Dear Field Placement Supervisors,

Welcome to The George Washington University Law School’s Field Placement Program. We are excited to work with you and greatly appreciate the commitment you have made to supervise a GW Law student extern.

Students participate in the Field Placement Program to enhance their legal education, obtain practical experience, and improve their legal skills in a professional setting. Accordingly, the quality of a student’s experience is directly related to the quality of the supervision provided. We hope that this handbook and the CACE Manual for Extern Supervisors will assist you in effectively mentoring an extern, and enable you to develop a mutually beneficial working relationship.

This handbook has been developed to reflect the ABA requirements for the conduct of externship programs. It also articulates Field Placement Program requirements and highlights best practices in extern supervision.

Throughout the duration of your student’s externship, the Field Placement Program faculty and staff are here to provide support, offer guidance, and work with you to address any issues or concerns you may have regarding your extern or the Program. We encourage you to reach out to us if you have any questions or if we can otherwise be of assistance.

Thank you for supervising a GW Law extern this semester. We look forward to working with you!

Sincerely,

Keri McCoy
Assistant Dean for Field Placement & Professorial Lecturer in Law
The George Washington University Law School
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Chapter 1: Introduction and Educational Objectives

Introduction to the Field Placement Program

The George Washington University Law School Field Placement Program (“Program”) provides students with the opportunity to work closely with judges or legal practitioners as legal externs in judicial, government, and non-profit organizations while earning academic credit. The Program is designed to expose students to the practical aspects of lawyering both inside and outside of the classroom, in accordance with ABA Standard 304.

Educational Objectives of the Field Placement Program

The primary educational objectives of the Program are to provide students with the opportunity to gain experience in different substantive areas of law and legal process; to develop legal research, writing, interviewing, counseling and investigative skills; to navigate issues of professionalism in a practice setting; and to engage in reflective lawyering.

In order to meet those objectives, students are directly supervised by a judge and/or licensed attorney at the externship/organization who provides supervision and feedback so that students gain valuable knowledge and practical lawyering experience. Students must also enroll in a co-requisite course that directly relates to their placement, which allows them to reflect on their externship experiences.

The combination of on-site attorney supervision, instructional guidance through the law school's faculty, and regular communication between law school faculty and the field placement attorney supervisor thus offers students a unique opportunity to gain practical experience and continue to build upon their law school education.

Chapter 2: Externship Criteria

1. The externship must be at a judicial, government, or non-profit organization.
   a. Non-profits: Students seeking credit for an externship with a non-profit entity must provide proof that the entity has obtained tax-exempt status under 26 U.S.C. §501(c) of the Internal Revenue Code.
   b. International non-profits: Students seeking academic credit for an externship with an international non-profit organization (summer semester only) must provide documentation demonstrating that the organization has been certified by the relevant government authority as a non-profit entity.
2. **Students are prohibited from receiving academic credit for externships with for-profit entities (e.g., law firms).**
   a. This prohibition applies even if a student’s work at the for-profit entity is limited to public interest, pro bono, or low bono projects.

3. **Location**
   a. During the **Fall** and **Spring** semesters: the externship must be located in the Washington D.C. metropolitan area, with the exception of the [GW Law in New York Program](#).
   b. During the **Summer** semester only: Students may earn academic credit for externships outside of the D.C. metropolitan area, including international locations.

4. **Timing Requirements**
   a. All externships must last at least eight (8) weeks. Students may not count weeks that they do not work at their externships.
   b. Fall and Spring semesters
      i. Students may begin recording their externship hours on the first day of the Fall/Spring semester.
      ii. Fall/Spring externships must begin no later than Monday of the third week of the semester. (Note: If the third Monday of the semester is a federal holiday, externships must start on Tuesday of the third week). Fall/Spring externships that do not meet these requirements are not credit-eligible.
   c. Summer semester
      i. Students may begin recording their externship hours after the in-person class session of the Distance Learning Course, *Art of Lawyering (Distance)* (LAW 6672) during the Summer semester. *Art of Lawyering (Distance)* will meet in-person on the Saturday immediately following the Spring exam period.
      ii. Summer externships must begin no later than the first business day after the end of the Add/Drop deadline and may not end before the second Friday in July (regardless of start date). Summer externships that do not meet these requirements are not credit-eligible.
   d. Students may not record externship hours after the final submission deadline, absent an extension from the Program.
   e. Students must keep track of their hours using a timesheet. See the “Timesheet” section in this handbook (Chapter 5) for details.

5. **Students must be engaged in substantive legal, legislative, or policy work.** Credit will not be awarded for an externship that does not provide a meaningful legal educational experience (i.e., one consisting of administrative work or non-substantive assignments).
6. **Students may not earn academic credit for an externship in an office where a family member (immediate or extended) is employed.** Students must disclose to the Field Placement Program the name(s) and title(s) of any family members (immediate and extended) employed by the proposed organization.

7. **Students must be directly supervised by an on-site, licensed attorney.** A student's direct supervisor must have at least three years of experience practicing law and demonstrated experience supervising junior attorneys and/or legal interns. *(Note: This provision does not apply to judicial externships at which the judge provides ultimate oversight of the externship, but a law clerk serves as the day-to-day supervisor.)*

8. **A student’s externship supervisor may not also serve as the student’s co-requisite course professor.**

9. **At least 80% of the externship must be completed on-site.**
   a. “On-site” is defined broadly, and is not limited to the students' physical workspace or placement office. It can include meetings outside the office, hearings, events, etc.
   b. “Off-site” constitutes teleworking situations. For example, students who choose to complete a work assignment from home, the law school, or a coffee shop, are conducting work off-site.
   c. Placements must have a designated on-site work space available throughout the duration of the student’s externship.
   d. Students should have access to necessary resources so they can complete assigned work (such as a computer, phone, internet, etc.).

10. **Compensation**
   a. Students may **not** receive compensation for their externship work except for negligible transportation (e.g., SmarTrip Card) or meal stipends that meet GSA per diem lunch rates.
   b. Stipends that exceed these minimal meal and transportation costs will be deemed “compensation,” which means students will no longer be eligible to receive academic credit for their externship.
   c. Students must obtain advanced written approval from the Program before they accept any form of compensation (even negligible amounts).
   d. Students may not receive academic credit for any externship where the student has previously received compensation.
   e. Students may not receive academic credit for an externship with their current employer, even if the externship is in a different office or division within the same agency or organization.
   f. Students are **permitted** to receive a public interest subsidy and/or a school scholarship. **Funding may not, however, be provided by the student’s placement or an organization affiliated with the placement.**
Chapter 3: Student Eligibility

**J.D. Candidates**

1. Full-time J.D. candidates may participate in the Program after they have successfully completed the law school's full-time first-year curriculum.
2. Part-time J.D. candidates who have not completed the entire full-time first-year curriculum may be eligible to participate in the Program if they can demonstrate that their externship will provide sufficient contemporaneous training to ensure the quality of the student educational experience in the Program.
3. J.D. candidates may earn one (1) to four (4) Field Placement credits per semester and a total of eight (8) Field Placement credits toward their J.D. degree.

**LL.M. Candidates**

1. LL.M. candidates are eligible to participate in the Program with the permission of their faculty advisors.
2. LL.M. candidates may earn one (1) or two (2) Field Placement credits per semester and a total of four (4) Field Placement credits toward their LL.M. degree.

Chapter 4: Student Expectations

**Time commitment**

- Students are expected to establish a reasonable and realistic work schedule that aligns with the law school calendar and accounts for holidays and other dates which conflict with their work schedules. Students are expected to proactively communicate with their supervisors if there are any conflicts and/or changes to their work schedules.
- Students are expected to work with their externship supervisors to establish reasonable start and end dates for their externship. Students are strictly prohibited from terminating their externships prior to the established end date without the express written approval of the externship supervisor and the Assistant Dean for Field Placement.

**Professionalism**

- Students are expected to conduct themselves in a professional manner at all times at their externships.
- All students must familiarize themselves with the Rules of Professional Conduct in the jurisdiction where they are externing. 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.

**Privacy and Confidentiality**
- Field Placement co-requisite courses require students to complete reflective assignments about their externship experiences. Supervisors and students should therefore review and discuss any confidentiality and privacy rules/agreements that exist to mitigate the risk of compromising sensitive information.
- Students are expected to discuss with their supervisors any issues or concerns regarding ethical issues/duties.

**Work assignments and workload**
- Students should always ask questions and seek clarification on work assignments.
- Students should seek and be receptive to constructive feedback on work assignments and skills (such as writing or presentation skills).
- Students should address any concerns they have about workload with their supervisors.
- Students must successfully complete the externship requirements established by their externship supervisors to receive Field Placement credit.
- Students are expected to keep their externship supervisors abreast of Field Placement Program requirements and monitor their progress to ensure they are meeting those requirements.

**Professional Development**
- Students are strongly encouraged to proactively seek work assignments or other projects at the externship that further their educational and career goals.
- Students are encouraged to seek opportunities for career/professional development.
- Students are encouraged to network as much as possible.

**Questions or Concerns?**

If a student’s work habits or attendance suddenly changes, or their work product suddenly declines, please contact Program staff right away. A small problem could indicate that there is something the Law School may need to address. A bigger problem might suggest that the student needs more support beyond what placements can or should be expected to provide.

The Program email is fieldplacement@law.gwu.edu. Complete Program contact information can be found in Chapter 8 of this handbook.
Chapter 5: Academic Requirements

The Field Placement Program is comprised of two major components: 1) a co-requisite component that relates directly to the student’s externship; and 2) the Field Placement course (“Field Placement”), which is the academic credit awarded for the successful completion of an externship.

I. The Co-requisite component

1. **Every** J.D. student must enroll concurrently in a co-requisite course that relates to their externship when they participate in the Program. The co-requisite courses allow students to reflect on their externship experiences and connect the course content with the practical lawyering skills they are gaining at their respective externship organizations.
2. A student’s co-requisite course professor may not serve as the student’s externship supervisor.
3. LL.M. candidates are exempt from the co-requisite course requirement.

II. The Field Placement Course Requirements

In accordance with ABA Standard 304, students can enroll in GW Law School’s Field Placement course to earn academic credit for qualifying externships that meet field placement requirements. In order to be awarded credit for Field Placement, students and supervisors must submit the following documents over the course of the semester:

**Mid-Semester Evaluations**

1) Student Mid-Semester Evaluation
2) Supervisor Mid-Semester Evaluation*

**Final Submission Packet**

1) Field Placement Program Final Submission Checklist & Academic Integrity Statement
2) Student Final Evaluation
3) Supervisor Final Evaluation*
4) Timesheet*
5) Work Product Log*

*(NOTE: Supervisors are only required to take action on the * documents.)*

All forms must be submitted to the Program by the appropriate deadlines (absent an extension from the Program) to receive credit for Field Placement.
Descriptions of Documents

Student Mid-Semester Evaluation
The Student Mid-Semester Evaluation (MSE) provides students with an opportunity to reflect on their externship experiences at the (approximate) midpoint of the externship.

Supervisor Mid-Semester Evaluation*
The Supervisor Mid-Semester Evaluation (MSE) provides externship supervisors an opportunity to evaluate the student’s performance at the (approximate) midpoint of the externship. Students and supervisors are strongly encouraged to meet in-person prior to the submission of this form to discuss any questions, concerns, or issues that may have arisen during the first half of the student’s externship.

Field Placement Program Final Submission Checklist & Academic Integrity Statement
This document contains a checklist of all Final Submission Packet items as well as the Academic Integrity Statement.

Student Final Evaluation
The Student Final Evaluation provides students with the opportunity to reflect on their externship experience, field placement courses, acquired skills, and “lessons learned” at the conclusion of their externship.

Supervisor Final Evaluation*
The Supervisor Final Evaluation provides externship supervisors the opportunity to evaluate their student’s performance, legal research and writing skills, and professionalism at the conclusion of their externship/end of the semester.

Timesheet*
(See Appendix 1 for a Timesheet example.)

Students are required to track their externship hours using a timesheet. The timesheet must contain:

1. The location where the externship work was conducted;
2. All dates worked at the externship;
3. The exact number of hours worked on those dates documented in quarter-hour increments.
   ○ 1-15 minutes = 0.25 hours
   ○ 16-30 minutes = 0.50 hours
   ○ 31-45 minutes = 0.75 hours
   ○ 46-60 minutes = 1 hour
4. Timesheets must be hand-signed by the supervisor.
**Hours Requirement**

- All externships must last at least eight (8) weeks long. Students may not count weeks during which they do not work.
- 60 hours = 1 Field Placement credit
- At least 80% of the externship must be completed on-site.

**Qualifying externship hours**

Students may only count hours that are externship-related. Examples include but are not limited to:

- An orientation organized by the externship organization (note: this is not the same as GW Law School’s Field Placement Program Orientation session, which would not count);
- Meetings with attorney field placement supervisors or other attorneys at the placement;
- Time spent completing research and writing for externship-related assignments, assigned by the externship organization/field placement attorney supervisor;
- Happy hours, networking events, “field trips,” etc. that are organized by the externship organization.

Supervisors who have additional questions about qualifying hours may contact fieldplacement@law.gwu.edu.

**Non-qualifying externship hours**

Students may NOT count hours that they spend on non-externship-related work. Examples include but are not limited to:

- Tasks or other work not assigned by the externship supervisor or other attorneys in the office;
- Non-working lunches/breaks;
- Non-working travel time (including commutes to and from home);
- Time spent preparing for co-requisite courses, studying for other law school courses, and completing Field Placement Program requirements (such as the Work Product Log, Timesheet and evaluation forms);
- Holidays/snow days when the office is closed and students are precluded from working.

**Work Product Log**

(See Appendix 2 for a Work Product Log example.)

- Students must submit a “Work Product Log” at the end of the semester, which provides “high-level” descriptions of the work product students have completed at their externships. Students are NOT required to submit work assignments assigned by externship supervisors.
  - **Note:** Students should NOT include names of clients, classified information, or other privileged/confidential information in the Work Product Log. Students should seek guidance from their externship supervisors to ensure that Work Product Log descriptions do not contain privileged or confidential information.
- Work Product Logs must be hand-signed by the externship supervisor.
• **NOTE**: The Program does **NOT** require students to submit the actual work product to the Program in order to receive academic credit for the externship. Only the Log, as described above, must be submitted.

III. Termination of Externship
Students must establish their work schedules, including start date and end date, in consultation with their field placement supervisors. Students are strictly prohibited from terminating their externships prior to the established end date without the express written approval of the field placement supervisor and the Assistant Dean for Field Placement.

Chapter 6: Field Placement Program Registration

• The Program operates during the Fall, Spring, and Summer semesters. Program registration forms are available approximately 6-8 weeks in advance of the start of a semester.
• Each semester, students and supervisors are required to complete and submit the online registration forms by the Program’s registration deadline.

**Program Registration Forms**

The Program must receive two (2) forms to initiate a student’s field placement registration request:

1. Student Registration Form; and
2. Supervisor Registration Form.

**Student Registration Form**

Students must submit a Student Registration Form (available online) to register for field placement courses.

**Supervisor Registration Form**

Externship supervisors must submit a Supervisor Registration Form (available online) in order for their student to participate in the Field Placement Program. The Supervisor Registration Form asks supervisors to briefly describe the nature of the assigned work for the externship, the substantive area(s) of the law the student will be exposed to, and the skill set(s) the student can expect to develop during the externship. It also asks supervisors to describe the students’ opportunities for performance, feedback and self-evaluation.
Chapter 7: New Externship Opportunities

Supervisors at organizations who meet the externship eligibility criteria outlined in Chapter 2 (but have not yet been approved by the Program) and want to supervise a GW Law extern for a semester may contact the Field Placement Program (fieldplacement@law.gwu.edu).

The Program operates during the Fall, Spring, and Summer semesters and follows the dates specified in the GW Law School Academic Calendar. Therefore, we recommend that interested/prospective externship supervisors email the Program as early as possible but generally no later than:

- **October** for Spring externship opportunities
- **January** for Summer externship opportunities
- **March** for Fall externship opportunities

Recruiters can also post externship opportunities and job vacancies through GW Law School’s Career Center’s CORE database. Visit the following websites for more information:

- CORE: [https://careers.law.gwu.edu/core](https://careers.law.gwu.edu/core)
- Information for Employers: [https://careers.law.gwu.edu/employers](https://careers.law.gwu.edu/employers)

Chapter 8: Field Placement Program Contact Information

**Contact Information**

- **Office**: Lisner Building, Suite 204
- **Hours of Operation**: Monday - Friday, 9:00am - 5:00pm
- **Email**: fieldplacement@law.gwu.edu
- **Phone**: 202.994.5184
- **Website**: [http://www.law.gwu.edu/fpp](http://www.law.gwu.edu/fpp)
- **Mailing Address**: Field Placement Program
  The George Washington University Law School
  2000 H Street NW
  Lisner Hall, Suite 204
  Washington, D.C. 20052
Program Staff

Dean Keri McCoy
Assistant Dean for Field Placement & Professorial Lecturer in Law
Email: kmccoy@law.gwu.edu
Tel: 202.994.5184

Jo Jones
Program Manager for Field Placement
Email: jojones@law.gwu.edu
Tel: 202.994.0326

Jennifer Dowdy
Program Coordinator for Field Placement
Email: fieldplacement@law.gwu.edu
Tel: 202.994.5184

Field Placement Program: Social Media

- Join our Facebook Page: https://www.facebook.com/groups/GWLAWFieldPlacement/
- Follow us on Twitter: GWLawFPP
**Appendix 1: Timesheet (example)**

![GW Law Timesheet Example](image)

### TIMESHEET

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Name</th>
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<tbody>
<tr>
<td>Email</td>
<td>GW Law Email</td>
</tr>
<tr>
<td>Student Status</td>
<td>2L/3L/LL.M.</td>
</tr>
<tr>
<td>Semester/Year</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>

60 hours = 1 Field Placement credit

**The following activities may not** be included in the hours total: (1) non-working lunches, (2) holidays/snow days (when the office is closed), and (3) time spent preparing for your co-requisite course or completing Field Placement Program requirements (e.g. timesheet or work product log).

<table>
<thead>
<tr>
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<th>Hours</th>
<th>Location</th>
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<td>Office</td>
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<td>Office</td>
<td></td>
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<td>Hours</td>
<td>Location</td>
</tr>
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<tr>
<td>1/17/2020</td>
<td>8</td>
<td>Office</td>
<td></td>
</tr>
<tr>
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</tr>
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</tr>
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<td>Hours</td>
<td>Location</td>
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<tr>
<td>2/5/2020</td>
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<td>Hours</td>
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**Total Hours Worked**: 120

**Supervisor Signature**
(Must be hand-signed)

______________________________

**Supervisor Print Name**: ____________________________

**Date Signed**: ____________________________
Appendix 2: Work Product Log (example)

### WORK PRODUCT LOG

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Name</th>
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</thead>
<tbody>
<tr>
<td>Email</td>
<td>GW Law Email Address</td>
</tr>
<tr>
<td>Grade level</td>
<td>2L/3L/4L/LLM</td>
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<tr>
<td>Semester/Year</td>
<td>Spring 2020</td>
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Note: The page count must only include pages that contain original and substantive work product. Including non-qualifying work in the page count is a violation of the Academic Integrity Code.

<table>
<thead>
<tr>
<th>Date of Assignment</th>
<th>Description of Project</th>
<th>Page Count</th>
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<th>Date Completed</th>
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<td>Memo on Employer Sanctions for Failure to Complete and Submit Certain Immigration Forms</td>
<td>2</td>
<td>Bob Smith</td>
<td>01/22/2020</td>
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<tr>
<td></td>
<td>-- researched the employer sanctions provisions of several immigration reform laws and 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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/10/2020</td>
<td>Email Summary of Copyright Law – Wrote an email to supervisor analyzing copyright law issue.</td>
<td>4</td>
<td>Joan Wyatt</td>
<td>02/10/2020</td>
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<tr>
<td>03/08/2020</td>
<td>Memo re FOIA Exemption -- 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.</td>
<td>10</td>
<td>John Doe</td>
<td>03/12/2020</td>
</tr>
</tbody>
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TOTAL PAGE COUNT (REQUIRED) 16

Supervisor Signature  
(Must be hand-signed)

Supervisor Print Name:  

Date Signed:  

Page 13