semester Self-Evaluation.
- f. Regular and timely feedback of the student's work.
- g. Completion of final evaluation.

E. How to Apply

1. Secure an externship placement: A variety of externship opportunities are posted on Symplicity. You may also propose a field placement that you find on your own. The field placement will need to complete a Supervisor Agreement. If you need assistance with pursuing an externship, please contact Prof. Neha Lall, Director of Externships, at nlall@ubalt.edu or by phone at (410) 837-5823.
2. Complete the application: Submit your application which is attached to this document and email it to Prof. Lall at nlall@ubalt.edu **no later than ONE WEEK before the first day of classes.** Upon approval of your placement, you will receive a permission number to enroll in the appropriate section of the course.



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LEGAL EXTERNSHIP PROGRAM APPLICATION

DUE ONE WEEK BEFORE THE FIRST DAY OF CLASSES

1. Name: _____

2. Phone: _____

3. Email: _____

5. Semester: _____ Seminar Section Preference: _____ Student ID#: _____

6. I have arranged my own field placement with the following Judge/Employer

Employer: _____

Supervisor: _____

Email & Phone: _____

Address: _____

7. I hereby certify the following:

- a. I will be supervised by an attorney/judge who has practiced law for three or more years and is a member in good standing.
 - b. I have never been employed for compensation by the field placement.
 - c. I understand I may not receive compensation for my externship and that the field placement may not bill clients for my time.
 - d. No parent, parent-in-law, spouse, domestic partner, offspring, sibling, or sibling in-law of mine is an employee, partner, or the like at my field placement.
 - e. I have read the course requirements and overview and understand my obligations.

Signed

Dated