



THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL

Field Placement Program

Supervisor Handbook

<https://www.law.gwu.edu/field-placement>

fieldplacement@law.gwu.edu

202-994-5184

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

Table of Contents

Chapter 1: Introduction and Educational Objectives	1
Chapter 2: Externship Criteria	2
Chapter 3: Student Eligibility	5
Chapter 4: COVID-19 Safety Notice for In-Person and Hybrid Externships	6
Chapter 5: 2022-2023 Pilot Program Regarding Paid Externships	6
Chapter 6: Field Placement Program Registration	6
Chapter 7: Academic Requirements	7
Chapter 8: Student Expectations	10
Chapter 9: Advertising Externship and Job Opportunities	11
Chapter 10: Field Placement Program Contact Information	12

Chapter 1: Introduction and Educational Objectives

Introduction to the Field Placement Program

The George Washington University Law School Field Placement Program (“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.

The Field Placement Office facilitates the award of academic credit for both externship work in the field and corequisite courses. Further, the Program vets the externship opportunities and organizations to ensure compliance with Program requirements. GW Law students who obtain qualifying externships and wish to participate in the Program must meet all of the criteria outlined in this handbook (and any applicable policy supplement) to ensure their successful completion of the Program and to remain eligible to earn academic credit for both their externship work and corequisite course.

Field Placement Program Overview

The Field Placement Program consists of two parts: the student’s externship work as a part of the *Field Placement* course, and the corequisite course (required for JD students only). After a student secures an eligible externship, they must submit a joint registration form with their prospective supervisor. If approved, the student will be enrolled by the Field Placement Office in both the *Field Placement* course ***and*** the corequisite course.

In the *Field Placement* course, students earn academic credit for their externship work with judges or practicing lawyers as legal externs in government, judicial, and nonprofit organizations.

In addition to the *Field Placement* course, students concurrently enroll in a corequisite course that directly aligns with their externship. Taught by adjunct faculty, the corequisite course provides students an opportunity to reflect on their externships and connect their externship experiences with academic concepts they are learning in law school. Each corequisite course has its own syllabus and course assignments, as determined by the corequisite course professor.

All participating students are required to timely submit forms to the Field Placement Office at the midpoint and at the end of their externships. Students must meet all Field Placement Program requirements and deadlines in order to maintain their eligibility for academic credit.

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 processes; 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 these objectives, students are directly supervised by a judge and/or licensed attorney at the field placement site who provides supervision and feedback so that students gain valuable knowledge and practical lawyering experience. JD 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 staff and the placement site supervisor offers students a unique opportunity to gain practical experience and enhance their overall academic experience.

Chapter 2: Externship Criteria

Placement Sites

1. All externships must be with a judicial, government, or non-profit organization.
 - a. *Nonprofits*: Students seeking academic credit for an externship with a non-profit entity may be required to provide proof that the organization 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 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.

Timing Requirements

1. All externships must last at least eight (8) weeks. Students may not count weeks during which they do not work.
 - a. 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 begin by the Tuesday of the third week). Fall/Spring externships that do not meet these requirements are not eligible for credit.
 - b. Summer semester
 - i. Students may begin recording their externship hours on the Monday immediately following the Spring exam period.

- a. **Please see Chapter 5 below and the view the applicable semester's Policy Supplement for more specific parameters of the pilot program.**
 - b. Students must obtain advanced written approval from the Program before they accept any form of compensation (even negligible amounts).
2. Students may not receive academic credit for any externship work with an organization from which they have previously received compensation, with the exception of paid externships completed during their law school matriculation.
- a. 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.
3. Students *are permitted* to receive a public interest subsidy and/or a school scholarship. These may not, however, be provided by the student's placement or an organization affiliated with the placement.

Externship Formats

The Field Placement Program permits externships that are in person, remote, or hybrid (a combination of in person and remote) as set forth below.

1. **In-Person Externships:** Student Externs may earn academic credit by participating in person at a placement site if the externship organization permits Student Externs to complete their work in the office.
 - a. During the Fall and Spring semesters, students with externships in the in-person format must be located in the Washington, D.C. metropolitan area.
 - b. During the Summer semester only: Students may earn academic credit for in-person externships outside of the D.C. metropolitan area, including international externships (see Chapter 5 for more information), when concurrently enrolled in a distance section of a corequisite course.
2. **Remote Externships:** Student Externs may earn academic credit by participating in a remote externship.
 - a. During the Fall, Spring, and Summer semesters, students may participate in externships in the remote format.
 - b. Supervision: Remote externship supervisors are expected to provide the same amount of oversight, communication, direction, and feedback to their Student Extern as they would in an in-person capacity.
 - c. **Meeting Requirement:** Student Externs must speak to their Placement Supervisor via videoconference or phone call at least once per week throughout the duration of a fully-remote externship. The software (e.g., Microsoft Teams, Zoom, Google Meet, etc.) is at the discretion of the Student Extern and the Placement Supervisor, but a weekly meeting is required in order for the Student Extern to earn academic credit for participating in a remote placement. The student's Placement Organization/Placement Supervisor must be able to meet this requirement in order for the student to remain eligible to receive academic credit for their externship work.

- d. Students must be able to attend their corequisite course even if their externship is fully remote.
3. **Hybrid Externships:** Student Externs may earn academic credit by participating in an externship that is a combination of the two options described above.
- a. During the Fall and Spring semesters, students with externships in the hybrid format must be located in the Washington, D.C. metropolitan area.
 - b. **Meeting Requirement: Student Externs must speak to their Placement Supervisor via videoconference or phone call at least once per week throughout the duration of the externship in any weeks during which the weeks that the Student Extern is fully remote. The software (e.g., Microsoft Teams, Zoom, Google Meet, etc.) is at the discretion of the Student Extern and the Placement Supervisor, but a weekly meeting is required in order for the Student Extern to earn academic credit for participating in a remote placement. The student's Placement Organization/Placement Supervisor must be able to meet this requirement in order for the student to be eligible to receive academic credit for their externship work.**
 - c. If the Placement Organization chooses to change the externship format during the course of the semester due to the COVID-19 pandemic or other circumstances, the Placement Supervisor must be able to continue supervising the Student Extern in the alternate format selected by the placement. If the Placement Supervisor/Placement Organization is unable to meet this requirement, the Student Extern will not be eligible to receive academic credit for their externship.

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: COVID-19 Safety Notice for In-Person and Hybrid Externships

Student Externs participating in an in-person or hybrid (combination of in-person and remote) externship may be exposed to certain dangers and risks associated with the COVID-19 pandemic that cannot be eliminated regardless of the care taken to avoid such risks. By conducting any part of their externship on-site at any time, Student Externs have an increased risk of contracting or spreading COVID-19.

While externing at the placement, Student Externs must comply with all applicable COVID-19 safety guidelines and directives issued by relevant federal and local government health agencies, including but not limited to, social distancing and face covering requirements. Please click [here](#) for current CDC guidance.

If the Student Extern is not comfortable performing work on-site due to these potential health risks, they remain eligible to receive academic credit for a “remote” externship.

If the Student Extern plans to conduct any part of their externship on-site at any time while they are enrolled in the Field Placement Program they must complete the Program’s [COVID-19 Assumption of Risk, Release, and Waiver of Liability Agreement](#).

- Failure to comply with this requirement could result in an "NC" for the *Field Placement* course and immediate removal from the Field Placement Program.

Chapter 5: 2022-2023 Pilot Program Regarding Paid Externships

For the 2022-2023 academic year, the Field Placement Program is implementing a pilot program by which Student Externs may earn academic credit for their paid externship work with federal agencies and federal courts **only** when required by the Field Placement site. Please view the applicable semester’s Policy Supplement for more specific parameters of the pilot program.

Chapter 6: Field Placement Program Registration

1. Program registration forms are posted to the Field Placement Portal approximately 8 weeks in advance of each semester (Fall, Spring, and Summer).
2. After a student secures an eligible externship, they must submit a joint registration form with their prospective supervisor. If approved, the student will be enrolled by the Field

Placement Office in both the *Field Placement* course (for their externship work) **and** the corequisite course.

- a. To guarantee a spot in the Program, students are encouraged to submit the registration form by the priority registration deadline.
 - b. Forms submitted after the Program's priority registration deadline are considered on a case-by-case basis as space allows.
 - c. The Program cannot accept registration forms from JD students after the Add/Drop period in any given semester.
3. Students will receive an email from the Field Placement Office advising whether their proposed externship has been either approved or denied. If a proposed externship is denied, students are encouraged to work with the Field Placement Office to resolve any issues and/or to explore alternate externship opportunities.
 4. Students are not permitted to count externship hours until they are registered by the Program in the *Field Placement* course and only after the start date of each semester outlined in the Program Calendar available on the Field Placement page of MyLaw.

Chapter 7: Academic Requirements

All students admitted into the Field Placement Program will be concurrently enrolled in two courses. The first course is for the student's externship/working credits. Students will be awarded credit for this course upon successful completion of their externship and after all Field Placement Program requirements have been met. Students participating in the Field Placement Program will also be concurrently enrolled in a corequisite course that relates directly to the student's externship.

The *Field Placement* Course Component

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 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

Supervisor Mid-Semester Evaluation

The Mid-Semester Evaluation (MSE) provides 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 Mid-Semester Evaluation

The Field Placement Mid-Semester Evaluation (MSE) provides students with an opportunity to evaluate their performance and provide details about their externship 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 hours = 1 *Field Placement* credit

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;
 - Networking events, attendance at court proceedings, etc.
 - 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.

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.

Termination of Externship

Students must establish their work schedules, including start date and end date, in consultation with their placement supervisors. Students are strictly prohibited from terminating their

externships prior to the established end date without the express written approval of the placement supervisor and the Assistant Dean for Field Placement.

Chapter 8: 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 7 of this handbook.

Chapter 9: Advertising Externship and Job Opportunities

Organizations can post externship opportunities and job vacancies for students and alumni directly through GW Law School's career database (CORE). Organizations can also email job descriptions for open positions to postjobs@law.gwu.edu to advertise opportunities for current GW Law students and alumni. Please visit the [Career Center's web page](#) for additional information.

Chapter 10: Field Placement Program Contact Information

Contact Information

- Office: Lisner 204
- Hours of Operation: Monday - Friday, 9:00am - 5:00pm
- Email: fieldplacement@law.gwu.edu
- Phone: 202-994-5184
- Website: <https://www.law.gwu.edu/field-placement>

Program Staff

Dean Keri McCoy

Assistant Dean for Field Placement and Professorial Lecturer in Law

Email: kerimccoy@law.gwu.edu

Tel: 202-994-5184

Office Hours: By appointment only

Sierra Bower

Program Manager

Email: sbower@law.gwu.edu

Tel: 202-994-0366

Cole Gaudin

Program Coordinator

Email: fieldplacement@law.gwu.edu

Tel: 202-994-5184

Field Placement Program: Social Media

- LinkedIn: <https://www.linkedin.com/company/gw-law-field-placement-program>
- Instagram: @gwlawfieldplacement
- Twitter: @GWLAWFPP
- Facebook: <https://www.facebook.com/gwlawfieldplacement>