



THE UNIVERSITY OF BALTIMORE SCHOOL OF LAW

LEGAL EXTERNSHIP PROGRAM

Furthering and Supporting Commitment to Experiential Learning

A. LEP Overview

The University Of Baltimore School Of Law's Legal Externship Program (LEP) 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. The educational objectives and requirements are the same for either placement 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. LEP 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. Program Requirements

1. ACADEMIC 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 and the maximum number of externship credits is 9 which means you can take up three-3 credit externships.

b. Spending time in the placement

Students must complete 130 hours in the placement for three credits (12-14 hours per week). Students are encouraged to work in large blocks of time and **must be present at the field placement site 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 in the field throughout the semester.

c. Writing Requirements

Students are required to complete 10 pages of substantive legal writing per three or four credit course. **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 LEP Classroom Component

Each student who is participating in the LEP for the first time must attend the 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. Classroom component time **may not** be counted toward the hour requirement.

e. Individual Meetings

Each student is also required to have one or more individual conferences with the supervising faculty member about his or her placement during the semester.

f. Advanced Legal Externship

Students who have successfully completed one semester of an externship may register for Advanced Legal Externship (ALE). ALE students are not required to attend the classroom component. The student must spend 140 hours in the field for three credits; in addition they must maintain a journal which reflects their experiences within the field. The journal must, by the end of the semester, represent 10 hours of journal keeping and must be submitted at least once every other week for review. Finally, ALE students must have an individual meeting with the faculty member about their placements during the semester.

2. PREREQUISITES

- a. No student may enroll in the LEP until he or she has successfully completed the equivalent of 28 credit hours toward the J.D. degree to participate in the Legal Externship Program. In addition, each student must have a grade point average of at least 2.0 at the start of the externship.
- b. While participating in the LEP during the summer semester, no full-time or part-time student may register for more than 9 credits, including LEP credits.
- c. No more than 12 non-traditional¹ course credits, including LEP credits, may be used towards graduation and no more than 9 LEP credits may be used towards graduation.

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

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. 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. 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.
- d. **No student may receive any form of compensation 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 LEP 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.
- e. Any student employed in a law-related position during an LEP semester or performing two separate externships during the same semester must insure that all employers and externship 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. LEP 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 law -related work.
- 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 for the student.
- c. Regular supervision of the student.
- d. Developing a work plan with the student.
- e. Completing the *Learning Agreement*.
- f. Weekly supervision meetings.
- g. Evaluations and feedback of the student's work.

E. How to Apply

1. Secure an externship placement: A number 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 an application which will be reviewed. If you need assistance with pursuing an externship, please contact Millicent Newhouse, the Director of the Externship Program at mnewhouse@ubalt.edu or by phone at (410) 837-5890.
2. Complete the application: There are two ways you can submit your application. You can apply through Symplicity by going to the **Experiential Learning** tab, next click the **Add New** tab, complete the on line form and then click **Submit**. You will receive an email once your application has been reviewed. You can also submit your application which is attached to this document and email it to mnewhouse@ubalt.edu. Upon approval of your placement, you will receive a permission number to enroll in the appropriate course.
3. Go to Symplicity and enter your field placement information in the Exp. Learning Tab.
 - x When you click on the Exp. Learning Tab, look to the bottom left corner and click "add new" then enter your information, your employer information, supervisor, etc. When you have completed the form (just the information page) click, "save" or "save as draft" and log out.
4. Register for the course on TWEN to access the course syllabus, class assignments and other course materials.

