

UNIVERSITY OF CONNECTICUT
SCHOOL OF LAW

INDIVIDUAL EXTERNSHIP APPLICATION MATERIALS

1. Rules

Individual externships are semester-long, course-length student placements with organizations or individuals outside the Law School. Students are primarily supervised at the placement by an attorney designated the "placement supervisor." General oversight is provided by a sponsoring member of the full-time faculty, who is designated the "faculty supervisor." The faculty supervisor's role is to ensure that the placement provides educational work assignments, generally including significant writing, and appropriate feedback and evaluation of student performance. The faculty supervisor generally makes arrangements establishing the placement and specifying at least one specific project to be done by the extern, the placement supervisor and the supervision given. The faculty supervisor and the placement supervisor should communicate regularly. Externs must meet periodically with their faculty supervisors to discuss students' work and review their work product. Externs must keep a journal or log of work at the placement. At the conclusion of the externship, written evaluations must be completed by the student and both supervisors for the student to receive credit for the externship. The number of credits to be allocated for individual externships is determined by the supervising faculty member at the beginning of the externship. A minimum of 56 hours of work by the extern is required for each credit allocated. In addition, students should work a minimum of four hours per week per credit allocated. The maximum number of combined individual externship credits and special research project (SRP) credits that a student may take during law school is eight. In any fall or spring semester, a student may enroll in a maximum of three combined SRP/externship credits. The maximum number of such credits available during a summer is four.

Students should be aware that the Law School will attempt to avoid having faculty members supervising students on different sides of a case. For example, if a student were involved in a prosecutorial externship for credit under a faculty member's supervision, a conflict could arise with respect to cases being prepared under the supervision of other faculty members in the criminal clinic. Individual externships may be taken on a pass-fail basis only.

Instructions

1. The attached "Individual Externship Application" and "Approval of Individual Externship by Placement and Faculty Supervisors" must be completed and filed with the Registrar's Office in order to apply for an individual externship.
2. These forms should be filed no later than the end of the second week of the fall or spring semester, and no later than the second class day of the June or July term. It is the student's responsibility to obtain the required signatures.

3. The attached "Individual Externship Guidelines" should be provided to the placement supervisor at the beginning of the externship, along with a blank "Placement Supervisor's Evaluation of Student Extern." Instructions for completing the evaluation process at the conclusion of the externship are on the evaluation forms themselves.