BU LAW EXTERNSHIP PROGRAM

Application Timeline and Course Information – Fall 2019

GENERAL OVERVIEW
An externship gives students the opportunity to earn credit for working at a legal office out in the field. Through their externships, students gain practical legal skills, see what it is like to practice in a specific setting, and develop a valuable professional network. An externship consists of a field experience and an academic component. Placements may be with a judge, government agency, corporate counsel office (for-profit or non-profit), legislative office, public interest organization, or small or mid-sized law firm, and may be part-time or full-time. Placements may be paid or unpaid.

Placements for the Fall 2019 semester will be available on Symplicity beginning in March 2019 and generally remain active until filled. You may also secure your own placement through direct outreach or by applying to a position through other job search resources. Placements secured directly or through outside postings must be approved by the Externship Program in order for you to receive academic credit.

Here is a small sample of where students have recently externed:

- Boston Children’s Hospital
- BU Office of General Counsel
- Eversource
- Chief Justice Scott Kafker (Mass. SJC)
- Judge Juan Torruella (1st Cir. Ct. of Appeals)
- Equal Employment Opportunity Commission
- Mass. Dep’t of Revenue
- MPM Capital
- Cushing & Dolan, P.C.
- Spartan Race
- U.S. Attorney’s Office
- Victim Rights Law Center

CORPORATE COUNSEL EXTERNSHIP PROGRAM
The Corporate Counsel Externship Program (CCEP) is administered separately from other externships (Semester-in-Practice, government, public interest, judicial, legislative, etc.). For the full application process and how to secure a corporate counsel placement, please refer to the CCEP Logistics for Participation, which can be viewed on the main externship webpage. While the internal application process and schedule for the CCEP dovetails with the overall externship process described below, there are additional dates, advising requirements, and placement processes that apply to the CCEP.

CONTACT
If you are interested in an externship at any point during law school, Kate Devlin Joyce, the Director of the Externship Program (kdevlin@bu.edu; 617-358-6895; Tower 1604H) is always available for advising and information on experiential and curricular paths relating to your goals, and for help in planning and preparing for these opportunities. For questions related to the application process, you may also reach out to Steph Holding, Associate Director of the Clinical & Experiential Programs (sfrank7@bu.edu; 617-358-6265; Tower 1304F). If you are interested in a particular externship program, you may also contact:

- Cecily Banks – Corporate Counsel Externship Program (part-time and Semester-in-Practice): cbanks@bu.edu; 617-353-6890
- Sean Kealy – Legislative Externships: skealy@bu.edu; 617-353-8373
- Kate Devlin Joyce – Government, Non-profit, Judicial, Small & Mid-sized Firm Externships; Semester-in-Practice Program: kdevlin@bu.edu; 617-358-6895
PART-TIME EXTERNSHIPS

APPLICATION PROCESS
To apply for a Fall 2019 externship, there is a two-step application process. First, you must apply internally to the BU Law Externship Program. Second, upon being accepted into the Externship Program, you will apply externally to placements as you would to any other job. Upon acceptance into the Externship Program, you will receive additional instructions from the Externship Program on the placement application process and requirements. If you want to secure a placement before applying to the Externship Program, please see “Securing a Placement” on page 3.

Acceptance to the Externship Program will be based on your application materials, your drive for this experience, your law school record on competencies essential to a successful externship at the types of placement(s) in which you are interested (e.g., your ability to be a reliable, professional, diligent, honest, accountable, engaged, and resilient extern; to develop effective supervisory relationships; to work well with others; to communicate reliably; and to maintain confidentiality and the highest ethical standards of the profession), and, depending on the type of placement(s) in which you are interested, your grades. NOTE ON GRADES: Please do not let your grades stand in the way of applying to the Externship Program and for the great experiences the Externship Program may offer. Your grades are considered in advising you on your experiential plans but are not a determinative criteria for acceptance into the Externship Program itself (though they may be determinative for certain types of placements, such as judicial externships).

The application will be available to 2Ls beginning February 27, 2019, after the information session, on the BU Law Experiential Education webpage under “How to Apply” and on the Externship Program page.

FALL 2019 APPLICATION TIMELINE FOR PART-TIME EXTERNSHIPS
(Please note that the Corporate Counsel Externship Program has additional applicable dates.)

<table>
<thead>
<tr>
<th>2L (Rising 3L) Application Process:</th>
<th>1L (Rising 2L) Application Process:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>February 27, 1:00-2:00 p.m., 2L Externship Info Session, Room 410:</strong> This session will cover externship opportunities that BU Law offers – part-time externships, the Semester-in-Practice Program, and the New York Pro Bono Scholars Program. It is important that you attend this session to get key information and answers to your questions. The online application for part-time externships will be available to 2Ls only shortly after the information session. Applications to the Semester-in-Practice Program and New York Pro Bono Scholars Program are administered separately (see pages 5 and 6 for more information).</td>
<td><strong>March 4, 4:00-5:00 p.m., 1L Externship Info Session, Room 410:</strong> This session will be geared toward 1Ls and will focus on part-time externships and the Semester-in-Practice Program. It is important that you attend this session to get key information and answers to your questions.</td>
</tr>
<tr>
<td><strong>February 25-March 5, Open Externships Advising Period:</strong> You are encouraged to arrange a preliminary advising meeting with the Director of the Externship Program (for government, judicial, public interest, or other program focus) or the Director of the Corporate Counsel Externship Program (for corporate counsel focus) to discuss your goals and all of your externship options.</td>
<td><strong>March 21, 2019, 12:30-2:00 pm – Clinical &amp; Experiential Programs Open House, Barristers Hall:</strong> The Open House will give students an opportunity to learn more about all externship programs, as well as the clinics and practicums offered at BU Law. The online application for 1L externships will be available after the Open House.</td>
</tr>
<tr>
<td><strong>March 6, 5:00 p.m., Application Deadline:</strong> 2L applications are due.</td>
<td><strong>March 22-April 4, Open Externships Advising Period:</strong> You are encouraged to arrange a preliminary advising meeting with the Director of the Externship Program (for government, judicial, public interest, or other program focus) or the Director of the Corporate Counsel Externship Program (for corporate counsel focus) to discuss your goals and all of your externship options.</td>
</tr>
<tr>
<td><strong>March 8: Acceptance Notification:</strong> 2Ls will be notified of their acceptance into the Externship Program.</td>
<td><strong>April 5, 5:00 p.m., Application Deadline:</strong> 1L applications are due.</td>
</tr>
<tr>
<td><strong>April 8: Acceptance Notification:</strong> 1Ls will be notified of their acceptance into the Externship Program.</td>
<td><strong>April 8: Acceptance Notification:</strong> 1Ls will be notified of their acceptance into the Externship Program.</td>
</tr>
</tbody>
</table>
SPRING 2020 EXTERNSHIPS
The application process for Spring 2020 externships will take place in September-October 2019. We will hold additional information sessions in the Fall.

SECURING A PLACEMENT
Placements will be posted to Symplicity on a regular basis. You may also secure a placement (either before or after the internal application deadline) through your own direct outreach or through a separate posted position. Placements should begin posting in March 2019 and will continue to roll out over the Spring semester. Most placements will be posted between March and May. You should regularly check Symplicity and other job posting sources (such as LinkedIn) and utilize your network. Any placement that has not been previously approved must be approved by the Externship Program in order for you to receive academic credit. Please see “Placement Search Resources” on the BU Law Externship Program website for a list of approved placements since 2016 and an active list of Corporate Counsel Externship Program placements for Fall 2019. If you have any questions about whether a placement has been previously approved, please contact the Director of the Externship Program or the Associate Director of the Clinical & Experiential Programs. In order for your placement to be approved, you must ensure that a dedicated supervising attorney will train and mentor you over the semester and that the work provides you the substantial lawyering and educational experience necessary for academic credit under the ABA rules. Accordingly, and especially if you are securing a placement before the internal application deadline, we strongly suggest that you make any acceptance of an offer for a placement contingent on obtaining approval from the Externship Program.

The placement application process follows a normal job search process with applications and interviews. When applying through Symplicity or other sources, please note the specific application criteria and deadlines for each posting. It is important that you think carefully about your decision to apply to and accept interviews with placements. Except for judicial and corporate counsel externships, it is generally acceptable to interview with a placement and decline an offer if you do not believe the placement is the right fit. (You should be prepared to accept an offer once you interview with a judge or corporate counsel placement.) Once you have accepted an offer for a placement, under no circumstances are you permitted to revoke your acceptance. Our students are able to apply for coveted, prestigious placements based on BU Law’s relationships with these placements; your backing out of a placement once an offer has been accepted can cause significant strain on these relationships and jeopardize future students’ chances for placements. Accordingly, revoking your acceptance for a placement may subject you to disciplinary action.

Due to the application timing, in particular for rising 3Ls, if you are interested in participating in a clinic, you should consider delaying your placement applications until late March or early April. 3Ls may apply to the externship program internally and later to a clinic, as long as they have not accepted an offer for a placement. Students will be notified of their acceptance into a clinic by April 22, 2019. With the exception of direct placements in the Corporate Counsel Externship Program, you will have ample opportunity to participate in a part-time or full-time externship if you are not accepted to a clinic.

CREDIT AND COURSE INFORMATION
An externship consists of a field experience with the placement and a corresponding seminar. For part-time externships, students receive 3-9 variable, ungraded credits for their fieldwork, as determined in the Fieldworks Credit chart below. Most students log 16-20 hours per week at their placements, receiving 4-5 credits. The seminars range from 1-3 graded credits, as shown below.

When registering for courses, students must register for both the fieldwork and the corresponding seminar. Course numbers are noted below. Both the fieldwork and seminar components of all externships may be used to satisfy the ABA 6-credit Experiential Learning requirement. The Legal Externship Program: Legal Ethics seminar may be used to satisfy the Professional Responsibility requirement (but may not be used to count toward both the Experiential Learning and Professional Responsibility requirements). Fieldwork credits are ungraded and count toward the 17-non-GPA credit limit.
### Part-Time Externships

#### Fieldwork Credits

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Total Hours</th>
<th>Avg. Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits</td>
<td>150 hours</td>
<td>12 hours/week</td>
</tr>
<tr>
<td>4 credits</td>
<td>200 hours</td>
<td>16 hours/week</td>
</tr>
<tr>
<td>5 credits</td>
<td>250 hours</td>
<td>20 hours/week</td>
</tr>
<tr>
<td>6 credits</td>
<td>300 hours</td>
<td>24 hours/week</td>
</tr>
<tr>
<td>7 credits</td>
<td>350 hours</td>
<td>28 hours/week</td>
</tr>
<tr>
<td>8 credits</td>
<td>400 hours</td>
<td>32 hours/week</td>
</tr>
<tr>
<td>9 credits</td>
<td>450 hours</td>
<td>36 hours/week</td>
</tr>
</tbody>
</table>

#### Seminar Credits

<table>
<thead>
<tr>
<th>Externship</th>
<th>Seminar Description</th>
<th>Corresponding Placements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Policy Externship</td>
<td>Explores substantive topics related to the design, implementation, and maintenance of compliance and ethics programs and places students' fieldwork in a broader context. <em>Offered Spring only.</em> 3 credits</td>
<td>Public or private sector compliance roles</td>
</tr>
<tr>
<td>Corporate Counsel Externship</td>
<td>Focuses on the practice of law in-house. <em>Offered Fall and Spring. Seminar is mandatory for first time corporate counsel externs.</em> 2 credits</td>
<td>Corporate counsel office of for-profit and not-for-profit companies</td>
</tr>
<tr>
<td>Department of Revenue State and Local Tax Externship</td>
<td>Focuses on topics relevant to state and local tax law practice. <em>Offered Fall only.</em> 2 credits</td>
<td>Massachusetts Department of Revenue</td>
</tr>
<tr>
<td>Judicial Externship</td>
<td>Explores topics related to the judiciary. <em>Offered Fall and Spring.</em> 1 credit</td>
<td>Trial and appellate courts in the state and federal system</td>
</tr>
<tr>
<td>Learning from Practice</td>
<td>Focuses on the ways in which lawyers develop skills on the job. Good option for students on their second externship. <em>Offered Spring only.</em> 1 credit</td>
<td>All placements</td>
</tr>
<tr>
<td>Legal Externship Program: Legal Ethics</td>
<td>Focuses on the ethical obligations of attorneys, with an emphasis on government and legal services. <em>Offered Fall only. Satisfies Professional Responsibility requirement.</em> 3 credits</td>
<td>All placements</td>
</tr>
<tr>
<td>Legislative Externship</td>
<td>Covers topics that affect the legislative process. <em>Offered Spring Only.</em> 3 credits</td>
<td>Massachusetts state senator, representative or legislative committee</td>
</tr>
<tr>
<td>Small &amp; Mid-Size Firm Externship</td>
<td>Covers a range of topics unique to legal practice in small and mid-size law firms. <em>Offered Fall and Spring.</em> 2 credits</td>
<td>Small and mid-size law firms</td>
</tr>
<tr>
<td>Independent Proposal Externship</td>
<td>Independent study. Students write bi-weekly journal entries and a 15-20 page research paper. Students must find a faculty sponsor and receive permission from the Externship Program to participate. <em>Offered Fall and Spring.</em> 2 credits</td>
<td>All placements</td>
</tr>
</tbody>
</table>
SEMESTER-IN-PRACTICE PROGRAM

GENERAL OVERVIEW
The Semester-in-Practice Program is a full-time externship that allows students to earn an entire semester of credit working in placements as far away as Geneva, Switzerland or Dominican Republic, or closer to home in Boston, New York or D.C. Recent placements include:

- Boston Red Sox (Boston, MA)
- Sony Music (New York, NY)
- UN Refugee Agency (Geneva)
- Reprieve (London, UK)
- Department of Justice (Washington, D.C.)
- Cook County State Attorney’s Office (Chicago, IL)
- Pardalis & Nohavicka, LLP (New York, NY)
- Sugarfina (Los Angeles, CA)

APPLICATION PROCESS
Prior to applying to the Semester-in-Practice Program or to a placement organization, you must meet with the Director of the Externship Program or the Director of the Corporate Counsel Externship Program for an advising appointment. Applications to the Semester-in-Practice Program are accepted on a rolling basis and are due by August 1, 2019 for the Fall 2019 semester. Applications for the Spring 2020 semester are due by December 1, 2019. See the “Applying to Semester-in-Practice” webpage for more information and for a link to the application. You are not eligible to participate in the Semester-in-Practice Program until the Spring semester of your 2L year.

SECURING A PLACEMENT
Some full-time placements will be posted to Symplicity throughout the semester and over the summer. You may also secure a placement through your own direct outreach or through a separate posted position. All placements must be approved by the Externship Program in order for you to receive academic credit. If you have any questions about whether a placement has been previously approved, please contact the Director of the Externship Program or the Associate Director of the Clinical & Experiential Programs. In order for your placement to be approved, you must ensure that a dedicated supervising attorney will train and mentor you over the semester and that the work provides you the substantial lawyering and educational experience necessary for academic credit under the ABA rules.

CREDIT AND COURSE INFORMATION
The Semester-in-Practice Program consists of a field experience and an academic component. Students receive 10 ungraded credits for their fieldwork for working a total of 500 hours (38.5 hours per week for 13 weeks). In addition to their fieldwork, students will earn 2 graded credits by participating in a seminar, which will be attended online or, for those working in the Boston area, on the BU Law campus. There are two seminar options:

- **Semester-in-Practice Seminar (Course number TBD)**: This seminar will be open to all students spending a Semester-in-Practice and will focus on general lawyering topics such as professional responsibility, professional development, access to justice, cross-cultural lawyering, and the changing role of the legal profession. The course will be offered in the Fall and Spring.

- **Semester-in-Practice Seminar: International Human Rights (Course number TBD)**: This seminar will be open to students who are spending a semester with an international human rights organization (either abroad or in the U.S.). The course will explore topics related to the safeguarding of international human rights. The course will be offered in the Spring only. International Human Rights (LAW JD 991) is a prerequisite.

Please note that students will no longer have the option of completing their coursework by doing an independent study; they must take one of the two offered courses.

All 12 credits count towards the ABA 6-credit Experiential Learning requirement. The 10 fieldwork credits count toward the 17 non-GPA credit limit.
NEW YORK PRO BONO SCHOLARS PROGRAM

GENERAL OVERVIEW
The New York Pro Bono Scholars Program permits students to take the February New York bar exam and spend the rest of their 3L Spring semester (12 weeks total) working full-time for academic credit in a pro bono placement. Students who pass the bar and complete their graduation requirements are admitted to practice in New York in late June. The Program is administered at BU Law by the Clinical & Experiential Programs Office and the Career Development Office, and externally by the New York State Unified Court System, which oversees New York bar admissions.

APPLICATION PROCESS
Prior to applying to the New York Pro Bono Scholars Program or to a placement organization, you must meet with the Director of the Externship Program and with Carolyn Goodwin of the Career Development Office (cgoodwin@bu.edu; 617-358-5101; Tower 902C) for an advising appointment. Once you have met with them, you will secure a placement and then apply to the Program. Your application will be reviewed by a faculty committee and, if approved, submitted by BU Law to the Pro Bono Scholars Program administered by the State of New York. The deadline to submit the application to BU Law is September 15, 2019 for participation in the Spring 2020 semester.

SECURING A PLACEMENT
The placement options for the New York Pro Bono Scholars Program are more limited than traditional externships; as the name implies, your placement organization be a law school clinic, legal services provider, law firm, governmental entity, or corporation that performs pro bono legal services for persons who are unable to pay for legal representation, indigent clients, or persons whose unmet legal needs prevent their access to justice. Any placement must meet New York’s qualification guidelines, and you should do some preliminary research before you schedule an appointment at BU Law to better understand and consider your placement options. Please see www.nycourts.gov/probonoscholars as a starting point.

CREDIT AND COURSE INFORMATION
Students earn 12 credits for participating in the New York Pro Bono Scholars Program: 10 ungraded credits for fieldwork and 2 graded credits for completing an independent study, which consists of completing bi-weekly journal entries and completing a 15-20 page research paper under the supervision of a BU Law faculty member. Students must log 45 hours per week on their fieldwork and academic work combined. Though the independent study component is graded, all 12 credits count toward the 17 non-GPA credit limit.