THE UNIVERSITY OF BALTIMORE SCHOOL OF LAW
EXTERNSHIP PROGRAM

Furthering UB Law’s Commitment to Experiential Learning

A. UB Law Externship Program Overview

UB 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 placement. In addition to our general Attorney Practice seminar, we offer two specialized attorney seminars -- Public Interest Lawyering in the Fall and Corporate Counsel in the Spring. Advanced Externship credits are available to students wishing to complete a second placement of the same type. The core 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 UB Law 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
      Externship 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. All Externship courses are 3 credits. The maximum number of externship credits is 9.

   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 on at least two different days each week. Travel and meal time do not count. 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.

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c. **Remote Placements**
   Beginning in the summer of 2020, all externship placements must allow and have a plan for students to work remotely due to the COVID-19 pandemic. Students may choose to work in person if legally permissible, subject to University approval.

d. **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 material. This does not include the completion of legal forms using boilerplate language.

e. **The Classroom Component**
   Students must register for and attend a weekly seminar which will address ethical, legal, professional and career development issues related to the placement.

f. **Individual Meetings**
   Students will have one or more individual meetings with the faculty instructor during the semester.

g. **Advanced Legal Externship**
   Students who have successfully completed any of the attorney externship courses or the Judicial Externship course may register for the Advanced Externship if they are pursuing a second externship of the same type. (i.e. a second judicial placement or a second attorney placement). Advanced Externships do not have a classroom component. Advanced externs must spend 140 hours completing field placement work for 3 credits. They must maintain time sheets, complete reflective writing assignments, and meet individually with the faculty supervisor. The Advanced Externship does not count towards the experiential learning graduation requirement.

h. **Experiential Learning Requirements**
   All attorney externship placements that are combined with the seminar component 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. Advanced Externships do not count towards the experiential learning requirements because there is no classroom component. Students may obtain credits through the S.E.C. Honors Program Externship, but that program has separate requirements and does not meet the experiential learning requirements.

1. Non-classroom credits are awarded for participation in the UB Law Externship Program, and in some moot court, journal or law fellowship activities. All other courses, including Clinics, receive classroom credits.
2. PREREQUISITES

a. A student is eligible to enroll an externship after they have successfully completed the 1L curriculum (generally 2 semesters for full time students and 3 semesters for part-time students).

b. While participating in an externship during the summer semester, no full-time or part-time student may register for more than 9 credits, including externship credits.

c. No more than 12 non-traditional course credits, including externship credits, may be used towards the 87 credit graduation requirement.

d. Students may earn up to 9 externship credits through the various externship course offerings. Students may not repeat any externship course.

3. FIELD PLACEMENT POLICIES

a. No student shall be assigned to a placement site at which a parent, parent-in-law, spouse, domestic partner, offspring, sibling, or sibling-in-law is an employee, partner, or the like.

b. Students may not earn externship credit at a site placement where the student is now, or in the past has been, employed for compensation.

c. No student shall be assigned to a site if the Director of Externships deems that the placement would cause, or could 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 working in another law-related position or taking a Clinic 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. SUPERVISOR REQUIREMENTS

Orientation: Extern will receive an orientation that advises them on office procedures and confidentiality. Extern will also be given an overview of their work and expectations.

Supervision: Extern will be assigned to a supervising attorney who will direct, monitor and mentor the student throughout their time at the placement providing multiple opportunities for performance review. Supervisors are expected to meet weekly with the Extern.

Assignments: Externs will be advised on how work is assigned, be given deadlines, and receive guidance throughout the completion of the assignment.

Feedback: Externs will be provided with individual, detailed and timely feedback on the work they have completed. Supervisors will also review the Extern’s Learning Agreement, mid-semester self-assessment, and complete a final evaluation.

Diversity of Tasks: Extern will be given work similar to that of an entry-level attorney or a paid law clerk. This work will expose the student to a broad range of lawyering skills and administrative work will be kept to a minimum. Extern should produce at least 10 cumulative pages of original work product during the semester.

Observation: Extern will have opportunities to observe court proceedings, meetings, and other professional activities.

Opportunities for Reflection: Extern will meet with their supervising attorney, judge, or clerk to discuss their experiences in the placement and other relevant issues.

Logistics: Extern will have a designated workspace/computer to complete their work or be provided with necessary authorization to work remotely from their personal computer.

Bar Admission/Status: Supervisor must be a member of a state bar, and have been a barred attorney for at least three years.

Billing: Billing for an unpaid Extern’s time is prohibited.

Remote Work: In light of the COVID-19 pandemic, Extern will be able to work remotely if appropriate under public health guidelines and considering the student’s personal circumstances.

Policy on Discrimination and Sexual Harassment: UB Law requires that employers who wish to participate in the UB Law Externship Program not discriminate on the basis of race, color, national origin, religion, age, sex, marital status, sexual orientation, gender identity or disability and that they maintain a policy against sexual harassment. By participating in the UB Law Externship Program, employers are deemed to agree with this policy.
E. How to Apply

1. **Secure an externship placement:** A variety of externship opportunities are posted on UB Law Connect. Students may also propose a field placement that they find on their own. The field placement supervisor must review the program requirements and supervisor responsibilities. Students in need of assistance finding an externship should make an appointment with a LCDO career counselor or Prof. Neha Lall, Director of Externships on UB Law Connect, or at nlall@ubalt.edu.

2. **Externship approval:** Once a student has received an offer from the field placement, the student must submit the externship for approval on UB Law Connect.

   ✓ To submit an externship for approval, go to the Experiential Learning section on UB Law Connect and click “Add Experience.”

   ✓ After submitting the externship information, an email will be sent to the field placement supervisor asking them to review the program requirements and approve the placement.

   ✓ After the field placement supervisor has approved the application, the Director of Externships, Prof. Neha Lall, can approve the placement.

   ✓ If in-person work at the site is anticipated, during the COVID-19 pandemic all in-person field placement work must be approved by the University.

   ✓ After the placement is approved, students will be given permission to enroll in the course.

   ✓ Externships should be submitted for approval no later than one week before the start of classes for the semester when the externship will take place.