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 corequisite 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. Nonprofits: 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 nonprofits: Students seeking academic credit for an externship with an international nonprofit 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.**
   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 on the Monday 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 their 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 Chapter 5 of this handbook 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 corequisite 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 complete work assignments 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.**

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1This requirement has been waived for Spring 2022 semester due to the COVID-19 pandemic. Students have been provided with the applicable policy supplement.
Chapter 3: Student Eligibility

**JD Students**
1. Full-time JD students may participate in the Program after they have successfully completed the law school's full-time first-year curriculum.
2. Part-time JD students 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. JD students may earn one (1) to four (4) Field Placement credits per semester and a total of eight (8) Field Placement credits toward their JD degree.

**LLM Students**
1. LLM students are eligible to participate in the Program with the permission of their faculty advisors.
2. LLM students may earn one (1) or two (2) Field Placement credits per semester and a total of four (4) Field Placement credits toward their LLM 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 during 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 corequisite 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 issues develop related to a student’s work habits, attendance or otherwise, please contact the Program right away. The Program’s email is fieldplacement@law.gwu.edu. You can find complete Program contact information in Chapter 8 of this handbook.

Chapter 5: Academic Requirements

The Field Placement Program has two major components: 1) a corequisite course 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 Corequisite Course Component

1. Every JD student must enroll concurrently in a corequisite course that relates to their externship when they participate in the Program. The corequisite 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 corequisite course professor may not serve as the student’s externship supervisor.
3. LLM students are exempt from the corequisite course requirement.

II. The Field Placement Course Component

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) Field Placement Mid-Semester evaluation

Final Submission Materials

1) Student Final Evaluation (completed by student)
2) Supervisor Final Evaluation (completed by supervisor)
3) Timesheet (completed by student)
4) Work Product Log (completed by student)

All forms must be submitted to the Program by the appropriate deadlines (absent an extension from the Program), in order for the student to receive academic credit.

Descriptions of Documents

Field Placement Mid-Semester Evaluation
The Field Placement Mid-Semester Evaluation (MSE) provides students and supervisors with 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.

**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**
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;
4. The supervisor’s signature.

**Hours Requirement**
- All externships must last at least eight (8) weeks long. Students may not count weeks during which they do not work.
- $60 \text{ hours} = 1 \text{ Field Placement credit}$
- At least 80% of the externship must be completed on site.\(^2\)

**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;
  - Meetings with field placement supervisor or other attorneys at the placement;
  - Time spent completing research and writing for externship-related assignment;
  - Happy hours, networking events, attendance at court proceedings, etc.

\(^2\) Per Spring 2022 Policy Supplement this requirement has been waived.
Supervisors who have additional questions about qualifying hours may contact fieldplacement@law.gwu.edu.

Work Product Log

- Students must submit a “Work Product Log” at the end of the semester, which provides “high-level” descriptions of the written work product completed. Students should NOT submit the actual work product to the Program or identify clients by name so as to avoid any confidentiality issues. Work Product Logs must be signed by the placement supervisor.

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 must receive a Field Placement Registration Form to initiate a student’s field placement registration request. Students are asked to work with Placement Supervisors in order to complete the form. Students and Supervisors will have to complete their own sections of the form.

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. We strongly recommend that 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
Employers can also post externship opportunities and job vacancies for students and alumni through GW Law School’s career database (CORE). Please visit the Career Center’s web page for additional information.

- Information for Employers: https://careers.law.gwu.edu/employers

Chapter 8: Field Placement Program Contact Information

Contact Information

➢ Office: Lisner Building, Suite 204; Monday - Friday, 9:00am - 5:00pm
➢ Email: fieldplacement@law.gwu.edu
➢ Phone: 202.994.5184
➢ Website: http://www.law.gwu.edu/fpp
➢ Mailing Address:
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  The George Washington University Law School
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Social Media

- Join our Facebook Group: https://www.facebook.com/groups/GWLAWFieldPlacement/
- Follow us on Twitter: @GWLawFPP