



EXTERNSHIP APPLICATION PACKET AND CHECKLIST

1. The following documents are included in this application packet:
 - Extern Qualifications & Limitations
 - Academic Credit for Externship
 - Professional Skills for Externs
 - Student Application for Externship
 - Extern Supervisor and Extern Agreement
 - Statement of Educational Goals
 - Externship Programs (Employer Letter)
 - Request for Approval of Student Extern Supervisor

2. After having secured an externship with an eligible employer, the student must submit the following documents:
 - Current Resume

 - Student Application for Externship (completed by student)

 - Extern Supervisor and Extern Agreement (completed by student and supervisor)

 - Statement of Educational Goals (completed by student and supervisor)

3. If your supervisor has not previously approved, your supervisor must also submit the following document:
 - Request for Approval of Student Extern Supervisor (completed by supervisor)

4. Application documents should be submitted to:

Marta Swanson, Assistant to the Associate Dean
University of Tulsa College of Law
3120 East 4th Place, Tulsa, OK 74104
918.631.2402 phone, 918.631.2194 fax
marta-swanson@utulsa.edu



EXTERN QUALIFICATIONS & LIMITATIONS

1. Students who wish to earn academic credit through a judicial or legal externship must meet the following qualification requirements:
 - Passed all 1L Required Courses
 - Have a 2.0 or higher GPA
 - Will not work on a paid basis in a law-related position while participating in an externship
 - Will not work on an unpaid basis in a law-related position if doing so could create conflicts of interest or confidentiality problems that would violate the letter or the spirit of the Oklahoma Rules of Professional Conduct (see Appendix 3-A: Oklahoma Rules of Professional Conduct
 - Will not work in a position in which the student has previously worked
 - Will not work under the direct supervision of a family member
2. Externships are subject to academic credit hour limits, as follows:
 - Minimum Externship Credit Hours: 2
 - Maximum Combined Externship Credit Hours: 12
 - Maximum Judicial Externship Credit Hours: 5 (Federal Court), 3 (State Court)
 - Maximum Legal Externship Credit Hours: 12
3. In addition, externships are subject to the limit of 12 academic credit hours that can be earned in non-classroom courses (See The University of Tulsa College of Law Regulation I.A.4). Under this regulation, the limits on academic credit hours earned through non-class room courses are:
 - Non-classroom courses include, but are not limited to: Advocacy Competitions, Law Journals, Externships or any other Internship in which academic credit is granted. Clinical courses are NOT considered non-classroom courses.
 - Subject to the approval of a dean (the Dean, Associate Dean or Dean of Students), a student not subject to the 2.5 Rule who enrolls in faculty-approved semester long field placement programs may earn up to 18 hours of academic credit in non-classroom academic activities. Note: the addition of 6 hours is limited to those situations in which a student enrolls in a semester long field study program and by doing so exceeds the 12 credit hours on non-classroom credit.



ACADEMIC CREDIT FOR EXTERNSHIP

Academic Credit Hours	Externship Work Hours Per Semester	Externship Work Hours X 14 Weeks	Externship Work Hours X 12 Weeks	Externship Work Hours x 6 Weeks
2	90	6.43	7.50	15.00
3	135	9.64	11.25	22.50
4	180	12.86	15.00	30.00
5	225	16.10	18.75	37.50
6	270	19.29	22.50	45.00
7	315	22.5	26.25	
8	360	25.70	30.00	
9	405	28.93	33.75	
10	450	32.14	37.50	
11	495	35.36	41.25	
12	540	38.57	45.00	



PROFESSIONAL SKILLS FOR EXTERNS

Many have attempted to articulate the critical skills needed to practice law. While no list is exhaustive, students should have an opportunity to observe and hone a range of skills during their externships. To facilitate this development we focus on a comprehensive set of ten key competencies.

The first five competencies relate to the legal skills essential to the substantive practice of law. These break down as follows:

1. **Knowledge of the Law** (researching and finding the law, knowing general substantive and procedural law, developing subject-matter expertise)
2. **Marshalling Information** (fact finding, questioning and interviewing, collecting and reviewing documents, e-discovery, organizing and categorizing information)
3. **Analysis** (critical review, reasoning, problem solving, understanding and discerning relevant facts, understanding substantive and procedural legal issues, and applying the law to the facts)
4. **Legal Expression** (persuasive or objective oral and written communication of analysis, positions, opinions, arguments, and recommendations)
5. **Practice Skills** (executing practice-specific tasks such as, in litigation, taking depositions, arguing motions, and trial tactics; or, in transactional work, negotiating, drafting agreements, conducting due diligence, and counseling clients)

The other five competencies relate to the intrinsic professional skills that underlie a successful practice. These are:

1. **Professionalism** (maintaining integrity and honesty, diligence, civility, ethics, diversity, mistake management)
2. **Client Service** (building client relationships; understanding the client's business, interests, and needs; providing advice and counsel; and building trust)
3. **Leadership** (communicating, influencing others, creative problem solving, collaborating, building consensus, envisioning, planning, and mentoring)
4. **Management** (communicating, giving feedback, planning and implementing tasks, organizing and managing one's own work, working effectively as part of a team, organizing and managing others, and running the "business" side of the practice of law)
5. **Business Development** (developing strategic relationships, networking, and marketing your office)

The key professional development tools for acquiring these competencies are work experience, feedback and evaluation, mentoring and coaching, and training.



STUDENT APPLICATION FOR EXTERNSHIP

Course Information

Semester / Year for which you are requesting credit:

Number of academic credit hours requested:

Required hours of extern work for the semester:

If Summer semester, please choose 1st 6 weeks, 2nd 6 weeks, or full 12 weeks:

Student Information

Name:

Address:

Phone:

Email:

Semester / Year you started law school:

Supervisor Information

Name:

Title:

Office/Court:

Direct phone:

Email:

Address:

I hereby certify that:

1. I have successfully completed all 1L required courses and maintain a 2.0 or higher GPA;
2. This externship is a new position which I have not previously worked in for pay/credit or as a volunteer, or if this is not a new position I have attached a Petition for Repeat Externship; and
3. I will not work under the direct supervision of a family member.

I understand that I must work a total of 45 hours for each hour of credit I receive. I represent that I have spoken with my supervisor and have received reasonable assurance there will be sufficient work available to me so that I can fulfill the hours-worked requirement for the credit hours in which I intend to enroll.

I understand that I cannot receive compensation during my externship except for reasonable expenses incurred during the course of my externship. I will not work on a paid basis in another law-related position while participating in an externship. Additionally, I will not work on an unpaid basis in a law-related position if doing so could create conflicts of interest or confidentiality problems that would violate the letter or the spirit of the Oklahoma Rules of Professional Conduct.

I understand that I may enroll for a cumulative maximum of 12 credit hours of externship credit over the course of my law school career. I also understand that no more than 12 hours of academic credit received in non-classroom courses can be counted as fulfilling my degree requirement subject to approval of the Dean in certain circumstances. The following reflects the current status of my non-classroom credits:

	Credits Previously Earned	Credits To Be Earned This Term
Judicial Externships		
All other Externships		
Law Journal		
Moot Court		
Study Abroad Internship		

Externships are graded on a pass/fail basis. I understand that in order to obtain a passing grade for the externship, I will complete the following academic responsibilities during this term of enrollment:

1. I must complete the externship orientation bootcamp the first week of class;
2. I must regularly attend the course component of the externship;
 - a. If a student has completed that specific externship course during a previous academic term it can be waived subject to approval by the Professor or Externship Director;
 - b. Remote online connection for the course component is allowed subject to approval by the Externship Director for students placed outside of the Tulsa Metropolitan Area; and
3. I must submit time sheets at the direction of my Professor or the Externship Director;
4. I must submit journals detailing my daily activities, allowing for reflection on how this opportunity advances my educational goals at the direction of my Professor or the Externship Director; and
5. I must write a final reflection paper at the direction of my Professor or the Externship Director.

Student Signature _____ Date _____

Faculty Approval _____ Date _____



EXTERNSHIP SUPERVISOR AND EXTERN AGREEMENT

Extern: _____ Semester/Year: _____

Supervisor(s): _____

Placement: _____

Thank you for your support, supervision, and mentoring of a law student. The following are the minimal standards expected of extern supervisors and externs receiving academic credit.

Supervisor's Agreement:

Please initial each standard and add any comments to the bottom of this form.

_____ **Orientation:** Externs receive an orientation, including a discussion of office procedures and confidentiality and an overview of the work and expectations of the extern.

_____ **Supervision:** Externs are assigned a supervising attorney who will participate in directing, monitoring, and mentoring them throughout the semester. At a minimum, supervising attorneys are expected to meet weekly with their externs.

_____ **Assignments:** Externs are informed of the system for assigning work projects and given clear deadlines, and will receive on-going guidance for managing the workload.

_____ **Feedback:** Externs are provided specific, individualized, and timely feedback on each assignment. Periodic written evaluations will be completed for externs.

_____ **Diversity of Tasks:** Externs are assigned the same kind of work as a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills. Administrative work will be kept to a minimum.

_____ **Observation:** Externs will have opportunities to observe court proceedings, client/staff/strategy meetings, and other appropriate and timely professional activities.

_____ **Opportunities for Reflection:** Externs will meet weekly with their supervisor, other attorneys and staff to discuss their observations, experiences and other issues relevant to the profession.

_____ **Logistics:** The extern has a designated workspace and access to the tools (e.g., telephone, computer, library) and support reasonably necessary to complete assignments.

_____ **No Compensation.** I understand that ABA Rules prohibit students from receiving compensation during an externship for academic credit, except for reimbursement of reasonable

out-of-pocket expenses related to the externship.

Fee-Generating Matters. Where the extern is assigned work on fee generating matters, the extern’s time will not be billed, and the work assigned is in furtherance of the extern’s legal education.

Bar Admission/Status. I certify that my first bar admission was to the (state)Bar in (month/year)_____ and that I am currently an active member with the (state) Bar.

Extern’s Agreement:

I have discussed the above standards with my supervisor. I agree to follow directions, seek clarification and advice in a timely fashion, and comport myself with professionalism and integrity.

My supervisor and I agree that my start and end dates of my externship are:

Start Date: _____ End Date: _____

Number of units of credit I seek for this externship: _____. I understand that to receive credit I must on average work _____ hours per week.

During this semester, I have the following classes and academic commitments (INCLUDE YOUR EXTERNSHIP COURSE):

Name of Class:

Day/Time:

_____	_____
_____	_____
_____	_____

We have reviewed this document and agree to act in accordance with these expectations. We are aware that we may contact the instructor/director of the College of Law’s Externship Programs with any questions or issues that arise during the externship.

Student Signature: _____

Date: _____ Email Address: _____ Phone: _____

Signature of Supervising Attorney/Judge: _____

Date: _____ Email Address: _____ Phone: _____

Submit to: Christy Caves, Assistant Dean and Director of Experiential Learning, The University of Tulsa College of Law, ATTN: Marta Swanson, 3120 East Fourth Place, Tulsa, OK 74104-2499, fax to 918-631-2194; or email to marta-swanson@utulsa.edu.



EXTERNSHIP STATEMENT OF EDUCATIONAL GOALS

Student's Name: _____

Agency/Firm/Court: _____

Supervisor: _____ Semester/Year: _____

The Externship Program is designed to provide a practical academic experience for law students. In allowing academic credit for externships, the College of Law is entrusting your supervising attorney or judge with a portion of your legal education. We want to work in partnership with you and your supervisor to monitor and review your educational experience in your externship. As part of your Application for the Externship, please **fully** respond to the following questions (attach additional pages, as needed) and **attach a copy of your current résumé.**

1. How will the externship relate to and advance your legal education?

2. Describe your anticipated specific responsibilities at this externship.

3. Describe your specific goals and objectives for this externship. (Do so by referencing the professional competencies discussed in *Professional Skills for Externs*.)

Student's Signature: _____ Date: _____

I have reviewed and discussed the above with the student.

Supervising Attorney's Signature: _____ Date: _____



EXTERNSHIP PROGRAM INTRODUCTION FOR SUPERVISORS

Dear Extern Supervisor:

Thank you for your interest in the Externship Program at The University of Tulsa College of Law. This handout outlines the Externship Program's general requirements and explains what is expected of legal and judicial supervisors who work with our students.

The Externship Program allows upper-division law students who meet certain requirements to receive academic credit for unpaid externships they secure with area law firms, businesses, non-profit organizations, and government agencies. Thus, the Program provides students with the opportunity to include practical, hands-on experience as part of their law school education.

Student participants are required to attend a corresponding faculty-led Externship Course, submit evaluations and weekly timesheets, and complete other assignments. The course focuses on the development of lawyering skills and professional identity.

General Requirements of the Externship Position

The following is required in order for the externship to be approved by the College of Law:

- **No Compensation:** As required by American Bar Association (ABA) Accreditation Standards, the externship must be an unpaid position. But, externs may be reimbursed for reasonable expenses incurred in the course of the externship.
- **Supervision:** The student must be supervised by a judge or licensed attorney who has been actively engaged in the practice of law at least five (5) years. If the supervising attorney is a staff member of a recognized legal aid program, public defender program, district attorney office, municipal attorney office, the Attorney General of the State of Oklahoma, or office of any other government agency, that attorney must have been actively engaged in the practice of law for at least two (2) years.
- **Units and Hours:** The student may apply for anywhere from two to twelve hours of academic credit for legal externships, two to three for state court externships and two to five for federal court externships. 45 hours of work per academic credit must be completed during the course of a Summer Term or a Fall/Spring Semester. Externships for the Summer are generally for six (6) or twelve (12) weeks and Externships for the Fall and Spring Semesters are generally for twelve (12) to fourteen (14) weeks.

Externship Application Submission: After the student secures an offer from the employer, the student works with the attorney supervisor to complete our Externship Application Packet. The student must submit a completed packet *prior to enrolling in the required course*. This means that you would complete your hiring process well before these deadlines.

Externship Supervisor Obligations

Because students pay tuition for each unit, law schools and the ABA expect higher standards of teaching and oversight from an externship supervisor than from the supervisor in a volunteer internship or a paid position. Thus, if you work with a College of Law extern, please keep in mind the following

obligations, most of which are listed in the *Extern Supervisor and Extern Agreement* (attached for your reference, which the supervising judge or attorney and the student complete when the student is given an externship offer):

- Externs should be assigned projects with clear deadlines and receive on-going guidance for managing the workload.
- Externs should be provided specific, individualized, and timely feedback on each assignment.
- You must review and sign weekly timesheets and complete written mid-semester and end-of-term evaluations of the student's work performance.
- Externs must be assigned the same kind of work as a paid law clerk or entry-level staff attorney, including exposure to a broad range of lawyering skills and professional activities. Administrative work should be kept to a minimum.
- Externs should have opportunities to observe court proceedings, client/staff/strategy meetings, and/or other appropriate and timely professional events.
- Externs should not be expected to work a significantly higher number of hours than is required by the number of credits sought by the student.

Extern's Obligations

In turn, the student should follow directions and complete assignments as instructed, seek clarification and advice in a timely fashion, and comport himself/herself with professionalism and integrity. In addition, students cannot be compensated for their work, except for reimbursement of reasonable out-of-pocket expenses related to the externship (*e.g.*, parking fee for observing a court hearing).

Site Visit

In compliance with ABA Accreditation Standards, College of Law representatives will conduct site visits to ensure that the supervisor is providing an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, please note that the law school has full discretion to disapprove or inactivate an employer from participating for any period of time.

New Employer Approval

If not previously approved for participation in our Externship Programs, an attorney or judge may start the process by completing the *Request for Approval of Student Extern Supervisor form* (also attached for your reference). To make sure that your externship posting receives timely attention, we recommend that you submit this paperwork no later than 45 days prior to the first day of enrollment for the applicable semester or summer session. Specific dates will be provided as soon as they have been determined.

If you have further questions about our Programs, please feel free to contact me. We look forward to working with you.

Sincerely,

Christy M. Caves
Assistant Dean & Director of Experiential Learning
University of Tulsa College of Law
3120 East Fourth Place, Tulsa, OK 74104-2499
Email: christy-caves@utulsa.edu
Website: www.utulsa.edu/law/externships
Phone: 918-631-2402, Fax: 918-631-2194



REQUEST FOR APPROVAL OF STUDENT EXTERN SUPERVISOR

1. COURT/OFFICE INFORMATION:

Agency/Office: _____

Address: _____

Phone: _____ Website: _____

2. SUPERVISING ATTORNEY OR JUDGE:

(circle) Mr./Ms.: First name: _____ Last name: _____

Title: _____ Direct phone: _____

Email: _____

State of Bar Admission: _____ Month/Year of Bar Admission: _____

3. Minimum Hour Commitment. Students must complete a certain number of fieldwork hours over the course of their externships, which may be 14 weeks in the Fall or Spring Semesters and 6 or 12 weeks in the Summer Term. Specifically, students earn 1 hour of academic credit per 45 hours of fieldwork. Students may apply for two to twelve credits in a legal setting, two to three in state court, and two to five in federal court. Each academic credit hour requires 45 hours of work. In the Fall and Spring Semesters, students enrolled in 12 hours or more of other course work should not do more than 20 hours of field work per week, and students enrolled in less than 12 hours of other courses should not do more than 40 hours of field work per week. In the Summer, students enrolled in other courses should do no more than 20 hours of field work per week and all other students should do no more than 40 hours of field work per week.

4. Number of students you can accommodate each semester: _____

5. Certification under the Oklahoma Licensed Legal Internship Program is:
Required _____ *Preferred* _____ *Not necessary* _____

1. Please answer the following questions regarding the externship. ***Please print your responses on Court/Office letterhead and attach.***

- A. Describe the work done in your office as well as the area (s) of law included. Be specific as to the nature of your legal work and clients served. Include the number of attorneys working in your office.
- B. Describe the educational objectives of this externship will fulfill. In doing so, please reference the legal and professional competencies discussed in the document entitled *Professional Skills for Externs*.
- C. Describe the work the students will be doing. Be specific about the professional skills a student might gain by working with you. Describe how the student and supervisor will work together.
- D. Describe how the supervision and work assignments will meet the College of Law’s supervision requirements outlined in the “Externship Supervisor and Extern Agreement” form.
- E. List any course prerequisites, concurrent courses, and specific application procedures and deadlines as warranted for this externship.
- F. Attach the résumé(s) or summary of professional/educational experience of the supervisor.

7. In compliance with ABA Standards, please note that site visits will be conducted periodically to ensure that the extern is receiving an appropriate level and quality of skills training in a professional environment. Depending on these visits and communications, the law school has full discretion to disapprove or inactivate participation in the program for any period of time.

8. Because students pay tuition for each unit, law schools and the ABA expect higher standards of teaching and oversight from an externship supervisor than from the supervisor in a volunteer internship. Accordingly, please review the supervisor’s obligations listed in the *Extern Supervisor and Extern Agreement*.

NON-DISCRIMINATION STATEMENT

The University of Tulsa is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of personal status or group characteristic including, but not limited to individuals on the basis of race, color, religion, national or ethnic origin, age, gender, disability, veteran status, sexual orientation, gender identity or expression, genetic information, ancestry, or marital status in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, athletic, and other University administered programs. Inquiries about compliance should be addressed to the University’s Associate Vice President of Human Resources & Risk Management, Fisher Hall East Room 103, and 800 S. Tucker Drive, Tulsa, OK 74104.

I have read the College of Law’s policies, requirements and procedures for externships, including its *Extern Supervisor and Extern Agreement*, and I am willing to comply with them. I also certify that I am in good standing with the Bar.

Signature of Supervisor

Date

University of Tulsa College of Law

Date Reviewed

Approved _____ Disapproved _____