

Externship Program-Information for Employers

The Externship Program allows students to earn credit while gaining legal experience that will stand out on their resumes. It is an opportunity for our students to gain hands-on lawyering experience working with and as lawyers in real office settings. Placements can be in private firms, corporations, government offices, public interest/legal aid offices, judicial placements, and non-traditional placements. All work must be performed under the direct supervision of an attorney and are generally for one academic semester or over the summer. Placements may be paid or unpaid and can be in person or remote.

Student Requirements:

JD Residential (JDr):

Open to 2L and 3L students. 1L students are eligible for an externship the summer after their first year. Professional Responsibility is a pre/co-requisite class to any externship. Students must be in good academic standing (minimum GPA of approximately a 2.5) at the time they apply and throughout the course of their externships. Participation in the accompanying, one credit externship seminar is required. Each student must also sign an Externship Agreement.

JD Interactive (JDi):

Open to JDi students who have completed all their lower-level courses for summer, spring or fall. Three (3) credits of externship placement are required as part of the JDi curriculum (2 credits for placement and 1 credit seminar). Students must be in good academic standing (minimum GPA of approximately a 2.5) at the time they apply and throughout the course of their externships. Professional Responsibility is a pre/co-requisite class to any externship. Participation in the accompanying, one credit externship seminar is required. Each student must also sign an Externship Agreement.

Externship Hours:

Students select their externship credits based on their overall class schedule and in consultation with their placement supervisors. Externship hours must be completed between the first day of the semester and the last day of the semester. Hours cannot be carried over from one semester to another.

➤ **For enrollment of 2-6 credits, 1 credit equates to 50 hours:**

2 credits-100 hours / 3 credits-150 hours / 4 credits-200 hours / 5 credits-250 hours / 6 credits-300 hours

➤ **For enrollment of more than 6 credits, 1 credit equates to 45 hours:**

7 credits-315 hours / 8 credits- 360 hours / 9 credits-405 hours / 10 credits-450 hours / 11 credits-495 hours

Full time JDi: 10 credits-450 hours / Full time JDr: 12 credits-540 hours

Externship Placement Responsibilities:

1. Once the student has secured an externship placement, they will upload the information in 12Twenty for approval. Upon approval, the externship supervisor will receive an email requesting their approval and return of a signed **Memorandum of Agreement** to lawexternships@syr.edu
2. Supervisors are asked to review and sign the student's weekly timesheets, which the student will upload to Blackboard.
3. Mid-semester, the Director of Externships or Externship Faculty will connect with the placement supervisor to check in on the student's performance.
4. At the end of the semester, supervisors will be asked to complete a final evaluation of the student. Evaluative feedback is part of the student's grade for the placement.

Interested in hosting an Extern? Employers are welcome to submit externship opportunities on our [12Twenty CSM](#). You can [register](#) to hire a paid intern, volunteer intern, extern or post graduate position.

Questions? Please contact lawexternships@syr.edu