

***Levin College of Law Externship Program***

Thank you for your willingness to mentor a University of Florida Law student. Your commitment serves an important role in the externship student’s professional development while allowing him or her to obtain invaluable practical experience.

The objectives of our program are to:

* Provide our students an opportunity to apply their classroom education to the practice of law;
* Increase the students’ substantive knowledge in specific fields of practice;
* Provide our students with feedback concerning their practice skills and how to improve them; and
* Help our students begin developing a professional identity.

It is our goal to make the experience beneficial for both the placement and the student.

New externship placements must be approved prior to the semester the externship is offered. Please complete this New Externship Placement Form and return it to the law school at externships@law.ufl.edu. We will contact the Field Supervisor listed to speak further about our program and to confirm the placement information.

Please review the information below, concerning UF Law Externship Program requirements.

Externship Program Requirements

* Student externs must be supervised by a licensed attorney (Field Supervisor).
* With limited exceptions, externs earn academic credit in lieu of pay. Unless the externship fits into one of the exceptions, student’s work may not be compensated nor may it be billed. This does not preclude a placement from reimbursing a student for travel or other expenses incurred as a direct result of the program.
* Externs may work throughout Florida and the United States with corporate in-house counsel offices, non-profit organizations, government agencies, and in some cases, federal and state courts.

Location and Work Expectations

* During the externship, the student must be physically located in your place of business. Virtual externships are not allowed.
* Externs should not be given work that is not legal in nature.
* Externs may attend meetings, court proceedings and other work related events.
* Externs may not perform tasks that only a licensed attorney may perform, such as advising clients or presenting arguments in court.

Field Supervisors

* The Field Supervisor is expected to have direct contact with the student and to provide feedback for assignments and tasks undertaken. Externs may also work with other attorneys and staff on-site.
* Field Supervisors are asked to confirm the extern’s time worked by reviewing and signing bi-weekly time logs.
* Field Supervisors are asked to complete an evaluation of each extern at the end of the semester.

Faculty Supervisors

* Externs will meet academic requirements developed by the Faculty Supervisors (COL Professor).
* Throughout the semester, the Faculty Supervisor will have frequent contact with the extern and may have additional contact with the Field Supervisor.

Extern Hours & Schedules – Fall & Spring

Student’s schedules are determined by mutual agreement between the student and Field Supervisor prior to the beginning of the externship.

* Weekly schedules are flexible with Field Supervisors permission.
* The number of hours worked determines the number of credit hours the student will earn.
* Fall externships begin in mid-August and end in late-November.
* Spring externships begin in early-January and end in mid to late-April.
* Both fall and spring hours are based on a 13-week semester.

Extern Hours & Schedules – Summer

Summer semester externships are somewhat more flexible than academic year externships. As with academic year externships, student’s schedules are determined by mutual agreement between the student and Field Supervisor prior to the beginning of the externship.

* Summer externship hours are based on, and students are expected to work, for 8 weeks during the Law School’s summer term, but may begin up to two weeks prior to the start date.
* Summer externs must complete required hours on or before the last day of the summer session.

Semester in Practice Program (SIP)

The Semester in Practice Program is designed to help students develop subject matter expertise in a targeted field, develop professional relationships and references, and broaden networks for full-time employment. The SIP program follows the same guidelines as other spring externships with the following exceptions:

* The Semester in Practice program is open only to 3rd year law students in their final spring semester.
* SIP externs must work an average minimum of 21 hours per week and are allowed to work up to 35 hours per week.
* SIP extern must work at the externship site throughout the entire spring semester (13 weeks).
* SIP externs must participate in an on-line Bridge to Practice Course.
* Allowed judicial externships, include state and federal appellate courts, and federal district courts.

**Credit/ Weekly Average Hour Requirements**

**Fall and Spring Semesters**

**(Based on 13 weeks)**

2 credits = 7 hours/week = 90 total hours

3 credits = 10.5 hours/week = 135 total hours

4 credits = 14 hours/week = 180 total hours

5 credits = 17.5 hours/week = 225 total hours

**Summer (Based on 8 weeks)**

2 credits = 11.25 hours/week = 90 total hours

3 credits = 17 hours/week = 135 total hours

4 credits = 22.5 hours/week = 180 total hours

5 credits = 28.5 hours/week = 225 total hours

6 credits = 34 hours/week = 270 total hours

**Spring Semester in Practice Program**

**(Based on 13 weeks) 3rd year students only**

6 credits = 21 hours/week = 270 total hours

7 credits = 25.25 hours/week = 315 total hours

8 credits = 27.75 hours/week = 360 total hours

9 credits = 31.25 hours/week = 405 total hours

10 credits = 35 hours/week = 450 total hours

New Externship Information Form

**Placement (Office/Organization’s Name)**: Click here to enter text.

**Address**: Click here to enter text.

**City, State, Zip**: Click here to enter text.

**Proposed Field Supervisor Name(s) and Title**: Click here to enter text.

**Contact Information (Email & Phone)**: Click here to enter text.

**Academic Pre-Requisites or Other Requirements/Preferences**: Click here to enter text.

**Number of Credits (using the chart above)**:Click here to enter text.

**Description of the Organization:** What type of entity is your organization (for profit, nonprofit, governmental, corporate etc.)? What types of law do your attorneys practice and how do they fit into your organization?

Click here to enter text.

**Description of the law related work to be performed by the Extern and its educational value:** Please be descriptive. For example, will the student be conducting legal research, writing memos, draft orders or other legal documents? Will the student be interviewing clients, attending court, etc.?

Click here to enter text.

**What kind of physical space will the student occupy (office, shared office, cubicle, etc.)? Will the student have access to office supplies, computers, internet, etc.?**

Click here to enter text.

**Have you read the information sheet, and do you understand the goals for the externship? Are there any additional goals that you have for your externs?**

Click here to enter text.

**May we offer this opportunity to students in future semesters?** Choose an item.

**If so, for which semesters?** Please note: most out of town externships are completed in the spring (SIP) and summer semesters.

Choose an item.

**If we may offer this opportunity in the future, please provide us with your application preferences.** For instance, do you have an on-line application process, prefer applications to be mailed, emailed or would you like to our office to collect applications and send at the end of the application period? If via email or website, please provide us with the pertinent information.

Click here to enter text.

**What application materials do you require?** Typically, students are asked to submit a resume, cover letter (addressed to the person listed on this form), unofficial transcripts and a 5 to 10 page writing sample. Please let us know if you do not wish to receive any of these documents or require additional documents.

Click here to enter text.

**Does this position require a background check?** Choose an item.

**Please provide us with any additional information you would like to include.**

Click here to enter text.

Thank you for your support of the UF Law Externship Program. If you have questions concerning the program, please contact Professor Sarah Wolking at 352-273-0815 or wolking@law.ufl.edu.

*Please return completed form to externships@law.ufl.edu*