

SEATTLE UNIVERSITY SCHOOL OF LAW

EXTERNSHIP FAQs

What is an Externship?

- Externships refer to law-related placements outside of the law school where students earn academic credit by doing legal work for a court, non-profit, state or federal agency, or non-governmental organization. Externships are unpaid and follow ABA, AALS, and faculty guidelines. Externs must take the corresponding externship seminar during the same semester as their externship placement.

What are the Benefits of an Externship? It can help you:

- Put your classroom learning into practice;
- Develop legal skills and explore different areas of the law;
- Gain an additional understanding of the legal profession; and
- Make connections to help you discover your passion and help you find a job after graduation.

Where Can I Do an Externship?

- Public agencies and entities
- Public or private non-profit organizations and a few in-house counsel with corporations
- Courts (Superior Court level and above)

Note: Some international externships are available

How Many Credits Can I Get?

- Part-time externships: 3 or 4 credits (includes 1 seminar credit)
- Full-time externships: Fall/Spring—15 credits (includes 3 seminar credits); Summer—8 credits (includes 2 seminar credits)

How Many Externships Can I do?

- Any combination of full-time and part-time externships as long as the total credits does not exceed the 15 credit maximum for experiential learning.

Note: You may not do an externship and a clinic simultaneously

Who is Eligible to Apply for an Externship?

- Eligibility requirements vary based on the number of SU law credits completed prior to the externship. See chart below:

Full-Time Externship (15 credits-Fall/Spring; 8 credits-Summer)		
Prior Credits Earned	Class Rank	Hours Worked Per Week
60	Top 50% (many sites require top 25%, some top 10%)	39 hours/week (all semesters)

Part-Time Externship (3 or 4 credits)		
Prior Credits Earned	Class Rank	Hours Worked Per Week
30	Top 50%	4 credits—15 hrs (Fall/Spr) 23 hrs (Summer) 3 credits—11 hrs (Fall/Spr) 17 hrs (Summer)
45	Top 75%	Same as above
60	All students eligible	Same as above

5 Simple Steps in the Externship Process

1. Determine **when** you will be eligible to do an externship. Visit the website and search the sponsoring agencies database at: http://law/Academics/Externship_Program.xml
2. Determine **what kind of externship** you are interested in: Look through the site sponsor profiles on the website. There are civil, criminal and judicial externships. Participation in the seminar is required during the semester of your externship. Consult with CPD for help in reviewing your resume and cover letter.
3. Make an appointment with the Externship Director on TWEN under "Appointments with Externship Director."
4. Gather necessary materials and complete an application by the deadline listed on the website. The application form can be found on the Externship Program website. Be sure to e-mail your application, resume, unofficial transcript and packet of materials for each site to the Externship Program Assistant. She will forward them to the site supervisors.
Note: Some sites prefer hard copy applications. Check the "materials" portion of the site profile before submitting your materials.
5. When you receive a placement, decide on your work schedule and contact the externship assistant to complete your registration.

What Should I Do if I Would Like to Extern for a Site Not Already Listed?

- Contact the Externship Director as soon as possible. She will visit the site and will work with you and the site supervisor to see if the site can be approved. Generally, this must be done well before the semester starts.

What Do I Do Once I Have Applied for an Externship?

- Sites typically take 2-4 weeks to contact you for an interview.
- If you have not heard back at this time, please contact the Externship Assistant.

What Do I Do if I am Offered a Position?

- We ask that you accept the first offer you receive. This assures supervisors that all applicants are interested in their site and keeps opportunities open for future students; therefore, apply only to sites you would seriously accept.
- Once you have accepted, contact the Externship Program Assistant to register you.
- Discuss your schedule with your site supervisor.
- The Externship Program Assistant will send **you** a detailed registration letter and **your supervisor** a supervisor packet a week before the semester begins.

For questions about the sites, about planning your courses in sequence, and about the seminar content, please contact:

Gillian Dutton
Director, Externship Program
duttong@seattleu.edu
(206) 398-4010

For questions about application materials, the application process, and specific site deadlines, please contact:

Nicole Cardona
Externship Program Assistant
cardonan@seattleu.edu
(206) 398-4128