

WILLIAM S. BOYD SCHOOL OF LAW

EXTERNSHIP PROGRAM

The William S. Boyd School of Law (BSL), believing that students should have the opportunity to participate in various fields of practice as part of the BSL educational program, establishes the following externship guidelines.

1. Definitions

- a. **Externship.** A field placement in a public agency or not-for-profit organization for students who earn credit doing high quality legal work.
- b. **Externship Director.** A full time member of the faculty responsible for the creation and oversight of externships.
- c. **Externship Placement.** An agency or not-for-profit organization approved to accept BSL students who will earn credit for their work in the agency or organization.
- d. **Field Supervisor.** An attorney in the Externship Placement who takes responsibility to supervise the daily work product of the student in the externship. In placements with the state or U.S. legislatures, supervisors must be experienced staff with the requisite skills to supervise law students. BSL may, when appropriate in the Director's judgment, assist and train non-lawyer supervisors and student externs regarding issues of professional responsibility.

2. Externships In General

- a. **Scope.** The BSL Externship Program will create Judicial, Legislative and Government and Public Interest Agency externships.
- b. **Faculty.** An Externship Director who is a full-time member of the faculty will be responsible for implementing, overseeing and teaching in the BSL Externship Program.
 - i. The Externship Director may have the primary responsibility for supervision of up to thirty-five (35) students per semester with appropriate adjustments made by the Dean for other institutional and teaching responsibilities. This limit does not include externs who are primarily supervised by other faculty members.
 - ii. Additional externships may be created with the help of the Externship Director if individual faculty members have an interest in supervising externs in Externship Placements doing work in the faculty members' fields of study. Such externships must be established through the same approval method as the externships supervised by the Externship Director and must fulfill the same requirements.

c. Students.

- i. Students must complete all first-year required courses before they are eligible to participate in a Judicial, Congressional or Legislative externship.
- ii. With some exceptions, as approved by the Externship Director, students must complete at least 45 hours of academic course work to enroll in the Government and Public Interest Externship course. Further pre- or co-requisites may be required for all externships.
- iii. Students may not enroll for an externship course and a clinical course in the same semester without the approval of both the Externship and Clinic Directors.

d. Supervision.

- i. Each Externship Placement will designate a Supervisor who will supervise the work of the student at the placement. No student may earn credit for an externship unless supervised by an attorney or judge in the placement as well as by the Externship Director or other faculty member. Students may be supervised in the Congressional and Legislative offerings by experienced legislative staff who are not attorneys after review and approval by the Externship Director.
- ii. The Externship Director will work with the Field Supervisor to assure that the student receives a high quality educational experience and to evaluate the student's work.
- iii. In placements where the student receives seven (7) or more credits, the Externship Director will conduct at least one site visit during the semester. Site visits in placements of less than seven (7) credits will take place as needed, but at least once a year.

e. Course Requirements.

Length. Generally, Externship Placements during the fall and spring semesters will last approximately thirteen (13) weeks and nine (9) weeks during the summer session. Students will not be required to be on-site during the designated study and exam period.

- d. **Credit and Grading.** Externships will be offered for up to 12 credits depending on the nature of the externship and the time spent by the student working at the placement. Students are required to spend at least 46 hours on-site for each credit earned according to a schedule agreed to by the student, field supervisor

and Externship Director. Class attendance and travel time to the placement site will not be included in the field hour requirement. For student placed in externships in the immediate Las Vegas area, enrollment will range generally from 1-7 credits. The Externship Director must approve any placement for more than 7 credits.

- i. Grading: Pass or Fail for field work; and Pass, Fail, or C- for one credit related to course work.

e. Limitations.

- i. No more than twelve (12) externship course credits may be applied towards a student's minimum graduation credit requirement.
- ii. No student may receive externship credit for work in a for-profit firm or agency.
- iii. No student may receive monetary compensation for work in any externship placement. Travel or expenses may be reimbursed by the site agency as approved by the Externship Director. Scholarship funds for tuition may be extended to students to in particular placements consistent with American Bar Association standards.

3. Academic Component.

- a. **Description.** The Academic Component of each externship ordinarily will consist of the following:

- i. **Class Meetings.**

- (1) Unless otherwise approved in advance, each externship will have an Orientation and periodic class meetings over the semester. These class meeting may include discussion of such topics as legal and ethical issues confronted by students in their externships, research and writing, lawyering skills, observation of law practice, and assigned readings. Students may be permitted to attend the weekly meeting by telephone conference or through other technological means when necessary.

- (1) Depending on the particular Externship Placement, the Externship Director may decide to offer, in lieu of classes throughout the semester, an in-depth academic component before the placement begins, followed by class meetings as necessary upon completion of the placement.

- ii. **Weekly Journals and Time Records.** All students enrolled in an externship will submit weekly journals and time records to the Externship Director. The journal content shall be consistent with the educational goals of the course as stated in the course syllabi.

b. Evaluation of Students.

- i. The Field Supervisor will evaluate the student's work by:
 - (1) Conferring regularly with the student throughout the placement. This may include an initial goals setting session and exit meeting at the end of the term. Supervisors shall review any memoranda required by the course related to these processes;
 - (2) Reviewing or observing the student's work and providing feedback during and after completion of the work;
 - (3) Evaluating the student's overall work performance at mid-semester and at the end of the placement.
- ii. The Externship Director will evaluate the student's work by:
 - (1) Supervisor and student;
 - (2) Reviewing the student's weekly journals and time records;
 - (3) Individual conferences with the extern;
 - (4) Site visits;
 - (5) Reviewing the student's course required memoranda; and
 - (6) Evaluating the student's participation in the classroom component of the externship.

c. Student Evaluation of the Placement. Students will evaluate the Externship Placement and Field Supervisor on forms to be developed and provided by the Externship Director.

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Approved by the Clinic Committee: February 7, 2006

Approved by vote of the faculty: February 24, 2006