Student Externship Guide
2015-2016 Academic Year
Externship Program General Information

Fall 2015

Orientation:
Location: Room 402
Time: August 25 at 3:30 pm

Class schedule:
◊ General
   Wednesday 2:00 – 3:30 p.m.
   Seminar Room 322

◊ Judicial
   Section 1 (federal):
   Friday 8:30 – 10:30 a.m.
   Classroom E
   Section 2 (state):
   Thursday 9:00 – 11:00 a.m.
   Seminar Room 440

◊ Prosecutor
   Monday 6:00 – 8:00 p.m.
   Classroom E

◊ Washington, DC
   Wednesday 6:00 - 9:00 p.m.
   (Legal Profession may periodically extend classtime)
   Future of Privacy Forum Office

Externship **hours** begin: Week of September 7, 2015
Externship **hours** end: December 8, 2015

Mid-semester and
End of semester evaluations: October and December 2015

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1 Judicial extern students are evaluated at the end of each semester.
ADMINISTRATIVE INFORMATION FOR STUDENTS

This portion of the Externship Guide is to provide you, the student, with information about your externship course. It is generally applicable to all externship courses and may or may not be repeated on individual syllabi.

GUIDELINES FOR EXTERNSHIP PLACEMENTS

● The students must be engaged in substantial, authentic legal work at the site. To the extent possible, the work should place the student in a lawyer’s role.

● The students’ work may not be compensated nor may it be billed. This does not preclude a Field Placement Supervisor from reimbursing a student for travel or other expenses incurred as a direct result of the program.

● The Field Placement Supervisor must designate an individual to serve as a mentor for each student in the placement (the Field Placement Supervisor may also be the designated mentor). The designated mentor is expected to have direct contact with the student each day the student is on-site and to conduct debriefings and provide specific feedback for assignments and tasks undertaken. This does not preclude the student from working with other attorneys and staff on-site.

● The Field Placement Supervisor will give students the opportunity to perform a variety of tasks in order to develop various skills.

● The Field Placement Supervisor will complete formal evaluations of each student twice a semester.

● The Field Placement Supervisor will have routine contact with designated externship faculty teaching the corresponding classroom component. The Field Placement Supervisor will work with externship faculty to develop and encourage appropriate learning goals and objectives for the students.

● The Field Placement Supervisor will provide adequate work space in a safe environment. Sufficient resources will be available to allow the student to successfully perform his or her work.

● The externship is primarily an educational opportunity for the benefit of the student. While the student should be able to contribute to the work of the placement, the student should not serve as a substitute for other employees within the placement.

● Refer to the externship webpage for further information.
RESOURCES

As the Director of the Externship Program, Professor Natkin serves as a resource for all externship students. Please do not hesitate to contact Professor Natkin with any questions, concerns, suggestions, or simply to meet and talk about your externship experience. Your individual externship faculty are available to you as well.
COURSE CREDIT, HOURS AND GRADING

Students are assessed on both their classroom and on-site work, with the classroom component structured as a two-credit graded course and concurrent fieldwork assessed on a pass/no pass basis.

Washington and Lee University School of Law applies a 3.5 mandatory mean for all externship courses. Fieldwork is assessed on the completion of the requisite hours and a satisfactory evaluation from the Field Placement Supervisor. Student externs generally spend one and one-half to two days at their externship site each week. Judicial externship students are limited to two fieldwork credits per semester for a full-year judicial externship (see Degree Requirements, maximum of 4 ungraded field credits). General and Prosecutor externship students will receive three fieldwork credits (minimum 150 hours/semester). DC externship students only are eligible for four fieldwork credits (minimum 200 hours) in one semester.

The hours requirement is a minimum level each student must attain to receive course credit. Each student is expected to fulfill his or her obligations to the externship site and to complete a full-semester externship. Under appropriate circumstances, you may include time spent on assignments related to your fieldwork if you are temporarily working remotely.

Faculty Supervisors maintain ongoing conversations with field supervising attorneys and judges, who are asked to evaluate their extern at the midpoint and the close of the semester.

ATTENDANCE

Class attendance is mandatory and participation is expected. Those who must be excused from a class are required to notify the externship professor. Alternate assignments may be required. Absence from class may affect your overall course grade.

HOURS SUBMISSION

You must submit a weekly record of your hours categorized by type of work. Your hours should be input into the TWEN site (or other site as directed) and are due the Monday following the workweek by no later than 9:00 a.m. Untimely submissions may result in grade adjustment. You may input your hours on a daily basis -- this is a good habit to cultivate in preparation for future practice. However, daily entry is not required, and as long as you keep track of your hours, you may find it more efficient to submit them cumulatively on a weekly basis. You should not document time spent in class or time spent preparing for class.
TRAVEL

A weekly travel stipend may be provided for students traveling outside of Rockbridge County and to locations other than that of his or her primary residence (the amount of the travel stipend is calculated based upon the location of students’ primary residence and the placement site). The travel reimbursement form is located on the externship website. The form should be submitted to Brianne Kleinert at kleinertb@wlu.edu by the 1st of each month for the previous month’s travel.

All students are required by University General Counsel to complete a responsible travel form. The form must be returned to Brianne Kleinert at kleinertb@wlu.edu before the first day of externship travel. Failure to do so may affect your credit for the externship course.

The safety of all students is of paramount importance. Please do not travel if weather conditions are unsafe or questionable. You may receive credit for remote work (subject to approval for remote work from your externship site) if there is any concern about safe travel on a particular day.

CONFIDENTIALITY, THIRD-YEAR PRACTICE AND OTHER ETHICAL CONSIDERATIONS OR CONCERNS

Class discussion and assignments must redact any client identifying, confidential or otherwise protected information. It is likely that one of your initial classroom assignments will be to consider issues of confidentiality and non-disclosure. Be sure to discuss with your Field Placement Supervisor any specific issues of confidentiality that may govern with respect to your workplace.

All students should have sought and obtained certification from the Virginia State Bar to engage in student practice with a designated supervising attorney. If you will be appearing with attorney supervision in the Western or Eastern Federal Districts of Virginia (including the United States Bankruptcy Court), you will also need to obtain certification from the applicable court. Feel free to contact Professor Natkin or Linda Johnson, Director of Law School Records, for assistance.

Although rare, issues of concern may arise during an externship. Please do not hesitate to contact your designated externship faculty or Professor Natkin with any questions, concerns or suggestions. Depending on the situation, it is best that the student and an individual supervisor communicate and resolve issues when possible. If an issue is unable to be resolved after

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2 Students in the Washington, DC Program will not have a third-year practice certification for appearances in the DC courts. If you contemplate making student court appearances in Washington, DC part of your educational mission for your student’s externship, please contact Professor Natkin or Professor Martel.
meaningful communication, we are available to assist. If a serious workplace/legal issue arises please be sure to report this issue to Professor Natkin immediately.

**OVERVIEW OF THE WASHINGTON AND LEE UNIVERSITY EXTERNSHIP PROGRAM**

Externships provide students with the opportunity to pursue off-campus experiential placements. For each externship section, there is a contemporaneous classroom component with required attendance.

Student externs spend one and one-half to two days at their externship site each week and must enroll in an accompanying course taught by the designated faculty member. Professor Natkin and other designated externship faculty maintain an ongoing “conversation” with Field Placement Supervisors, who are asked to evaluate their extern at the midpoint and the close of the semester.

**Contact Information:**
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**DESCRIPTION AND PROCESS OF OBTAINING AN EXTERNSHIP**

All externships must be approved in advance by Professor Mary Z. Natkin. Externships in places where a student previously worked or volunteered are generally not approved. A waiver may be granted if the proposed legal work is substantially different in type and if the student will be supervised by a different attorney.

**General**

Students can work at a variety of offsite placements. Externs have worked with private law firms, City and County Attorney Offices, Corporate and University Counsel, Legal Aid, Offices of the Public Defender, and other legal organizations. Select bankruptcy externships are also available for students that have taken the bankruptcy course. Some sites have existing
relationships with Washington and Lee, but students are free to “create” a unique experience by locating a site where they would like to work.

**Externship Faculty: Mary Z. Natkin**

**Judicial**

Students are selected to extern with state and federal trial and appellate judges. Externs work side by side with the judge and his or her regular law clerks, and attend court as schedules and duties permit.

**Externship Faculty: Jonathan M. Apgar or Todd Peppers**

**Prosecutor**

Students are placed with a Virginia Commonwealth’s Attorney’s office or with the United States Attorney’s Office for the Western District of Virginia (application required). In the Commonwealth Attorney’s office, externs prosecute felonies and misdemeanors under Virginia law in Virginia trial courts under the supervision of a prosecutor at the placement.

Student externs with the United States Attorney’s office for the Western District of Virginia will try cases in Magistrate’s court and assist on other matters under the supervision of an Assistant United States Attorney.

**Externship Faculty: Christopher B. Russell**

**Washington, DC**

Students may choose to apply to federal agencies, courts, NGOs and other organizations working on federal issues located in DC for an externship. Each organization maintains its own application process and procedures. Some placements wish externs to be on-site for 20 or more hours per week, and some wish students to be on-site certain days of each week (W & L recommends that no student accept an externship for over 30 hours per week due to the accompanying course load). DC externship students will receive four fieldwork credits (minimum 200 hours/semester). Students will enroll in the externship seminar course, legal profession, and one practicum course taught in DC. Students are responsible for their own housing and expenses in DC.

**Externship Faculty: Monica Sanders**

**Educational Objectives**

Externships at Washington and Lee University School of Law are governed by the American Bar Association’s Standards for Approval of Law Schools as well as the curriculum
established by the School of Law. We strive for students to accomplish four things in an externship:

- Improve their legal skills, such as research, writing and analysis or negotiation, client communication and courtroom demeanor;
- Increase their knowledge of a substantive area of law such as criminal justice, administrative law, corporate law, or employment law;
- Learn the mission and administration of an agency, court, or non-profit or for-profit entity and explore how the organization accomplishes its mission; and
- Perhaps most importantly, begin to develop a concept of professional identity.

Overall, the externship curriculum is designed for students to be reflective – to think critically and open-handedly about the externship experience and consider how it has helped with growth in career and professional development.

**Non-Discrimination and Sexual Misconduct Policy**

Please note that Washington and Lee prohibits discrimination and harassment on the basis of race, color, religion, national or ethnic origin, age, disability, veteran’s status, or genetic information in its *Interim Policy on Prohibited Discrimination, Harassment, and Retaliation Other than Sex* ([go.wlu.edu/OGC/DiscriminationPolicy](go.wlu.edu/OGC/DiscriminationPolicy)). Additionally, Washington and Lee prohibits all forms of sexual misconduct, which includes sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, domestic and dating violence, and stalking in its *Interim Sexual Harassment and Misconduct Policy* ([go.wlu.edu/OGC/SexualMisconductPolicy](go.wlu.edu/OGC/SexualMisconductPolicy)). All externship sites are expected to adhere to these policies.