

## EXTERNSHIP APPLICATION PACKET & CHECKLIST

1. The following documents are included in this application packet:

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Student Application for Externship	4-5
Statement of Educational Goals	6
Supervisor, Extern, and Faculty Agreement	7-8

Appendix:

Petition to Repeat

2. After having secured an externship with an eligible supervisor, you must submit the following:
- Student Application for Externship (completed by student)
  - Supervisor, Extern, and Faculty Agreement (completed by student and supervisor)
  - Statement of Educational Goals (completed by student and supervisor)
3. If your supervisor has not previously been approved, your supervisor also must submit the following document:
- Request for Approval of Extern Supervisor, *see 1A-4A*.
4. All externship placements must be a new experience. If you are seeking to receive credit with an organization where you have previously volunteered, interned, or externed you and your supervisor must complete a Petition to Repeat.
- Petition to Repeat, *see 5A*.
5. You cannot self-enroll in an externship. You will be enrolled once you return the completed application packet including all required student and supervisor signatures. This is due no later than the last day of class for the semester prior to your externship. Submit to:

Ambre Weston  
 Director of Externships  
 University of Tulsa College of Law  
 3120 East 4<sup>th</sup> Place, Tulsa, OK 74104-2499  
 Phone: 918-631-5862  
 Email: ambre-weston@utulsa.edu

## EXTERNSHIP POLICIES: QUALIFICATIONS & LIMITATIONS

1. Students applying for academic credit through an externship must meet the following requirements:
  - Student must have completed 28 credit hours with a 2.0 or higher GPA.
  - Externship must run concurrent with the semester in which the student is enrolled. Start and end dates for the placement shall align with the first day of law classes and the last day of law classes, respectively.
  - Student will not work in another law-related position if doing so could create a conflict of interest or confidentiality issues in violation of the Oklahoma Rules of Professional Conduct.<sup>1</sup>
  - Student cannot extern in a position in which the student has previously worked or externed without prior Dean approval.
  - Student cannot 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 total judicial externship credit hours: 6 (Federal Court), 3 (State Court)
  - Maximum total externship credit hours: 12
  
3. Students are required to complete a total of six (6) experiential learning hours prior to graduation. This requirement may be fulfilled through either clinics or externships or a combination of both.
  
4. Externships are subject to the limit of 12 academic credit hours that can be earned in non-classroom courses. Under this regulation, the limits on academic credit hours earned through 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 and are not counted against the 12 hour limit.
  - Subject to the approval of a dean (the Dean or Associate Dean of Academic Affairs), 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 up to 6 hours is limited to those situations in which a student has been granted approval by petition the semester prior to placement.

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<sup>1</sup> Please see Oklahoma Rules of Professional Conduct, Okla.stat. tit. 5 App. 3-A §Rule 1.6-1.11

**ACADEMIC CREDIT FOR EXTERNSHIP**

<b>Academic Credit Hours</b>	<b>Externship Work Hours (per semester)</b>	<b>Externship Work Hours x 14 weeks (Fall/Spring)</b>	<b>Externship Work Hours x 12 weeks (Summer)</b>	<b>Externship Work Hours x 6 weeks (Summer)</b>
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	22.50	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* <sup>1</sup>	

<sup>1</sup> \*Subject to specific approval by Director.

## STUDENT EXTERNSHIP APPLICATION

### Enrollment Information

Semester/Year for which you are requesting credit:  Fall  Spring  Summer Year: \_\_\_\_\_

If summer, select term:  1<sup>st</sup> 6 weeks  2<sup>nd</sup> 6 weeks  Full summer/12 weeks

Number of credit hours sought: \_\_\_\_\_ Required weekly hours in placement: \_\_\_\_\_

Course:  Civil  Criminal  Judicial  Corporate/Transactional  Litigation

### Student Information

Name/TU ID #: \_\_\_\_\_

TU Email: \_\_\_\_\_

Address and Phone: \_\_\_\_\_

Semester/Year you started law school: \_\_\_\_\_

### Supervisor Information

Name: \_\_\_\_\_

Office/Court & Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address and Phone: \_\_\_\_\_

This externship was obtained:

- Via a Compass posting or through assistance from Assistant Dean Donald.
- Through my own outreach, contacts and/or application. If so, this position is:  
(check one):  Unpaid  Paid <sup>1</sup>

Externship part of a SERL requirement?  Yes

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<sup>1</sup> Paid externships are subject to approval by Assistant Dean Donald and limited to placements secured by students on their own accord. Paid externship placements are subject to the same rules, regulations, and reporting as all externships. A student's time may not be billed in any externship.

I hereby certify that (check each box):

- I have successfully completed 28 credit hours and maintained a 2.0 or higher GPA;
- This externship is a new position, in which I have not previously worked for pay/credit or as a volunteer. If this is not a new position, I have attached a Petition for Repeat Externship.
- I will not extern under the direct supervision of a family member.
- I understand that I must work a total of 45 hours for each academic hour of credit. I have spoken with my supervisor and received reasonable assurance that there will be sufficient work available to me to fulfill the hours-worked requirement for the credit hours in which I intend to enroll.
- I will not work in another law-related position while participating in an externship without prior Dean approval. Additionally, I will not work in another law-related position if doing so could create conflicts of interest or confidentiality issues that would violate the Oklahoma Rules of Professional Conduct.
- I understand that I am allowed a maximum of 12 non-classroom credits (subject to Dean approval in certain circumstances). The following reflects my current non-classroom credits:

	<b>Credits Previously Earned</b>	<b>Credits To Be Earned This Term</b>
Judicial externships		
All other externships		
Law journal		
Moot court		
Study abroad internship		

Externships are graded on a pass/fail basis. To obtain a passing grade for the externship, I am required to complete the following academic responsibilities during this term of enrollment:

- I must complete externship orientation the first week of class, time and location to be announced;
- I must regularly attend the course component of the externship:
  - a. 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;
- I must submit time sheets at the direction of my Professor or the Externship Director (includes advanced externs waived from course attendance);
- I must submit Guided Reflection journals, allowing for reflection on how this opportunity advances my educational goals, at the direction of my Professor or the Externship Director (includes advanced externs waived from course attendance) and
- I must submit "Confirmation of Hours" at the conclusion of my placement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty/Dean Approval \_\_\_\_\_ Date \_\_\_\_\_



## SUPERVISOR, EXTERN, AND FACULTY AGREEMENT

Extern: \_\_\_\_\_ Semester/Year: \_\_\_\_\_  
Supervisor(s): \_\_\_\_\_ Firm/Organization: \_\_\_\_\_

### **Supervisor's Agreement:**

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.

Please initial each standard and *sign on the second page of this Agreement.*

\_\_\_\_\_ **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:** I have the authority, ability, and resources to ensure that the extern has a supervising attorney, if not myself, who will actively direct, monitor and mentor him/her throughout the semester.

\_\_\_\_\_ **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:** The extern will be engaged in a substantial lawyering experience that includes multiple opportunities for performance and self-evaluation. The extern will be assigned work that is similar to that of an entry-level attorney including 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 observations, experiences and issues relevant to the profession.

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

\_\_\_\_\_ **Legal Compliance:** My organization is responsible for ensuring that our labor and employment practices are in compliance with state, local, and federal laws as 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. Work assigned is in furtherance of the extern's legal education.

\_\_\_\_\_ **Professional Requirements:** I certify that I have a Juris Doctorate degree and have been actively engaged in my field of work (litigation, compliance, policy, etc.) for at least five years.

\_\_\_\_\_ **Bar Admission/Status:** My first bar admission was to the (state) \_\_\_\_\_ Bar in (month/year) \_\_\_\_\_. I am currently an active member with the (state) \_\_\_\_\_ Bar.

Comments:

**Extern's Agreement:**

The extern should fill in the necessary information, initial the standards, and add any comments. *Sign at the bottom of the Agreement.*

\_\_\_\_\_ **Professionalism, Goals and Reflection:** 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. I will create goals for the semester of how I plan to develop professionally and will discuss these with my supervisor and faculty/dean. I will reflect on the observations, experiences, ethical considerations, and other issues that may arise during my externship. I will be mindful of confidentiality obligations.

The start and end dates of my externship are: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

The number of units of credit I seek for this externship are: \_\_\_\_\_

I understand that to receive credit I must work the following average number of hours per week: \_\_\_\_\_

During this semester, I have the following classes and academic commitments (INCLUDE YOUR EXTERNSHIP COURSE) and outline your anticipated externship schedule:

Class	Day/Time
_____	_____
_____	_____
_____	_____
_____	_____

**Faculty/Dean's Agreement:**

**Academic Requirements:** I will establish requirements designed to develop the extern's experience in their placement, including self-evaluation and reflection.

**Site Evaluation:** I will remain in regular contact, including possible visits, with the externship site and the extern to ensure the quality of the educational experience.

**Availability:** I will be available as a resource should any concerns or issues arise.

**Evaluation:** I will evaluate the extern's academic performance during the externship. The assessment will be based, inter alia, on the extern and supervisor evaluations, timely compliance with requirements, the quality of the self-reflection, and professionalism. This evaluation will determine whether credit should be granted.

*We have reviewed this document and "Professional Skills for Externs" and agree to act in accordance with these expectations. We are aware that we may contact the Assistant Dean and Director of Externships with any questions that may arise during the externship.*

**Student Extern Signature:** \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Supervising Attorney/Judge Signature:** \_\_\_\_\_

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Dean/Faculty Signature:** \_\_\_\_\_ Date: \_\_\_\_\_





### PETITION FOR REPEAT EXTERNSHIP

Student's Name: \_\_\_\_\_ Semester Seeking Credit: \_\_\_\_\_

Organization: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Pursuant to College of Law academic policy, credit will not be given for an externship with the same organization or supervisor with which the student has previously worked (whether volunteer, paid, or in a previous externship) *except in very limited circumstances*. The Externship Director will consider this petition for approval upon satisfactory responses to the questions below. Students are advised to submit the petition well in advance of the start of the desired externship. Provide full responses below (attach additional pages, as needed). Please make sure that you otherwise meet the academic and GPA requirements for the program.

1. Describe your previous work undertaken at the agency/firm/court (include date(s) of previous work):

2. Describe your new duties for the prospective externship:

3. Explain how the two positions/duties are substantially different:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Externship Director: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Disposition:  Approved  Denied