Meet the Team

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Basics

• What is an externship?
• When is an externship?
• Who qualifies?
  • Student
  • Employer
• Where is an externship?
• Why do an externship?
Warming up...

What

- Credit for Field Placement/internship
- Goes towards Graduation Requirement (next slide)
- Defined:
  - Field placement gaining experiential knowledge in the arena and exposure to ‘real-world’ issues, cases and procedure.

When & Who (student)

- A registered law student;
- In good academic standing (GPA of 2.0 or higher);
- After 1 year of classes, any semester (summer, fall, spring).
Experiential Learning
Grad Requirement
(6 credit minimum)

Externships
(6 credit cap)

Clinics
(9 credit cap)

Courses
(summer trial, contract drafting, etc.)

*Student director cap of 1.5 credits
Employer Type

Who Qualifies?

- Judicial
- Government
- Non-Profit

AND

- Supervised by a licensed attorney employed full-time with the organization

• NO CREDIT FOR PRIVATE FIRMS/GROUPS
Keep in mind...

- Great flexibility in the program!
- Propose your schedule
- Only work a few days a week if that works with your placement supervisor
- Can do a PT paid position and externship!

**HOWEVER!** We're coordinating many employers and supervisors, so the process can get murky, stay patient and ask questions!
Why do an Externship?

- Credit towards the graduation requirement
- Flexibility for schedule or time off
- Autonomy to pick placement
- Unique opportunities with employers who may not otherwise hire (e.g. Supreme Court, Prosecutor or PD’s offices, etc.)
- Networking into location or area of practice
- Writing Sample
- Recommendation from professional in the field
- Experience/resume builder!
- Exposure to trial/policy/practice
Paying to Work?!

• You’re paying to learn and for credit towards your degree.
• Working with established legal professionals, under the supervision of an established school program.
• Gaining mentorship, court time, and exposure to areas you would not otherwise see.
• Going to pay for credits regardless, why not get the added perks of a network, writing sample, recommendation, possibly job?!
WHERE DO I FIND AN EXTERNSHIP?
School Approved Listings

- Government
- Judicial
- Non-profit
Outside Resources and Job Boards

- Intercollegiate Databank
- PSJD Job board
- DU/CU Public Interest Career Fair
- Government/Public Interest Handbook
- State-by-State Clerking guide
- Outreach directly (sample emails provided in POKES, Externship folder)
Core Requirement

To qualify, the positions must be with one of the 3 approved categories; AND

You must be supervised by a licensed attorney, who is employed full time with the organization.

Caution with non-profits, typically ‘contracting’ with the organization is not full-time employment
Field Supervisor Application

Online through the Employer button on externship webpage

Best to secure the position (or get close) then ask supervisor to complete form

Supervisor form should be completed within 30 days of start date
Application Process

- All information on website
- Review recently updated Policy and Procedure document
- Application online form, will open next week
  - NO HURRY to fill out – I will not start to place you until after 4/1, and you can’t easily change your picks.
- Deadline for Summer is first Friday in April

- Application will ask for contact information
- Then if:
  - You want the school to place you
  - You’ve placed yourself off the approved list
  - You’re creating your own placement
- School Placement: Cut/paste the employer's name from the online list
Timeline

• Fall externship: First Friday in July
• Spring externship: First Friday in November
• Summer externship: First Friday in April
  • 4/1/2022 for this spring

• Can reach out to employers pro-actively if there is a specific chamber/location/group you’re interested in!
  • Sample emails provided in Externship folder in Resource Library, POKES
Rule 9 (in Wyoming)

- Student practice license
- Affidavit of both you and supervisor; filed with Wyoming Supreme Court
- Complete this early in externship; But expect to earn some trust before going to court
- Keep a copy on your person when in court
- Better to have it and not need it, than want it and not have it.
- Need to do it again if you’re supervised by a different attorney (e.g. clinic rule 9 doesn’t work at the county attorney’s office)
  - OK if it’s with the same person.
- TALK TO TIM CRAWFORD – he will coordinate filing documents
- All copies on the website
Complete explanation of all course details will be covered in the Mandatory Meeting on April 28th.
Credits

• 50 hours of work, per credit hour

• Minimum of 2 credits for an externship (100 hours of work)

• 2-6 credits in Summer; 2-3 credits in Fall
  • Can certainly work past your required hours on a volunteer basis

• 3 credits = Full time Graduate status for financial aid in summer courses
  • When registering for summer, select box that indicates you want SU financial aid

• Cap of 6 credits for ALL of law school
  • Consider if you may want to do another down the line, externship may be the only foot in the door (e.g. clerking, etc.)

• Pass/Fail course

• System defaults you to 1 credit, see website to up your registration, work with Dave Bluemel to fix any issues!
Coursework

• ABA regulated
• Classroom component
  • Mandatory class
  • 3x Reflections
  • 2 assignments per credit hour (pick from online bank)
  • Timesheets are due weekly to wyocourse and your supervisor

• Streamlined through WyoCourses
  • Tim can help troubleshooting
Questions?

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