

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 semesters of law school and be in academic good standing.

Students may earn between two and four credit hours during each of the fall and spring semesters. During the summer, students may earn between two and eight credit hours. A student may earn a maximum of eight credit hours of Externship Clinic credit toward graduation.

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), which consists of:
 - Completion of a specified number of hours of work per week at the approved field placement. Each credit hour requires forty hours of work.

AND

- (2) An academic experience, which consists of:
 - In the fall and spring semesters, attendance at mandatory monthly class sessions with the Clinic Director;
 - In the summer, attendance at a mandatory orientation class session and participation in online classes 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 rules, no student may accumulate more than sixteen credit hours by participating in the various clinical programs, including a maximum of eight hours in the Externship 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 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 of any kind, including scholarship assistance. Reimbursement for expenses such as mileage may be permitted. Students may not receive Externship Clinic credit at placements where they have previously been employed or where they have received an offer of employment. Students also may not receive Externship Clinic credit in a placement for which there is an existing specialized KU Law clinic or externship program without prior permission from both the director of the affected specialized law school clinic or externship program and the director of the Externship Clinic.

Obtaining an externship placement

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

For an Externship Clinic application to be processed:

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