

EXTERNSHIP PROGRAM OVERVIEW

By participating in the Villanova Law School Externship Program, you will have an opportunity to gain valuable insight into the legal profession. Your externship is an opportunity to earn academic credit by working under the supervision of a lawyer outside the law school and with the guidance of a faculty advisor here at the law school. Along with clinical offerings, externships provide an excellent opportunity for experiential learning.

In the 2010-2011 academic year, Villanova University School of Law will offer more than 30 externships at a wide range of government and non-profit organizations. We have externships with prosecutor's offices, public defender offices, judges, government agencies, public interest organizations, and the University's own in-house legal department. This diverse selection of externship offerings is designed to provide nearly every law student with an opportunity that is related to his or her career interests. If you find that none of the externship offerings is appealing to you, you can create your own externship, provided that you comply with the law school's Externship Policy.

Finding Information about Externships

The best place to look for the latest information on externships is the "Externships" section of law school's website (www.law.villanova.edu/Academics/Externships.aspx). The website contains information and materials to help you select the externship that is right for you, learn what you need to do to enroll in or apply for the externship, and complete all of the requirements to earn academic credit.

If you are considering doing an externship, it is important that you read this Externship Program Overview carefully for information on the administration of the Externship Program. In addition to this Program Overview, there are other materials available on the law school's website that will help you find the externship placement that is right for you. The **Quick Reference Chart** (found on the "Forms and Documents" page) provides an overview of all of the law school's externship offerings. For detailed information about a particular externship offering, see the **Course Description** for that externship. To obtain a course description for a specific placement, click on the name of that placement on the "Approved Placements" page.

Eligibility

When considering externships, it is important to take note of any eligibility requirements. Some externships have pre-requisites and/or co-requisites. Others are limited to third year students and still others are limited to students who are eligible to obtain a certification to appear in court (i.e., those who have completed at least three semesters of law school).

You can find the eligibility requirements for each externship in the course description. Make sure you are eligible before taking steps to enroll in the externship.

Securing an Externship

Approved Placements: The law school has more than 30 approved externship placements in many different areas of the law. There is a list of approved placements, along with a course description for each, on the law school website. For some externship placements, you may enroll on a first-come-first-serve basis on Novasis. Most externship hosts, however, require that you submit an application. Please review the Quick Reference Chart and the course descriptions for the individual externship placements for details on how to apply for each externship.

Judicial Externship Lottery: Each year, more than 30 judges participate in the law school's judicial externship lottery. These judges agree to accept one or more externs from Villanova and also agree to allow the law school to select the extern through a lottery. In January, the law school posts a list of judges participating in the lottery for the following academic year (i.e., summer, fall, and spring). Students who wish to apply for the lottery must submit an application in February for summer externships and in April for Fall and Spring semester externships.

Independent Placements: Most students will find that one of the approved placements provides the type of externship experience they are looking for. If no available clinic or externship offers the experience you are looking for, you may propose your own externship placement with a judicial chambers, government office, or non-profit agency. The law school has an externship policy that allows the Associate Dean for Academic Affairs to approve externships for three credits that comply with the policy. To comply with the policy, you must have a faculty sponsor and a host agency that is a public or not-for-profit agency or organization. You must identify a supervising attorney at the host agency. A three-credit externship requires you to work a minimum of 12 hours per week at the host agency, maintain a journal, and meet every other week with your sponsoring faculty member. Consult with the policy to inform yourself of the requirements and obligations involved, and the criteria for approval.

Registration

For some externship placements, you may enroll on Novasis. For most externships, however, you will need the approval of either the faculty advisor or the Assistant Dean for Trial Advocacy Programs and Externships. To obtain approval, you will need to complete and submit one of the simple forms available on the law school website.

Pre-Externship Requirements

Some externships have additional requirements that you must fulfill before you are able to begin working. Please see the Quick Reference Chart and the course description for the particular externship for more specific information about any pre-externship requirements so that you have sufficient time to fulfill these requirements prior to the start of your externship.

Federal Clearance: The externships listed below require that you successfully complete a federal clearance before you begin your work. A federal clearance can take several months to complete; therefore, it is important to start the process as early as possible. If the clearance

has not been completed prior to the end of the drop/add period, you will not be permitted to participate in the externship.

Department of Homeland Security (ICE)
Federal Bureau of Prisons
Securities & Exchange Commission
U.S. Attorney Delaware
U.S. Attorney ED PA

Student Certification: The following externships require that you obtain a certification from the Pennsylvania Board of Bar Examiners allowing you to appear in court under the supervision of a licensed Pennsylvania attorney:

DA Bucks County
DA Chester County
DA Delaware County
DA Montgomery County
DA Philadelphia
Defender Association of Philadelphia
Legal Aid of Southeastern Pennsylvania
Montgomery County Public Defender

There is a link to the application for law student certification on the law school website. The completed form should be submitted to Dean Gotanda's office.

Other Externship Requirements

In order to successfully complete an externship, you must:

1. Work a minimum of 168 hours at your externship placement;
2. Meet with your faculty advisor on a bi-weekly basis;
3. Maintain a journal;
4. Maintain a log of your hours;
5. Complete an evaluation of your externship placement and of the law school's externship program.

Grading

Grading for all externships is pass/fail. Your supervising attorney will evaluate your performance; however, the final grade will be the responsibility of your faculty advisor.