



Levin College of Law Externship Program

Thank you for your willingness to mentor a University of Florida Law student. Your commitment is important to the externship student's professional development, enabling them to gain invaluable practical experience.

The objectives of our program are to:

- Give our students a chance to apply their classroom learning to practicing law.
- Enhance the student's substantive knowledge in specific fields of practice.
- Provide our students with feedback on their practice skills and how to improve them; and
- Assist our students in starting to develop a professional identity.

Our goal is to ensure the experience benefits both the placement and the student.

New externship placements must be approved before the semester in which the externship is offered. Please complete this New Externship Information Form and submit it to the law school at externships@law.ufl.edu or working@law.ufl.edu. We will then contact the listed Field Supervisor to discuss our program further and confirm the placement details.

Please review the information below regarding UF Law Externship Program requirements.

Externship Program Requirements

- Student externs must be supervised by a licensed attorney known as a Field Supervisor.
- With few exceptions, externs receive academic credit instead of pay. Unless the externship falls under one of the exceptions, the student's work cannot be paid or billed. However, this does not prevent a placement from reimbursing a student for travel or other expenses directly related to the program.
- Externs may work across Florida and the United States with in-house corporate counsel offices, non-profit organizations, government agencies, and sometimes federal and state courts.

Location and Work Expectations

- During the externship, the student must be physically present at your place of business. Virtual externships are not allowed unless explicitly authorized by the Director of Externships.
- Externs should not be assigned work that isn't related to law.
- Externs can participate in meetings, court proceedings, and other work-related events.
- Externs are not allowed to perform tasks reserved for licensed attorneys, such as advising clients or presenting arguments in court, unless explicitly authorized by state rules.

Field Supervisors

- The Field Supervisor should have direct contact with the student and give feedback on assignments and tasks.
- Externs may also collaborate with other attorneys and staff on-site.

- Field Supervisors are requested to verify the extern's hours by reviewing and confirming weekly time logs through email.
- Field Supervisors are requested to complete an evaluation of each extern at the end of the semester.

Faculty Supervisors

- Externs will fulfill the academic requirements set by the Faculty Supervisors (College of Law Professors).
- Throughout the semester, the Faculty Supervisor will regularly contact the extern and may also coordinate with the Field Supervisor to monitor the extern's performance.

Extern Hours & Schedules – Fall & Spring

Student schedules are established through mutual agreement between the student and the Field Supervisor prior to the start of the externship.

- Weekly schedules are flexible with approval from Field Supervisors.
- The number of hours a student works decides how many credit hours they will earn.
- Fall externships start in mid-August and conclude in late November.
- Spring externships start in early January and conclude in mid to late April.
- Both fall and spring hours are scheduled over a 13-week semester.

Extern Hours & Schedules – Summer

Summer semester externships offer more flexibility than those during the academic year. As with academic year externships, students' schedules are set through mutual agreement between the student and Field Supervisor before the externship begins.

- Summer externship hours are based on students working for eight weeks during the Law School's summer term, starting up to two weeks before the official begin date.
- Summer externs must finish the required hours on or before the last day of the summer session.

Semester in Practice Program (SIP)

The Semester in Practice Program is a more immersive externship experience designed to help students gain subject matter expertise in a specific field, build professional relationships and references, and expand networks for full-time jobs. The SIP program follows the same guidelines as other spring externships, with the following exceptions:

- The Semester in Practice program is available exclusively to third-year law students.
- SIP externs are required to work at least 21 hours on average each week and can work up to 35 hours per week.
- SIP extern must work at the externship site for the entire semester (13 weeks).
- SIP externs are required to complete an online, two-credit Bridge to Practice Course.
- Permitted judicial externships include state and federal appellate courts, as well as federal district courts.

Credit/ Weekly Average Hour Requirements

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

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

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):

Address:

City, State, Zip:

Proposed Field Supervisor Name(s) and Title:

Contact Information (Email & Phone):

Academic Pre-Requisites or Other Requirements/Preferences:

Number of Credits (using the chart above):

Description of the Organization: What kind of entity is your organization (profit, nonprofit, government, corporate, etc.)? What types of law do your attorneys practice, and how do they integrate into your organization?

Description of the law-related work the Extern will perform and its educational value: Please provide details. For example, will the student conduct legal research, write memos, draft orders, or other legal documents? Will the student interview clients, attend court, or engage in other activities?

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

If you have a specific extern applicant, please list their name and explain how you connected with them. Were you familiar with the applicant beforehand?

Have you read the information sheet? Do you understand the externship goals? Do you have any additional goals for your extern(s)?

Can we offer this opportunity to students in future semesters? If yes, which semesters? Please note that most Semester in Practice externships are typically completed in the fall and spring semesters.

If we offer this opportunity again in the future, please let us know your application preferences. For example, do you have an online application process, prefer submissions to be mailed or emailed, or would you like our office to collect and send them at the end of the application period? If submitting via email or the website, please provide us with the relevant information.

What application materials do you need? Usually, 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 tell us if you do not want to send any of these documents or need additional ones.

Does this position require a background check? Please select an option.

Please share any additional information you'd like to include.

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

Please send this completed form to wolking@law.ufl.edu or externships@law.ufl.edu.