**Application Packet for**

**Apprenticeships and Externships**

# **Description of Program**

Regent University School of Law offers students the opportunity to gain practical legal experience through its program of apprenticeships and externships.[[1]](#footnote-1) The requirements for each of these is set forth below.

Law 595 - Apprenticeship

Students may enroll in Apprenticeship for four (4) to ten (10) credit hours. Students will directly experience and participate in the practice of law by working without remuneration under the supervision of a practicing attorney or judge in a government office, judicial chamber, nonprofit organization, or private firm, with oversight by a full-time faculty member. Enrollment in apprenticeships is limited to the student's final two semesters of law school and may be done in the student's home state. Prior site approval is required. Receiving apprenticeship credit entails enrollment in a classroom component and/or regular meetings with a faculty supervisor. A student must complete fifty (50) hours of work for each credit hour of apprenticeship for which (s)he is registered. The Apprenticeship is graded as pass/no pass.

*Eligibility*: To be eligible for an apprenticeship, a student must have a minimum 3.0 GPA, must have passed both semesters of the legal research and writing course, and may not be on academic probation.

Law 795 — Externships

Externships may be taken for one (1) to five (5) credit hours. Through externships students will experience the practice of law and develop professional skills by working off campus under the direct supervision of one or more attorneys, in governmental offices, or in a judicial or other approved placement. Receiving externship credit entails enrollment in a classroom component and/or regular meetings with a faculty supervisor. Externships may be repeated for academic credit, up to a total of five (5) credit hours. A student must perform fifty (50) hours of work for each credit hour for which (s)he registers. The Externship is graded pass/no pass.

*Eligibility*: To be eligible to register for an externship, a student must have completed 30 hours towards their juris doctor degree, must have passed both semesters of the legal research and writing course, and may not be on academic probation.

Prior approval of an externship site is required. The Law School currently offers externships at the following locations: [l] The American Center for Law and Justice; [2] Judicial and Governmental sites; [3] Legal Aid Programs; [4] Non-profit organizations; and [5] Law firms.

1. **Educational Objectives**

The primary educational objectives of the externship/apprenticeship programs are as follows:

1. To expose students to, and acquaint them with, the reality of law practice. Students who learn the law only in a classroom setting have limited exposure to the actual practice of law. Another vital element of learning the law is exposure to what real lawyers do on a day-to-day basis in the office, in the courtroom, and elsewhere. Learning criminal law and criminal procedure within the protected classroom environment, for example, does not yield the same benefit as a student's conducting client interviews or observing how a prosecutor manages her caseload, how defense counsel prepares for court, and how an attorney tries his cases. The School of Law structures its externships and apprenticeships to provide students with this useful practice perspective.
2. To provide opportunities for students to engage in proper legal research and writing in the context of real-life legal problems. All law students can benefit from additional practice in proper legal research and writing. Externships and apprenticeships provide that opportunity in a setting where the student can receive close supervision and constructive feedback in a timely fashion. Actual legal research and writing is based on real people's problems, with real deadlines, and in contexts where the results make a significant difference in the lives of clients, attorneys, and externs. Thus, students have ample opportunity not only to hone their legal research and writing skills, but also to improve their time management skills.
3. To allow students to pursue in-depth substantive learning in specific areas of the law. By necessity, professors must treat some subjects in the law school curriculum briefly. An externship/apprenticeship gives students an opportunity to engage in deeper study of a particular legal field or topic. For example, a student interested in criminal law can gain a significant amount of substantive knowledge on that subject by working with a prosecutor or public defender.
4. **Application Process**

To apply for an Apprenticeship or Externship, the student must complete and submit the following materials: [l] *Regent University Individual Study Form — Graduate Students*; [2] *Apprenticeship or Externship Proposal Form*.

The forms should be submitted to the appropriate faculty supervisor. The Legal Aid externships require the approval of Professor Kathleen McKee. Her e-mail address is [kathmck@regent.edu](mailto:kathmck@regent.edu). All other externships and apprenticeships require the prior approval of Professor Sandra Alcaide. Her e-mail address is [sandalc@regent.edu](mailto:sandalc@regent.edu). After the faculty advisor has approved the externship or apprenticeship, the application will be forwarded to the Academic Dean for additional approval. Once all approvals have been obtained, the application will be forwarded to the Records Office. The Records Office will enroll the student in the approproate course.

New Field Placement Sites

If an externship or apprenticeship site has not been pre-approved, the student must submit a petition to the faculty supervisor of record to be considered for approval. Each petition for a proposed program shall supply the following information obtained from the potential site supervisor:

1. The specific educational objectives of the program, consistent with the objectives set forth above. The educational objectives shall be stated in sufficient detail to provide direction in the activities of the program.
2. A statement describing the time and effort expected from the student in pursuing the educational objectives during the program. A statement of the educational benefit expected to be acquired by the student.
3. A statement of specific tasks expected to be involved in pursuit of the program, which should be substantially legal in nature.
4. A description of work products expected to be produced by the student.
5. The designation of a practicing attorney or current judicial officer who will supervise the activities of the student during the program, who shall be hereinafter referred to as the "on-site/field supervisor."
6. A statement that the content of the externship comports with all other requirements set forth in Regent Law’s three-way authorization form.
7. A statement about whether any monetary compensation will be paid to the student for any work in the program for which he or she receives academic credit.

Due Date

Apprenticeship/externship applications are due no later than the last day of add/drop period. Students are strongly encouraged to submit their applications two weeks prior to the end of the add/drop period to ensure their apprenticeship/externship sites are vetted and all approvals are obtained by the last day of the add/drop period.

1. **Deliverables**

During the Apprenticeship or Externship, the student will be responsible for completing all assignments listed on the course syllabus as well as submitting the following documents: [l] Apprenticeship/Externship Statement of Goals and Objectives Form; [2] Work and Class Schedule Form; [3] Time Log Form; and [4] Three-way Agreement between the student, faculty supervisor, and the site supervisor; and [5] Student and Site Supervisor Evaluation Forms. The Goals and Objectives Form is to be finalized with input from the site supervisor during the initial two weeks of the Apprenticeship or Externship.

The student will maintain a reflection journal, which the faculty supervisor has discretion to review, to record experiences, lessons learned, challenges faced, observations, and pertinent apprenticeship or externship related thoughts from which the reflection paper required at the end of the semester will be prepared.

By the conclusion of the Apprenticeship or Externship, the student will be required to submit the following materials: [l] a contemporaneous time log documenting hours worked; [2] two representative writing samples appropriately redacted for confidentiality or a description of two assigned research projects completed *or* a description of two assigned research projects completed; [3] a reflection paper which describes how the Apprenticeship or Externship contributed to the student's professional skills and ethical formation; and [4] student and site supervisor evaluation forms. (The contents of the reflection paper are outlined in the Apprenticeship/Externship Application Form.)

Students enrolled in an Apprenticeship or Externship course will be expected to check the syllabus once posted on Canvas and comply with the instructions and additional assignments provided in the syllabus.

**Externship/Apprenticeship Registration & Final Approval Form  
J.D. & LL.M. Programs**



Complete this form along with the Externship/Apprenticeship packet and submit to the Supervising Instructor for approval. The Student Affairs & Records Office will obtain final approval from the Associate Dean of Student Affairs and register you for the class. Consult your Advisor, course schedule, University Catalog, and the Law School Policies & Procedure Manual for further information.

NOTE: Academic Credit hours for Externship/Apprenticeship cannot be adjusted after the add/drop period.

**Student ID#** Click or tap here to enter text. **Student Name (please print)** Click or tap here to enter text. **Student Level:** 1L 2L 3L **Semester/Year** Click or tap here to enter text. **Desired Credit Hours** Click or tap here to enter text. **Externship:**Available to students after successfully completing 30 hours of J.D. academic credits, including Legal Analysis, Research, & Writing I & II.

LAW 795 Externship: ACLJ (minimum of 2 credit hours)

LAW 795 Externship: Judicial/Govt (1-5 credits)

LAW 795 Externship: Legal Aid (1-5 credits)

LAW 795 Externship: Non-Profit (1-5 credits)  **Apprenticeship:**   
  
Available for students that have successfully completed 60 hours of J.D. academic credit, including Legal Analysis Research & Writing I & II, and have at least a 3.00 cumulative law GPA. Students with a cumulative law GPA <3.00 must obtain approval to register by filing an Academic Petition.

LAW 595 Apprenticeship (4-10 credits)

**APPROVALS:**

**Supervising Instructor’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized/Dean’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **FOR SCHOOL USE:**

**CRN** \_\_\_\_\_\_\_ **Subject** \_\_\_\_\_\_\_ **Course #** \_\_\_\_\_\_\_ **Section #** \_\_\_\_\_\_\_ **Credits** \_\_\_\_\_\_\_

**Registered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Eform:** ❏Yes ❏No

*PROPOSAL: Apprenticeship  Externship* (Please TYPE)

Check if this is a new site

Name: Click or tap here to enter text. Date: Click or tap here to enter text.

Email: Click or tap here to enter text. Telephone: Click or tap here to enter text.

Year in Law School: Click or tap here to enter text.

Are you applying for a Third Year Practice Certificate? YES NO

Number of Completed Credit Hours at Beginning of Externship: Click or tap here to enter text.

Academic Advisor: Click or tap here to enter text.

Place of Externship: Click or tap here to enter text.

Site Supervising Attorney's Contact Information: 

Name: Click or tap here to enter text.

Title, Department, Company: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone and fax numbers: Click or tap here to enter text.

Email address: Click or tap here to enter text.

In a few sentences, answer each of the following:

1. Description of Externship (e.g. Type of organization, your role, expectations of assignments?): Click or tap here to enter text.
2. Specific Educational Objectives: (Which skills do you want to acquire? What information do you want to learn?) Click or tap here to enter text.
3. Means of Accomplishing Objectives: (Which tasks will you perform or to what will you be exposed to help you acquire your objectives?) Click or tap here to enter text.
4. Work Product: (Which legal documents will you prepare?) Click or tap here to enter text.
5. Time Commitment: (What is your proposed work schedule? How many actual hours do you intend to work, considering you must work 50 hours for each credit hour and the work hour excludes lunch time unless it is case-related or externship-related?) Click or tap here to enter text.

Approximate Start Date: Click or tap here to enter text. Approximate Complete Date: Click or tap here to enter text.

Number of Desired Credit Hours: Click or tap here to enter text.

If you wish to change the credit hours on your externship you have to redo the paperwork and have it signed by the faculty professor. If this is done prior to the end of the add/drop period, we can then void the previous paperwork and change the credit hours. After the add/drop period you will not receive a refund, and the paperwork has to go to the University Registrar's office to be processed. If you are adding hours, you have to prepay in the Business Office before the Registrar's office will add the credits.

Plan for Review and Evaluation of Apprenticeship / Externship:

Supervisor, Faculty and Student Contact. I will read the syllabus as soon as it is available on Canvas and will comply with all instructions therein. I will participate online or in person as instructed by my faculty advisor during which I will have the opportunity for directed discussion of professional development matters, legal skills, and of my externship experience while protecting client confidentiality, The faculty advisor and the field supervisor will have contact with each other as appropriate and as needed. In addition, the field supervisor and I will discuss my apprenticeship/externship experience. Both I and my field supervisor will complete the required evaluation forms to help the faculty advisor evaluate my performance in issuing my final grade.

Syllabus. I will comply will all the instructions enumerated in the syllabus. I will use the forms and formats provided on Canvas for all assignment submissions, as required by the syllabus. I understand that failure to follow course procedures as stated in the syllabus may be reflected in my final course grade.

Goal Sheet. I will complete a goal sheet with the field supervisor to submit to the faculty advisor within the first 2 weeks of the externship if possible. If I cannot do it within the first 2 weeks (e.g., because of supervisor's schedule), I will alert Dean Van Essendelft and will get approval for a late submission with a date certain.

Logs. I will prepare a weekly log that summarizes my hours and assignments which I will submit to the faculty advisor every other week. Each log activity must sufficiently detail the work completed so that the faculty advisor can assess that legal work was completed.

Regular Feedback. I will request feedback from my field supervisor at reasonable intervals and will incorporate his/her feedback into my subsequent work.

Reflection Journal and Paper. I will maintain a reflection journal, which the faculty advisor has discretion to review, to record my experiences, lessons learned, shortcomings, observations, and pertinent externship-related thoughts from which I will prepare a paper to submit to the faculty advisor at the end of the term. The paper shall include:

1. Description of setting and hierarchy, i.e., in which office I was, who headed it, the part the office plays in our justice system or the foreign country's justice system, to whom I usually reported, quality of interaction among personnel, and how my participation helped the office fulfill its objectives.
2. A statement of whether I reached my stated educational goals and if not, why.
3. A discussion about how the externship/apprenticeship advanced the goals I set for myself in my Foundations of Practice roadmap.
4. What I learned that will improve my lawyering skills and my preparation to enter the field of law.
5. The strengths and weaknesses of my experience and what, if anything, I would change about it.
6. If I observed attorneys interacting with other attorneys, judges, court personnel or clients, the difference between the effective attorneys and the ineffective ones, and which traits made the attorneys effective or ineffective.
7. Any other information to help the faculty advisor understand how helpful the assignment was to me, the quality of my supervision, and whether (s)he should continue placing externs at that site.

Writing Sample(s). If the site allows, I will submit two writing samples to the faculty advisor by the end of the term for his/her review.

Compensation: I will disclose whether I receive compensation for the externship work performed. If applying for a PILAR or similar grant to offset living and travel expenses incurred as a result of this externship, I will state so.  
  
Signed: Click or tap here to enter text. Dated: Click or tap here to enter text.

## GOAL SHEET **(SAMPLE ONLY – DO NOT FILL OUT)**

### APPRENTICESHIP EXTERNSHIP

Student's Name: Click or tap here to enter text. Date of Draft: Click or tap here to enter text.

Site Supervising Attorney's Name: Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| List your specific goals for the apprenticeship or externship | For each goal, list anticipated tasks or experiences you think will help you reach the goal | Show your supervisor's comments on your proposed goals, tasks, and/or experiences, e.g., whether they are doable |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

TIMELOG **(SAMPLE ONLY – DO NOT FILL OUT)**

APPRENTICESHIP  EXTERNSHIP  PUBLIC SERVICE /PRO BONO

Student Name: Click or tap here to enter text. Semester: Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| DATE: | ACTIVITY: | HOURS & MIN (E.G. 2hrs, 15 min.) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

SUPERVISOR'S CHECKLIST AND EVALUATION FORM

**(SAMPLE ONLY – DO NOT FILL OUT)**

APPRENTICESHIP EXTERNSHIP

NAME OF STUDENT: Click or tap here to enter text.

SITE SUPERVISOR: Click or tap here to enter text.

How did the faculty supervisor contact you?

Phone Letter On-site visit E-Mail

Would you find more contact with the supervisor helpful? Yes No

**ASSESSMENT OF PROFESSIONAL TRAITS AND LEGAL SKILLS**

 **Professional Traits:**

Rate the student's performance in the following categories during the apprenticeship or externship.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trait** | **Developing** | **Competent** | **Highly**  **Competent** | **N/A** |
| Attitude/demeanor |  |  |  |  |
| Initiative |  |  |  |  |
| Professional appearance |  |  |  |  |
| Punctuality to assigned hours |  |  |  |  |
| Professionalism in interacting with legal and administrative Staff |  |  |  |  |
| Protection of client confidentiality |  |  |  |  |
| Identification of potential ethics issues |  |  |  |  |
| Follow through on assignments |  |  |  |  |
| Compliance with office policies |  |  |  |  |

B. **Legal Skills:**

l . Describe the basic skills required of the student to meet minimum performance standards for this placement:

Click or tap here to enter text.

2. Rate the student's legal performance in the following categories during the apprenticeship or externship.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Legal Skill: | Developing | Competent | Highly  Competent | N/A |
| Advanced legal research skills |  |  |  |  |
| Drafting pleadings |  |  |  |  |
| Drafting client communications |  |  |  |  |
| Drafting internal memoranda |  |  |  |  |
| Conducting due diligence research |  |  |  |  |
| Know where to locate and use checklists and practice notes |  |  |  |  |
| Stays current on legal news |  |  |  |  |
| Demonstrated basic understanding of ADR/criminal plea negotiations |  |  |  |  |

How would you rate the student's overall readiness in the areas of traits and legal skills to enter the legal profession? Needs Improvement  Competent Highly competent

Administrative Issues:

When and how was the student provided feedback on his or her performance?

Click or tap here to enter text.

Have you reviewed the student's time logs? Yes No

GENERAL EVALUATION:

We encourage you to provide a general evaluation of the student's skills development or skills development needs. You may do this by calling, writing a letter, or sending an e-mail to the faculty supervisor:

l . Legal Aid: Professor Kathleen A. McKee, [kathmck@regent.edu](mailto:kathmck@regent.edu)

1. Apprenticeships, ACLJ/Gov't/Judicial/Law Firm/Non-Profit Externships: Professor Sandra Alcaide, sandalc@regent.edu

Site Supervisor Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

1. The Law School also offers students practical experience opportunities through its clinics and practicums which are subject to a separate application process. These are courses taught by law school faculty. In addition, students may arrange for internships on their own or access opportunities for an internship through postings maintained by the career placement office. ***Unlike externships, internships are not eligible for academic credit.*** [↑](#footnote-ref-1)