



THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL

Outside Placement Program

Supervisor Handbook

This handbook is designed to provide information and answer any questions about the Outside Placement Program. If you have additional questions after reading this handbook, please contact us.

The Outside Placement Program

The George Washington University Law School

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Washington, DC 20052

www.law.gwu.edu/opp

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I. EXTERNSHIP PROGRAM REQUIREMENTS – OVERVIEW

A. Student Eligibility

- J.D. candidates are eligible to participate in the Program after they have completed their first year of law school (beginning the summer immediately following their first year).
- LL.M. candidates are eligible to participate in the Program with the permission of their faculty advisors.

B. Field Placement Requirements

- The placement must be at a judicial, government, or public interest (non-profit) organization.
- The placement must be pre-approved by the Assistant Dean for Outside Placement.¹
- Students must be engaged in substantive legal or legislative work. Credit will not be awarded for an externship comprised of administrative work.
- Students must be directly supervised by an on-site, licensed attorney.
- At least 80% of the student's work must be performed on-site at the field placement, under the direct supervision of the attorney-supervisor.
- Students may not be paid for their externship work. *Students may, however, receive a **negligible** transportation or meal stipend from the placement, so long as it is disclosed and approved prior to registration by the Assistant Dean for Outside Placement. Stipends that are greater than the amount necessary to cover reasonable meal and transportation costs will be deemed compensation and the student will not be permitted to receive credit for the externship.*

C. Externship Credit Requirements

- J.D. candidates may earn one (1) to four (4) credits per semester and a total of eight (8) Outside Placement credits throughout their law school career.
- LL.M. candidates may earn two (2) credits per semester and a total of four (4) Outside Placement credits while obtaining their degree.
- Credits are awarded based on the number of hours worked and the amount of substantive legal or legislative writing produced:
 - **Hours.** Students earn one (1) credit for every sixty (60) hours of work.
 - **Substantive Legal Writing.** Students are expected to write **at least 5 pages** of original and substantive work product **per Outside Placement credit** requested.
 - **Work Product Log and Hours Log.** Students are required to maintain both a log recording the hours of work completed and a log describing creditworthy work product which must be submitted at the end of the semester. If the final work product is deemed privileged,

¹ To obtain approval, placements must meet Program requirements. In addition, prospective supervisors must complete a B2 form (located on the Program website) or a Field Placement Information Sheet (available upon request).

meaning it cannot be submitted to the Program, even in redacted form, the supervisor must review and sign the student's work product log. The signed work product log will serve as the supervisor's certification that both the work product descriptions and the page count for each project are accurate. *See Appendix I for a Sample Time Log and Appendix II for a Sample Work Product Log.*

D. Academic Requirements

- **Co-Requisite Course.** Each student must enroll concurrently in an independently credited co-requisite course or tutorial.² Students who have already taken a co-requisite course in conjunction with a previous placement may be waived from this requirement.
- **Reflective Learning.** All students are required to complete reflective learning assignments throughout the course of their externships. Reflective learning assignments are assigned and reviewed by co-requisite course instructors and may include journals, class discussions, individual meetings, or online forum discussions with classmates.

E. Registration & Evaluation Forms

- **Student Registration Form** – Completed by the student.
- **Supervisor Registration Form** – Completed by the supervisor prior to the start of the externship.
- **Student Mid-Semester Questionnaire** – Completed by the student at the midpoint of the externship.
- **Student Final Evaluation** – Completed by the student at the close of the externship.
- **Supervisor Final Evaluation Form** – Completed by the supervisor at the close of the externship.

II. ROLE OF THE FIELD SUPERVISOR

A. Supervision

Supervision is crucial to a successful externship experience and is the mutual responsibility of the field placement supervisor and the student. The Program asks that supervisors:

- Discuss issues of confidentiality with the student at the beginning of the externship;
- Provide adequate, **on-site** work space for the student;
- Provide regular feedback to the student;
- Ensure that the student is assigned substantive assignments that further their legal education;
- Assign projects that will enable the student to meet the Program's work product requirement;
- Provide the student with detailed and regular feedback on their assignments;

² LL.M. candidates are exempt from this requirement.

- Integrate each student into the work life of the office;
- Mentor the student by offering insight into the practice of law, including issues of professional responsibility; and
- Conduct an exit interview with the student.

B. Placement Evaluations/Site Visits

In accordance with ABA standards, a Program faculty member will conduct an in-person or telephonic “site visit” of placements with student externs registered for four (4) Outside Placement credits. The site visits provide the Outside Placement Program with the opportunity to learn more about the field placement’s externship program. They also allow the supervisor to ask questions and express any concerns (s)he may have about the student and/or Program.

C. Mid-Semester Meeting

The Program encourages supervisors to meet with their externs at the mid-point of the externship to discuss the student’s progress and offer guidance regarding the remainder of the externship. The Program also encourages supervisors to contact our office at any time during the semester if they have questions or concerns about their students or the Program.

D. Final Evaluation Form & Work Product/Time Log

Field placement supervisors are asked to submit an end-of-semester form assessing their extern’s performance. As stated above, if the work product is deemed privileged, the supervisor must also certify and sign the student’s work product log. ***Students will not receive credit unless the Program receives this completed form and certification.***

III. STUDENT RESPONSIBILITIES DURING THE EXTERNSHIP

A. Supervision

Students are responsible for obtaining all the information necessary to complete their assignments, i.e., “assignment clarification.”

B. Professional Responsibility

All students, including those who have already taken legal ethics, must familiarize themselves with the Rules of Professional Conduct in the jurisdiction where they are working. In particular, students need to be aware that there are rules governing the unauthorized practice of law; competence and diligence; truthfulness; confidentiality (including attorney-client and work-product privilege); and conflicts of interest. In addition, and as indicated above, ***the Program requires students to consult with their supervisors at the beginning of their externships regarding professional responsibility matters pertaining to their particular externship. Included in this conversation must be a discussion about confidentiality as it pertains to potential reflective learning assignments.***

IV. CONTACTING THE OUTSIDE PLACEMENT PROGRAM

If you have a question or concern that is not addressed by any of these sources, please contact the appropriate member of the Program:

Dean Jessica Tillipman

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APPENDIX I



TIME LOG

Name	
Email	
Student Status	
Semester/Year	

Week	Day	Hours	Location	Weekly Total
Week 1	M	4	Office	14
	T			
	W			
	TH	5	Office	
	F	5	Office	
Week 2	M	<i>Federal Holiday</i>		10
	T			
	W			
	TH	5	Home	
	F	5	Office	
Week 3	M	5		18
	T			
	W			
	TH	6		
	F	7		
Week 4	M			0
	T			
	W			
	TH			
	F			
Total Hours				42

Certified By

Date

APPENDIX II



WORK PRODUCT LOG

Name	
Email	
Grade Level	
Semester/Year	

Date of Assignment	Description of Project	# of pages	Assigning Attorney	Date Completed
7-Jan	Memo on Employer Sanctions for Failure to Complete and Submit Certain Immigration Forms – Student researched the employer sanctions provisions of several immigration reform laws. Student provided background on the issue, analysis regarding the evolution of employer sanctions, and succinct, well-organized descriptions of various violations and the corresponding sanctions under current law.	2.1	Bob Smith	17-Jan
17-Jan	Analytical Letters Regarding Copyright Law – Student wrote a letter to [REDACTED] analyzing copyright law and proposing an agreement regarding private intellectual property issues between [REDACTED] and [REDACTED] based on the laws of the United States and Country X.	4	Joan Wyatt	25-Jan
18-Jan	Memo re FOIA Exemption – In a case involving the Freedom of Information Act (FOIA), the student conducted research and wrote a memorandum analyzing whether an existing FOIA exemption provided adequate legal basis to deny a FOIA request seeking the disclosure of agency documents.	10	John Doe	4-Feb

Certified By

Date