

**DePaul University College of Law Externship Program  
Student Manual**

**TABLE OF CONTENTS**

<b>I. Externship Program Overview</b>	<b>3</b>
A. General Description	3
B. Types of Externships – Standard and Intensive	3
C. ABA Requirements	3
<b>II. Externship Application, Acceptance, Registration, and Evaluation Process Overview</b>	<b>5</b>
<b>III. Applying to the Externship Program, Finding an Externship, and Externship Program Registration</b>	<b>7</b>
A. Student Criteria to Apply to the Externship Program	7
B. Finding an Externship Site	7
1) Existing Approved Externships	7
2) Creating a New Externship	7
C. Applying to the Externship Program	8
D. Registration Process for the Externship Program	8
<b>IV. Student Externship Academic Requirements</b>	<b>10</b>
A. Minimum Work Hours per Credit Hour Requirements	10
B. Externship Seminar	10
C. Progress Reports	11
D. Daily Logs	11
E. Means of Documentation Submission	11
<b>V. Student Externship Fieldwork Requirements</b>	<b>12</b>
A. Work Hours	12
B. Office Demeanor	12
C. Extern Resources	12
<b>VI. Grading and Student Evaluation</b>	<b>13</b>
A. Grading	13
B. Student Evaluation	13
<b>VII. Externship Program Rules and Policies</b>	<b>14</b>
A. Externship Seminar Requirement	14
B. Multiple Externships at the Same Externship Site	14
C. Maximum Number of Externships	14
D. Clinics and Externships in Same Semester	14
E. Maximum Non-Classroom Credits and Externships	14
F. Paid Externships	14
G. Affiliation Agreements	15
H. Retroactive Externship Credit	15
I. Externship and Internship/Volunteer Simultaneously	15
J. Withdrawal from the Externship	15

**DePaul University College of Law Externship Program  
Student Manual**

K.	Full Time Status	15
L.	Academic Advising	15
M.	LLM Students	15
<b>VIII.</b>	<b>Externship Site Application and Minimum Requirements</b>	<b>16</b>
A.	Externship Site Application and Approval Process Overview	16
B.	Externship Site Minimum Requirements	16
C.	Work Hours	17
D.	711 License	17
E.	Billing	18
<b>IX.</b>	<b>Special Notes</b>	<b>19</b>
A.	Special Notes for 3YP and Intensive Externships	19
B.	Special Notes for Summer Externships	19
C.	Special Notes for For-Profit Placements	19

**DePaul University College of Law Externship Program  
Student Manual**

**I. Externship Program Overview**

**A. General Description**

- 1) The Externship Program bridges the gap between the theory of law and the practice of law by affording law students the opportunity to work with judges (federal, state, or administrative), government agencies (federal, state or local), not-for-profit organizations, and for-profit entities, such as a private law firm or in-house counsel for a corporation. In an Externship, a student engages in the legal work typically encountered by attorneys at the Externship Site thereby affording the student an opportunity to be an integral member of the Externship Site's legal team. Every student will have a dedicated Externship Site supervisor to supervise the student's work and provide feedback and guidance.

**B. Types of Externships – Standard and Intensive**

- 1) Externships are available for the following credit hours: 2, 3, 4, 5, 6, 7, 8, and 9. The Externship Program manages Standard Externships for 2, 3, and 4 credit hours and the Third Year in Practice Program (3YP) manages Intensive Externships for 5, 6, 7, 8, and 9 credit hours. A student may only participate in an Intensive Externship if they have been accepted into 3YP.
- 2) Students can participate in the Externship Program either: (i) by applying to the Externship Program for a Standard Externship as set forth in Section III of this Manual, [APPLYING TO THE EXTERNSHIP PROGRAM, FINDING AN EXTERNSHIP, AND EXTERNSHIP PROGRAM REGISTRATION](#) or (ii) by applying to (3YP) for an Intensive Externship.
  - a. More information on 3YP is available here - <https://law.depaul.edu/academics/experiential-learning/third-year-practice/Pages/default.aspx>.

**C. ABA Requirements**

- 1) Substantial Lawyering Experience and Designated Externship Site Supervisor. An Externship should provide a student substantial lawyering experience that is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a setting outside a law clinic under the supervision of a licensed attorney or an individual otherwise qualified to supervise.
- 2) Affiliation Agreement. An Externship must also include an Affiliation Agreement between the Externship Program and the Externship Site that describes both:
  - b. the substantial lawyering experience and opportunities for performance, feedback, and self-evaluation; and
  - c. the respective roles of faculty and the Externship Site supervisor in supervising the student and in assuring the educational quality of the

**DePaul University College of Law Externship Program  
Student Manual**

experience for the student, including a clearly articulated method of evaluating the student's academic performance.

- 3) Externship Site Supervisor Oversight. An Externship must include a method for selecting, training, evaluating and communicating with Externship Site supervisors, including regular contact between the faculty and Externship Site supervisors through in-person visits or other methods of communication that will assure the quality of the student educational experience.
- 4) Student Evaluation. An Externship must include an evaluation of each student's educational achievement by the Externship Program.
- 5) Sufficient Control over Student Experience. An Externship must include sufficient control of the student experience to ensure that the requirements of the ABA Standards and Rules of Procedure for Approval of Law Schools are met.

**DePaul University College of Law Externship Program  
Student Manual**

**II. Externship Application, Acceptance, Registration, and Evaluation Process Overview**

**Externship Process Overview.**<sup>1</sup> This Manual provides greater detail, but broadly, the process to participate in the Externship Program is as follows:

- 1) Get Hired by an Externship Site. Students must first apply to, and be hired by, an Externship Site. As part of this process, students should determine whether the Externship Site is a currently approved Externship Site or whether the Externship Site is not yet approved. For instructions for finding an Externship posting including instructions for seeking approval for a yet-to-be reviewed Externship Site, see Section III.B, [FINDING AN EXTERNSHIP SITE.](#)
- 2) Apply to the Externship Program. After a student is hired by an Externship Site, the student then applies to the Externship Program for approval to join the Externship Program. Students must apply to the Externship Program by submitting the Externship Application available on the Externship website (<https://law.depaul.edu/academics/experiential-learning/field-placement-program/Pages/program-requirements.aspx>).
  - a. This application must be submitted prior to the beginning of the semester in accordance with the timeline set forth in the Experiential Learning Calendar available on the Experiential Learning webpage of the law school website (<https://law.depaul.edu/academics/experiential-learning/application-calendar/Pages/default.aspx>). For instructions on how to apply to the Externship Program, please see Section III, [APPLYING TO THE EXTERNSHIP PROGRAM, FINDING AN EXTERNSHIP, AND EXTERNSHIP PROGRAM REGISTRATION.](#)
- 3) Externship Director Then Approves or Rejects Student Application. After a student applies to the Externship Program, the Externship Director will review the student's application and determine whether the student qualifies to join the Externship Program and whether the student's Externship Site is approved. After the student is approved to join the Externship Program, the Externship Director will inform the student that he or she is approved to join the Externship Program pending the Externship Director's review of the student's Externship Site. If the Externship Site was not previously designated as an approved Externship Site, the Externship Director will review the Externship Site and approve, reject or further investigate the Externship Site. For information on the student's requirements to join the Externship Program, please see Section III.A, [STUDENT CRITERIA TO APPLY TO THE EXTERNSHIP PROGRAM.](#) For information on the requirements for an entity to qualify as an Externship Site, please see Section VIII, [EXTERNSHIP SITE APPLICATION AND MINIMUM REQUIREMENTS .](#)

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<sup>1</sup> Unless otherwise noted, all provisions in this Externship Manual relate only to Standard Externships, not Intensive Externships obtained from enrollment in the Third Year in Practice Program (3YP). For more information on 3YP, please visit the program's webpage: <https://law.depaul.edu/academics/experiential-learning/third-year-practice/Pages/default.aspx>.

**DePaul University College of Law Externship Program  
Student Manual**

- 4) Externship Director Verifies Execution of Affiliation Agreement. After the student is approved to join the Externship Program and the Externship Site has been approved, the Externship Director will verify that the Externship Site has executed the Affiliation Agreement. ***Externship Sites that do not execute the Affiliation Agreement prior to the first day of classes will disqualify the student from receiving academic credit for the Externship for that semester. Thus, it is vitally important that the student coordinate with the Externship Site to ensure the Affiliation Agreement is executed promptly upon receipt.*** For more information on the Affiliation Agreement, see Section I, [EXTERNSHIP PROGRAM OVERVIEW](#).
- 5) Externship Director Enrolls Approved Student in Externship Course and Seminar. After (i) the student is approved to join the Externship Program and (ii) the student's Externship Site is approved, the Externship Director will enroll the student in the Externship course for academic credit and enroll the student in the applicable Externship Seminar. For more information about the Externship Seminar, see Section VII.A, [EXTERNSHIP SEMINAR](#).
- 6) Student Arranges Start and End Date with Externship Site. To begin the Externship, the student:
  - a. should arrange a start date and end date with the Externship Site supervisor that corresponds with the academic calendar. The first day of work should be no later than the first week of classes and the last day of work should be no later than the last week of classes.
  - b. must attend the Externship Seminar. For more information about the Externship Seminar, see Section VII.A, [EXTERNSHIP SEMINAR](#).
- 7) Student Submits Daily Logs and Progress Reports During Externship. During the semester, the student, now an Extern, must complete and submit the Daily Logs and the Progress Reports in the timeframe required. For more information about these submissions, please see Sections IV.C and IV.D, [DAILY LOGS](#) and [PROGRESS REPORTS](#).
- 8) Student Receives Pass/Fail Grade at End of Semester. By the end of the semester, the student must have satisfied all the requirements of the Externship to receive a passing grade for the Externship and the Externship Seminar. For more information about the requirements for successful completion, please see Section VI, [GRADING AND STUDENT EVALUATION](#).

**DePaul University College of Law Externship Program  
Student Manual**

**III. Applying to the Externship Program, Finding an Externship, and Externship Program Registration**

**A. Student Criteria to Apply to the Externship Program**

- 1) **Academic Minimum Requirements.** To qualify for an Externship, students must:
  - a. Have completed at least twenty-eight (28) or more credit hours. Twenty-eight (28) credit hours are the number of credits a student completes in his or her first full-time year at DePaul. Students must have completed 28 credit hours toward their J.D. at the College of Law in order to be eligible for an Externship – there are no exceptions to this policy; and
  - b. Have at least a 2.0 G.P.A. See Section IX.B [SPECIAL NOTES FOR SUMMER EXTERNSHIPS](#); and
  - c. Be in good academic standing.
- 2) **Externship Obtained.** A student must have been hired by a previously approved, or to-be-approved, Externship Site prior to applying to the Externship Program to receive academic credit.
- 3) **Approved Externship Site.** Each Externship Site must be approved by the Externship Director prior to a student registering with the Externship Program in order to receive credit.

**B. Finding an Externship Site**

- 1) Existing Approved Externships
  - a. Externship position postings are available on the Externship Position Listings board which is available here:  
<https://law.depaul.edu/academics/experiential-learning/field-placement-program/externship-subsite/Pages/externship-job-posting.aspx>
  - b. After reviewing the Externship positions and selecting opportunities in which a student is interested and for which a student is qualified, students can apply for the position in accordance with the instructions in the postings.
    - i. If a student seeks a position with an Externship Site that is not currently approved as an Externship Site, see the next section below, [CREATING A NEW EXTERNSHIP](#).
  - c. After the student has been hired for the Externship, the student must apply to the Externship Program. For information, please review the Section III.A, [STUDENT CRITERIA TO APPLY TO THE EXTERNSHIP PROGRAM](#).
- 2) Creating a New Externship
  - a. Occasionally, students are offered a position with a firm, an organization or judge that is not currently an approved Externship Site. If a student wants to create their own Externship with an Externship Site that is not a currently approved Externship Site, the student must:

## DePaul University College of Law Externship Program Student Manual

- i. Ask the Externship Site to submit the Externship Site Application available on the Externship website here:  
<https://law.depaul.edu/academics/experiential-learning/field-placement-program/Pages/externship-employer-application.aspx>
- ii. After the Externship Site Application has been completed, the Externship Director will contact the proposed Externship Site for a review before approving the Externship Site for hosting an Extern.
  1. For information on the requirements for approval of an Externship Site, please see Section VIII, [EXTERNSHIP SITE APPLICATION AND MINIMUM REQUIREMENTS](#).

### C. Applying to the Externship Program

#### 1) Externship Application Process

- a. Students must first apply to, and be hired by, an Externship Site. As part of this process, students should determine whether the Externship Site is a currently approved Externship Site or whether the Externship Site is not yet approved. For instructions for finding an Externship posting including instructions for seeking approval for a yet-to-be reviewed Externship Site, see Section III.B, [FINDING AN EXTERNSHIP SITE](#).
- b. After the student has been offered an Externship, to receive academic credit for an Externship, students must apply to the Externship Program by submitting the Externship Application available on the Externship website at (<https://law.depaul.edu/academics/experiential-learning/field-placement-program/Pages/program-requirements.aspx>).
  - i. The online application requires all of the information needed to approve and register the student for the Externship, including requiring the student to upload a copy of their unofficial transcript.

#### 2) Notification of Acceptance

- a. After receipt of the student's Externship application, the Externship Director will notify the student whether the request to register with the Externship Program to receive academic credit for the Externship has been approved.

### D. Registration Process for the Externship Program

- 1) **Externship Enrollment.** After the Externship Site has been approved and the student's application to the Externship Program for academic credit has been approved, the Externship Director will register the student for the Externship fieldwork course and the Externship Seminar course.
  - b. Please note that students cannot register for the Externship nor the Externship Seminar via Campus Connect or on their own. Students can only be registered for the Externship and the Externship Seminar by the Externship Director after the Externship Director's approval.



**DePaul University College of Law Externship Program  
Student Manual**

- a. The student must have room in the student's schedule to accommodate the Externship Seminar.
  - b. Students cannot register for an Externship or the Externship Seminar on their own and must be registered by the Externship Program.
  - c. Applying for Externships is akin to applying for a job, so it is recommended that if any uncertainty exists about securing the position or the Externship Site being approved, a student should consider registering for another class on the off chance that the Externship position is not obtained or the Externship is not approved. If the position is obtained, this class can be dropped, and the student can then be registered for an Externship and the Externship Seminar.
- 2) **Add/Drop Restrictions.** Please note that once the last day to add a class for the law school registration period has closed, students cannot switch between the 2, 3, or 4 credit Externship options. To switch before the Add/Drop deadline, the student must email the Externship Director to request the adjustment sufficiently in advance of the Add/Drop deadline.

**DePaul University College of Law Externship Program  
Student Manual**

**IV. Student Externship Academic Requirements**

**A. Minimum Work Hours per Credit Hour Requirements**

- 1) Externs are required to complete the following minimum number of hours over the course of the fourteen (14) week academic semester to earn the following number of credit hours:

*Standard Externship*

<b>Credit Hours Earned</b>	<b>Minimum Number of Hours Worked During the Academic Semester</b>	<b>Average Minimum Number of Hours per Week</b>
2	90	7
3	135	10
4	180	13

*3YP Intensive Externship*

<b>Credit Hours Earned</b>	<b>Minimum Number of Hours Worked During the Academic Semester</b>	<b>Average Minimum Number of Hours per Week</b>
5	225	16
6	270	19
7	315	23
8	360	26
9	405	29

**B. Externship Seminar**

- 1) All Externs are required to register for the Externship Seminar that is listed in the Course Catalog. The Externship Seminar course meeting times are set forth in the law school course schedule.
- 2) There are four (4) types of Externship Seminars which are based on practice area. Students will be assigned to the applicable Externship Seminar based on the substantive work at the Externship.
- 3) In the Externship Seminar, Externs will have an opportunity to link their Externship field work to topics in the law through case rounds, facilitated discussion and directed reading. Students will also explore legal ethics, professionalism and continue to learn about the practice of law. The Externship Seminars are taught by practitioners experienced in the practice area of the Externship Seminar.
- 4) For the Externship Seminar, Externs will earn one (1) additional pass/fail credit hour. For example, if a student enrolls in a three (3) credit Externship, the student will earn a total of four (4) credits (three (3) credits for the Externship field work plus one (1) credit for the Externship Seminar).

**DePaul University College of Law Externship Program  
Student Manual**

**C. Progress Reports**

- 1) First, Second and Final Progress Reports
  - a. At the beginning, midway and at the end of the semester, each Extern must complete and submit reports of the Extern's educational progress in the Externship. The link for these reports can be found on the Externship website and once completed are to be uploaded to D2L for archiving and for review by the Externship Seminar Professor.

**D. Daily Logs**

- 1) It is the Extern's responsibility to complete on a continual basis the time "log" of his or her day-to-day Externship experiences and responsibilities. These logs must be submitted every week on Mondays.
- 2) The final log must reflect the total minimum required hours of work required by the approved Externship credit hours. To see the minimum required hours of work, please see Section IV.A, [MINIMUM WORK HOURS PER CREDIT HOUR REQUIREMENTS](#).

**E. Means of Documentation Submission**

- 1) All required documentation for the Externship Seminar, unless otherwise indicated, should be submitted via D2L.

**DePaul University College of Law Externship Program  
Student Manual**

**V. Student Externship Fieldwork Requirements**

**A. Work Hours**

- 1) Externs should begin work no later than the first week of classes and should complete work no later than the last week of classes. Please see Section IX.B, [SPECIAL NOTES FOR SUMMER EXTERNSHIPS](#).
- 2) Externs should report to work as agreed and assigned unless the Extern has previously notified the Externship Site Supervisor of an absence. In the event of an emergency preventing the Extern from reporting to work as agreed, the Extern must notify the Externship Site Supervisor as soon as possible.
- 3) Failure to complete the minimum number of work hours required to earn the credit hours will result in a failing grade for the Externship.

**B. Office Demeanor**

- 1) Externs must conduct themselves in a professional manner as Externships are work environments and should be treated as such.

**C. Extern Resources**

- 1) If the Extern experiences unresolvable issues with the Externship, the Extern should notify the Externship Seminar professor, the Externship Director, the Associate Dean for Experiential Learning, or the Assistant Dean for Student Affairs, as appropriate.
- 2) It is an Extern's responsibility to immediately notify the appropriate law school or University personnel in the event that the Extern encounters problems with the Externship Site supervisor or at the Externship.

**DePaul University College of Law Externship Program  
Student Manual**

**VI. Grading and Student Evaluation**

**A. Grading**

- 1) The Externship course and the Externship Seminar are Pass/Fail courses. The grade is determined by:
  - a. Satisfactory completion of the minimum work hours required by the Externship credit hours. For more information on the minimum number of work hours, please see Section IV.A, [MINIMUM WORK HOURS PER CREDIT HOUR REQUIREMENTS](#);
  - b. Satisfactory Attendance and class preparation for the Externship Seminar;
  - c. Completion and timely submission of the Progress Reports ([PROGRESS REPORTS](#));-
  - d. Completion and timely submission of the Daily Log ([DAILY LOGS](#)); and
  - e. The written and oral reports of the Externship Site supervisor.

**B. Student Evaluation**

- 1) The Externship Site supervisor will be asked at the middle of the semester and at the end of the semester to evaluate the Extern's performance. These evaluations are made available to the Externs for review when they are posted to D2L.
- 2) All DePaul academic and conduct policies remain in place during the Externship Program, including on-site at the Externship. Students are expected to comply with all of the policies set forth by the Externship Site as well as the Student Handbook. Failure to comply with university or law school policies or the policies of the Externship Site may result in a failing grade or sanctions, including removal from the Externship and/or the Externship Seminar.

**DePaul University College of Law Externship Program  
Student Manual**

**VII. Externship Program Rules and Policies**

**A. Externship Seminar Requirement**

Students must take the Externship Seminar during the semester of the Externship. If the Externship Seminar conflicts with another class, the student must choose between the Externship and the conflicting class. For more information about the Externship Seminar, please consult the Course Catalog (<https://catalog.depaul.edu/>) and Section IV.B, [EXTERNSHIP SEMINAR](#).

**B. Multiple Externships at the Same Externship Site**

Subject to the limitations set forth in Section VII.C, [MAXIMUM NUMBER OF EXTERNSHIPS](#), students are permitted to work at the same Externship Site during subsequent semesters.

**C. Maximum Number of Externships**

Students may not complete more than three (3) Externships for credit (a maximum of two (2) during the fall and spring semesters). If a student elects to complete three (3) Externships, one of those Externships must take place during the summer. For example, an eligible student may enroll in the Externship Program during fall and spring semester of their 2L year but may not take an Externship during the fall or spring semester of their 3L year. The only additional Externship can occur during the summer term.

**D. Clinics and Externships in Same Semester**

Students are permitted to enroll in an Externship and a law school clinic during the same semester.

**E. Maximum Non-Classroom Credits and Externships**

With the exception of students enrolled in 3YP, the law school caps the credit hours a JD student can earn for non-classroom courses. *Externships are considered non-classroom credits.* For information on the policy governing maximum non-classroom credit hours, please see the Student Handbook available on the Student Affairs webpage (<https://catalog.depaul.edu/student-handbooks/law-student-handbook/academic-policies/registration/>). Students are encouraged to meet with the law school Academic Advisor to review the student's current and anticipated accumulation of non-classroom hours (<https://law.depaul.edu/student-resources/student-affairs-registrar/Pages/default.aspx>).

**F. Paid Externships**

Students may receive compensation and course credit for an Externship. Except as otherwise detailed below, Externship Sites cannot bill client(s) for the Extern's work on client matters or for its time spent supervising the student. However, if an Externship Site is compensating the Extern in accordance with all applicable wage and hour rules, the Extern may work on client matters and the Externship Site may bill its client(s) for such work as deemed appropriate by the Externship Site.

## DePaul University College of Law Externship Program Student Manual

### **G. Affiliation Agreements**

Each Externship Site must have executed an Affiliation Agreement prior to the first day of classes for the student to remain enrolled in the Externship Program and to receive credit for the Externship. The Externship Site will be sent an Affiliation Agreement after the Externship Site is approved by the Externship Director. For more information on Affiliation Agreements, please see Section I, [EXTERNSHIP PROGRAM OVERVIEW](#).

### **H. Retroactive Externship Credit**

Students are not permitted to retroactively receive Externship credit for work completed in a prior semester.

### **I. Externship and Internship/Volunteer Simultaneously**

If students have a job or volunteer position in addition to their Externship in the same semester, the student must inform the Externship Site and the Externship Program prior to commencement of the Externship so that the Externship Site and the Externship Program can be aware of any potential ethical conflicts. If there are potential conflicts, the student, the Externship Director and the Externship Site may be able to resolve the conflict, but students should be aware that the student may not be permitted to do both.

### **J. Withdrawal from the Externship**

Once a student commits to extern with an Externship Site, the student must abide by that commitment and cannot later drop the Externship. An Externship may only be dropped with the express written permission of the Externship Director.

### **K. Full Time Status**

If a full-time student is registered for less than twelve (12) credits or a part-time student is registered for less than nine (9) credits, the student should consider registering for an extra class initially to ensure that he or she receives all of his or her financial aid at the first distribution. (Note that class credit requirements are different for a student's last semester in law school.)

### **L. Academic Advising**

Students are strongly encouraged to meet with the law school's Academic Advisor with any questions regarding credit hours, graduation requirements, or the law school's academic policies. The Academic Advisor contact information is available here: <https://law.depaul.edu/student-resources/student-affairs-registrar/Pages/default.aspx>.

### **M. LLM Students**

LL.M. students at DePaul can participate in the Externship Program after the completion of their first semester of enrollment. LL.M. students should verify with their program director that the Externship counts toward their program requirements.

**DePaul University College of Law Externship Program  
Student Manual**

**VIII. Externship Site Application and Minimum Requirements**

**A. Externship Site Application and Approval Process Overview**

- 1) To become an approved Externship Site, the potential Externship Site must first complete an Externship Site Application applying to be an Externship Site (please see the main Externship page for the Externship Site Application - <https://law.depaul.edu/academics/experiential-learning/field-placement-program/Pages/default.aspx>).
- a. The potential Externship Site must meet the minimum criteria for approval. For more information on the minimum criteria, please see Section VIII.B, [EXTERNSHIP SITE MINIMUM REQUIREMENTS](#).
- 2) After the Externship Director receives the Externship Site Application, the Externship Director will contact the potential Externship Site for a follow-up conference call or in-person meeting to discuss the Externship Site Application and ask and answer any additional questions.
- 3) After the Externship Director completes the follow-up, the Externship Director will either approve or reject the application to be an Externship Site and will communicate this decision to the potential Externship Site.
- 4) After the potential Externship Site is approved, the Externship Program will send the now-approved Externship Site an Affiliation Agreement for execution. For more information on the Affiliation Agreement, please see Section I.C, [ABA REQUIREMENTS](#).
- 5) After the Externship Site has executed the Affiliation Agreement, the Externship Site will then be listed as an approved Externship Site for students.

**B. Externship Site Minimum Requirements**

- 1) Prior Approval. Each Externship Site must be approved by the Externship Director prior to the student beginning work and prior to the student being registered for the Externship.
- 2) Minimum Number of Attorneys. Each Externship Site must have at least three (3) full-time, licensed attorneys in good standing.
- 3) Externship Site Application. Each Externship Site must complete an Externship Site Application applying to be an Externship Site (please see the main Externship page for the Externship Site Application - <https://law.depaul.edu/academics/experiential-learning/field-placement-program/Pages/default.aspx>).
- 4) Malpractice Insurance. Each Externship Site must have current malpractice insurance.
  - a. Note that government entities and judicial chambers are eligible to have this provision waived.
- 5) Commercial General Liability Insurance. Each Externship Site must have a minimum general liability insurance.



## DePaul University College of Law Externship Program Student Manual

- a. Note that government entities and judicial chambers are eligible to have this provision waived.

### 6) Designated Externship Site Supervisor

- a. Each Externship Site must have a designated Externship Site Supervisor for each Extern. A single Supervisor can supervise more than one Extern, but each Extern must be assigned to a designated Supervisor.
- b. Externship Site Supervisor Qualifications
  - i. The Externship Site supervisor must be an experienced attorney that is employed on an in-house, full-time basis at the Externship Site.
  - ii. Must have practiced for at least five (5) years, and
  - iii. Must be currently licensed and in good standing in IL or the jurisdiction where the Externship Site is located.
    1. Note that federal placements and those practicing federal law may be able to satisfy this requirement with being currently licensed and in good standing in another state.
- c. Externship Supervisor Supervision Requirements
  - i. Monitor the Extern's responsibilities on a regular basis.
  - ii. Involve the Extern in meaningful legal work.
  - iii. Complete and submit within the required time frame, the two (2) evaluations of the Extern. Externship Sites that fail to comply with this requirement may be prohibited from continued participation in the Externship Program.
  - iv. Immediately notify the Externship Director if the Supervisor will no longer supervise an Extern.

### 7) Affiliation Agreement

- a. Each Externship Site *must* execute an Affiliation Agreement prior to the first day of class. If the Affiliation Agreement has not been executed prior to the first day of classes, the student will not be permitted to remain enrolled or earn credit in the Externship Program.
  - i. For more information on the Affiliation Agreement, please see Section I.C, [ABA REQUIREMENTS](#).

## C. Work Hours

Externs should begin work no later than the first week of classes and should complete work no later than the last week of classes. Please see Section IX.B, [SPECIAL NOTES FOR SUMMER EXTERNSHIPS](#).

## D. 711 License

Students cannot use a 711 license at for-profit Externship Sites.

**DePaul University College of Law Externship Program  
Student Manual**

**E. Billing**

Students may receive compensation and course credit for an Externship. Except as otherwise detailed previously, Externship Sites cannot bill client(s) for the Extern's work on client matters or for its time spent supervising the Student. However, if an Externship Site is compensating the Extern in accordance with all applicable wage and hour rules, the Extern may work on client matters and the Externship Site may bill its client(s) for such work as deemed appropriate by the Externship Site.

**DePaul University College of Law Externship Program  
Student Manual**

**IX. Special Notes**

**A. Special Notes for 3YP and Intensive Externships**

- 1) Intensive Externships are Externships that allow students to earn five (5) to nine (9) credit hours for an average of sixteen (16) to twenty nine (29) work hours per week. To be eligible for an Intensive Externship, students must first apply to, and be accepted into, the 3YP program and thereafter undertake the application process set forth in Section III, [APPLYING TO THE EXTERNSHIP PROGRAM, FINDING AN EXTERNSHIP, AND EXTERNSHIP PROGRAM REGISTRATION.](#)
  - a. For more information on 3YP, please visit the program's webpage: <https://law.depaul.edu/academics/experiential-learning/third-year-practice/Pages/default.aspx>

**B. Special Notes for Summer Externships**

- 1) Per the Student Handbook, if a rising 2L student has a 2.2 G.P.A. or below, he/she cannot be registered for a summer course.
- 2) Students must pay tuition for the summer Externship course.
- 3) The official summer semester runs from early June to late July. Externs can either work longer hours per week during the official semester, or can work shorter hours during a more flexible schedule from any time in mid-May to mid-August.

**C. Special Notes for For-Profit Placements**

- 1) There are restrictions on the use of LexisNexis and Westlaw student account for research at for-profit Externships. Please review the LexisNexis and Westlaw rules to determine whether student accounts can be used during an Externship.