Student Externship Guide
2013-2014 Academic Year
Externship Program General Information

Fall 2013

Orientation: Tuesday, September 3, 2013
Location: TBD (separate extern class locations)
Time: 3:00 – 4:00

Classes begin: Week of September 16, 2013
Classes end: December 17, 2013

Class schedule:
◊ General
   Wednesday 2:00 – 3:55 p.m.
   Classroom C

◊ Gentry Locke Rakes & Moore LLP
   Monday on-site

◊ Judicial
   Monday 4:00 – 5:55 p.m.
   Classroom F

◊ Prosecutor
   Monday 4:00 – 5:55 p.m.
   Classroom E

◊ Washington, DC
   Wednesday 6:30 - 8:25 p.m.
   (Legal Profession may be added periodically to class-time)
   Location TBD

Externship hours begin: Week of September 16, 2013
Externship hours end: December 17, 2013

Mid-semester and
End of semester evaluations: Week of October 21, 2013 and December 16, 2013
OVERVIEW OF AN EXTERNSHIP

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 to two days at their externship site each week, depending on the credit hours sought, and must enroll in an accompanying course taught by the designated faculty member. Washington and Lee’s Director of Externships and Professor of Practice, Tammi M. Hellwig 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:  Tammi M. Hellwig
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DESCRIPTION AND PROCESS OF OBTAINING AN EXTERNSHIP

All externships must be approved in advance by Professor Tammi M. Hellwig.

General

Students can work at a variety of offsite placements. Externs have worked with private law firms, City and County Attorney Offices, with Corporate and University Counsel, with Legal Aid, Public Defenders, The Justice Center, or with other legal organizations. Other options include working for a state or federal agency, a public interest organization, etc. 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: Tammi M. Hellwig
**Gentry Locke Rakes & Moore LLP**

Students gain experience working within a mid-sized business law firm and participating in a private practice seminar taught by one of the firm’s partners and adjunct professor of law. Externs in the past have worked on foreclosures, copyright and trademark law, contract review, and civil litigation.

*Externship Faculty: Jay O’Keeffe*

**Judicial**

Students are selected to extern with federal trial and state and federal appellate judges or with state trial 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*

**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). For Fall 2013, W&L has made an arrangement for students to complete their coursework in DC after the Immersion Course. Students will have a practicum and externship class in DC. Students are responsible for their own housing in DC.

*Externship Faculty: Charles F. Martel*
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.
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.

RESOURCES

As the Director of Externships, Professor Hellwig serves as a resource for all externship students. Please do not hesitate to contact Ms. Hellwig 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. Depending on the externship course, the fieldwork component is either two or three credits (judicial externships are full-year and are limited to two fieldwork credits per semester). Two credits are equivalent to 100+ hours on-site, and three credits are equivalent to 200+ hours on-site. Under appropriate circumstances, you may include time spent on assignments related to your fieldwork if you are temporarily working remotely.

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. Excessive absences (2 or more) 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.

CONFIDENTIALITY, THIRD-YEAR PRACTICE AND OTHER 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 Hellwig 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 the Externship Director, Tammi M. Hellwig, 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 meaningful communication, we are available to assist. If a serious workplace/legal issue arises (such as, but not limited to, a workplace safety concern, serious ethical concern, or harassing or otherwise discriminatory conduct, that is not promptly addressed and resolved) please be sure to report this issue to Professor Hellwig immediately.

NON-DISCRIMINATION POLICY

Please note that Washington and Lee does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age, disability, veteran’s status, or genetic information in its educational programs and activities, admissions, and with regard to employment. Washington and Lee is committed to partnering with prospective externship sites who comply with this non-discrimination policy. If any concerns arise at an externship site regarding discrimination, including harassment, sexual misconduct, or retaliation, please report this to Professor Hellwig immediately. We are here to help, but we cannot help if we don’t know there is a problem. Please don’t hesitate to let us know of your concerns if you don’t know whom to contact at the site or if the site is not responding promptly and effectively.