

**University of Kansas School of Law
Externship Clinic**

Program Description and Summary of Requirements

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Clinic Description:

The Externship Clinic provides students with an opportunity to perform legal work under the supervision of a practicing attorney at approved governmental agencies, as well as nonprofit legal services organizations and nonprofit public national and international organizations. Students will work a specified number of hours per week under the supervision of a practicing attorney, complete a goals memo, maintain weekly journals of their experience, write a reflective paper, and file a final report.

Academic Considerations and Requirements:

To participate in the Clinic, students must have completed the equivalent of two (2) semesters of law school and be in academic good standing.

Students may earn up to three (3) credit hours during each of the fall and spring semesters. During the summer, students may earn up to a total of eight (8) credit hours.

The Clinic is graded on a credit/no credit basis.

If approved, an externship will consist of two components:

- (1) A clinical experience in the approved field placement (a “job” at the organization)
 - Completion of a specific number of hours of work per week at the approved field placement. Students must work forty (40) hours to earn one (1) hour of academic credit.

and

- (2) An academic experience, which consists of:
 - Attendance at a mandatory orientation or initial meeting with the Clinic Director;
 - Completion of a goals memo;
 - Submission of weekly journal entries to the Clinic Director;
 - Completion of a reflective paper; and
 - Submission of a final student report to the Clinic Director.

Under current KU Law School rules, no student may accumulate more than sixteen (16) credit hours (excluding clinic hours earned in the summer) by participating in the various clinical programs, including this Clinic.

Fall/Spring Externship Clinic:

An application for fall and spring externship placements should be submitted to the Clinic Director as soon as possible, but no later than the deadline prescribed by the Clinic Director. All inquiries about externship opportunities should be directed to the Clinic Director or Career Services professional staff.

Summer Externship Clinic:

An application for the summer externship clinic should be submitted to the Clinic Director as soon as possible, but no later than the deadline prescribed by the Clinic Director. An information session about the Summer Externship Clinic will be held prior to enrollment for summer school.

Jobs that qualify for externship credit:

A student may receive academic credit for legal positions with pre-approved government agencies and nonprofit public national and international organizations.

All externship placements must be approved by the Clinic Director.

*****Positions with a private law firm or other private or for-profit entity do not qualify for externship credit.

A student may not gain academic credit for work in which he is simultaneously receiving monetary compensation. A student is not prohibited, however, from receiving scholarship assistance or reimbursement for expenses such as mileage.

Obtaining an externship placement:

A student may obtain an externship placement on his own. (For example, if you are going home to Arizona for the summer and can arrange a placement at the Arizona Attorney General's Office, this would qualify for externship credit.)

A student may visit the Career Services office and seek the assistance and guidance of its professional staff. Some, but not all, externship opportunities are posted on Symplicity, which is an online database utilized by the Career Services Office.

A student may seek assistance and guidance from Clinic Director.

Applying for the Externship Clinic:

In order for an Externship Clinic application to be processed, the student must:

- Obtain a placement with a qualified employer.
- Complete and submit an application, which can be found and downloaded from the KU Law School website (go to Clinics, click Externship Clinic).
- The supervisor at the placement must be a licensed lawyer. He must submit a letter of interest, which specifies what you will do for the organization and addressing how the organization will assure that you will get an excellent legal experience. The letter of interest can be included with your application packet or can be submitted separately to the Clinic Director.