



**BOSTON
COLLEGE**

**CENTER FOR
EXPERIENTIAL LEARNING**

Boston College Law School Externship Program Guide 2023 - 2024

Table of Contents

Introduction	2
Externship Program Requirements	3
ABA Standards	3
Academic Credit	3
Eligibility	4
Compensation and Reimbursement of Expenses by Employer	5
Seminars	5
Grades	6
In-Person vs. Remote	7
Types of Externships	7
Full Time	7
Semester in Practice	7
BC in DC	7
Dublin Program	8
Hybrid Programs (Externship/Clinic)	8
Massachusetts Attorney General’s Civil Litigation Program	8
Massachusetts Department of Revenue (DOR) Tax Program	9
Individual Faculty Supervised Externships	9
How to Find a Placement	9-10
Who Externed Where & How Was It?	
SAGE / Timing / The Judge Rule	
Professional Responsibility	11
Conflict of Interest /Unauthorized Practice of Law	
Student Attorney Certification	12
Experiential Learning Module	12
Time Tracking/Hour Log	
Evaluations / Site Visit	13
Appendices	
A. American Bar Association Standard 304	14-15
B. Standards for Independent Faculty Supervised Externships (IFSEs)	16-17
C. SAGE Experiential Learning Module	18

Boston College Law School's Externship Program

Boston College Law School's Externship Program resides within the Center for Experiential Learning. The Center houses all the clinical, oral advocacy, and externship programs that provide students with a wide range of opportunities to experience the actual practice of law.

The BC Law Externship Program allows students to earn academic credit and gain experience working as an extern in legal settings in the United States or abroad. Externship placements include courts, government agencies (local, state, and federal), law firms, private companies, and public interest organizations. The Externship Program provides opportunities for part-time and full-time semester-in-practice externships.

The educational objectives of the Externship Program are to develop those qualities and skills that students will need to become successful practitioners by integrating theory and practice, while also providing opportunities for students to reflect upon and instill the moral and ethical values that underlie a rational and just application of law. The Externship Program helps students to define, pursue, and meet learning goals within a professional setting. The Externship Program strives to create a diverse range of externship opportunities for students.

I look forward to working with you to discuss and identify available externship opportunities that will undoubtedly help shape your legal and professional development. Please contact me if you have any questions regarding the Externship Program at Boston College Law School.

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Externship Program Requirements

An externship allows students to earn academic credit for time spent working in an approved legal setting outside of the law school. An externship is one way that BCLS students can obtain experiential learning credits. Experiential learning credits are governed by the American Bar Association Accreditation Standards. While the BCLS Program is designed to ensure compliance with ABA mandates. The main requirements are:

The law student extern must be assigned real legal work.

The externship placement must provide 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. ABA Standard 304(d) BC Law School requires field placement supervisors to have a minimum of three years experience or be otherwise qualified.

A Memorandum of Understanding must be signed and kept on file.

A written understanding among the student, faculty member, and a person in authority at the field placement that describes both (A) the substantial lawyering experience and opportunities for performance, feedback and self-evaluation; and (B) the respective roles of faculty and any site supervisor in supervising the student and in assuring the educational quality of the experience for the student including a clearly articulated method of evaluation the student's academic performance. ABA Standard 304(d)(i)

Student Enrollment in a Contemporaneous Seminar or other Faculty Supervision

Experiential courses are ... field placements that must be primarily experiential in nature and must...provide a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, faculty -guided reflections. ABA Standard 304(a)(5)

Regular communication between the law school and the field placement, including a site visit.

A method for selecting, training, evaluating and communicating with site supervisors, including regular contact between the faculty and site supervisors through in-person visits or other methods of communication that will assure the quality of the student educational experience. ABA Standard 304(d)(ii)

Academic Credit

Externships combine field work placements in a legal setting with participation in a contemporaneous seminar to help students gain the most from the experience. BCLS requires the completion of 85 credit hours to graduate. The American Bar Association requires that law students must complete at least 64 in-class credits to graduate. Externship credits earned for the time spent working in a field placement are considered out-of-class credits. Every extern must enroll in an accompanying seminar [or its equivalent if the student arranges an Independent Faculty Supervised Externship (IFSEs)]. The accompanying

seminar counts as in-class credit.

Students earn 1 out-of-class credit for every 4 hours/week they work over a minimum 12 week time period during the fall or spring semester. Seminars vary from 1-2 credits depending on whether the seminar is held weekly or bi-weekly throughout the semester. Externship fieldwork credits are listed as Legal Practice Externship credits on the transcript while the externship seminar displays the course title. The credits are separated to distinguish between in-class and out-of-class credits. Please note that clinic hours are counted as in-class credits.

Academic credits associated with clinics and externships, including credits for contemporaneous seminars which focus on self-reflection, ethics, professional development, and other issues that arise, satisfy the “Experiential Learning/Lawyering Skills” requirement.

Eligibility

JD students in good standing who have completed the first year of law school are eligible to participate. Students are limited to participating in one Semester-in-Practice program and in only one Independent Faculty Supervised Externship. Enrolling in an externship and a clinic in the same semester is not advisable and requires special permission.

Generally, students are limited to a single externship at a particular placement. Students cannot extern at the same placement where the student previously externed, had an employment relationship, or worked as a volunteer. In some special circumstances, a second placement at the same site may be approved upon a showing that the experience in the second placement will involve significant development of the student’s knowledge, experience and skills beyond what the student achieved during the first placement. Similarly, a student participating in a judicial externship may receive credit for a second judicial externship if it will be served with a different court system (state rather than federal or vice versa) or at a different level (appellate rather than trial or vice versa). In some circumstances, a second placement in the same judicial chambers or court may be approved upon showing that the second experience will involve significant additional development of the student’s knowledge, experience, and skills beyond what the student achieved during the first placement.

Transfer students may participate in all externship programs.

LLM students, after completing one semester of classes and if there are spaces available, may participate, with permission, in the externship program. LLM students cannot participate in the Semester-in-Practice course.

Visiting students may participate in the externship program, if space permits and with permission of the Externship Director.

Compensation and Reimbursement of Expenses by Employer

Effective Spring 2022, students may receive both academic credit and financial compensation for their externship work. Where the placement offers compensation to the student, the placement must demonstrate to the satisfaction of the Externship Director that the placement complies with ABA Standard 304. The burden of establishing that the placement meets the requirements of Standard 304 rests with the placement. Students shall not raise, or in any manner attempt to negotiate, issues regarding compensation.

Students may also receive reimbursement for certain out-of-pocket expenses related to the placement if the placement agrees to offer such e.g., commuting expenses and parking.

Seminars

Students who extern for academic credit are required to be enrolled in a contemporaneous seminar throughout the semester. The seminars 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 seminar is designed to be reflective and interactive. The faculty member helps students reflect on their lawyering experiences; helps students tie their experiences in the world of practice to larger questions of legal or public policy; and provides a structured setting to discuss the practice and ethical issues that arise in their placements. Students work with the faculty member to develop personal learning goals that include concrete strategies the students will use to achieve each goal and how they will measure their progress. During the course of the semester, the faculty member may assign short written reflective writing assignments, e.g. weekly or biweekly journal entries or more substantive writing assignments, to encourage and facilitate reflective lawyering by the student.

The seminar faculty monitor individual placements to ensure the field placement's supervising attorney is providing a significant educational experience including feedback on work product, planned work assignments, and exposure to the various aspects of lawyering available at that placement.

Seminars are held either weekly for 2 credits or bi-weekly for 1 credit depending on the type of externship the student secures. To the extent possible, students externing in similar legal settings are enrolled in the same seminar. Some or all of the following seminars are offered each semester depending on the number of students externing in each type of legal setting.

Government Seminar

Students who extern part time in local, state or federal agencies are enrolled in a seminar designed to teach basic concepts regarding administrative law and practice that will aid the students in their externship. The seminar provides a summary of the law governing the Executive Branch of federal and state governments; an introduction to and comparison of the offices of state and federal attorneys general; an exploration of issues confronted by counsel within the Executive Branch; the perspective of counsel for an entity regulated by the federal and state governments; and common ethical issues for government lawyers.

In-House Counsel Seminar

Students who extern with in-house legal departments are enrolled in a seminar that covers various topics such as: the role of in-house counsel, working with outside counsel, identifying ethical issues when representing an organization, intellectual property & privacy concerns, structuring legal research for business settings, and communication strategies when engaging and working with business teams and other departments throughout the company or organization.

Judicial Seminar (Administrative, Appellate, and Trial Courts)

Students who extern at various levels of state and federal courts are enrolled in a seminar that focuses on the similarities and differences at each level of court regarding the judge's role, court procedures, ethical considerations, and nature of a law student extern's responsibilities.

Law Firm and Public Interest Seminar

This seminar focuses on skills such as interviewing and communicating with clients, ethical problem solving, oral advocacy, and cross-cultural lawyering. The seminar may also cover legislative, economic and policy considerations that may affect legal strategies.

Grades

The seminar grade is generally based on attendance, class participation, timeliness and evaluation of journal entries and other written assignments, and a class presentation. Seminar grading is left to the discretion of the seminar faculty. The field work grade (pass/fail) is based on satisfactory performance at the field placement and timely compliance with program requirements (Conflict of Interest check, submission of signed Memorandum of Understanding, time tracking in SAGE, etc.). While there are no formal prerequisites, students are strongly encouraged to take Professional Responsibility prior to doing an externship.

In-Person and Remote Placements

The Externship Program is designed to provide students with the real world experience of what it is actually like to practice law by providing field placements in a variety of legal practice

settings. Students are expected to work primarily on-site at the externship placement wherever possible. However, remote lawyering has become more commonplace, is likely to continue and to some degree may become the norm in certain practice areas. Therefore, remote externships are allowed, but only with the the following safeguards and requirements in place to prevent, monitor and counteract anticipated risks:

1. All externship placements (remote or otherwise) must be approved by the Externship Program Director.
2. Remote externships will only be allowed in field placements where legal staff are already allowed to work remotely.
3. Full time remote semester-in-practice externships will be presumptively inappropriate unless there is some compelling justification provided.

Types of Externships

Semester in Practice (SIP) - Full Time Externships

Semester in Practice (SIP) is BC Law's immersion externship program. SIP provides students with the opportunity to gain full-time professional experience for an entire semester at one field placement. SIP placements may be in the Boston metro area, throughout the United States, or abroad. In addition to the placement, students enroll in an accompanying seminar taught by BC Law faculty. Students are strongly encouraged to complete three semesters of study before doing a SIP. Students with a GPA of 2.9 or lower need permission from the Externship Director and Associate Dean of Experiential Learning prior to accepting a SIP externship.

SIP students extern full time at their placement for a minimum of 12 weeks. Students typically receive 10 externship credits for their fieldwork. The fieldwork is graded pass/fail. All students enrolled in a SIP program must enroll in a corresponding 2 credit seminar or arrange an Independent Faculty Supervised Externship.

Every Spring semester, BCLS offers two specialized SIP programs:

BC in DC

The BC in DC Program provides a full-time immersive externship experience for students in diverse legal settings such as government agencies, public interest groups, in-house corporate counsel, and courts in our nation's capital. The corresponding 2 credit weekly seminar is held in DC.

BC Dublin Program

The BC Dublin Externship Program provides opportunities for second and third year law students to gain exposure to a different legal system. It is designed to provide students with insight into comparative legal institutions and culture, and introduce them to

international law practice. Through the seminar and work experience, students develop an understanding of similarities and differences between Irish, European, and U.S. law and institutions. The classroom and externship experiences combined with living for four months in a foreign environment are designed to broaden students' legal education.

Depending on the field placement, students usually have the option to work full time (for 10 credits) at their placements or work fewer hours per week and enroll in one LL.M class at Trinity College - School of Law. All students participate in a 3 credit weekly seminar with a BCLS faculty member who accompanies the students to Dublin. The seminar covers subjects such as Comparative Law, Legal Ethics, and Professionalism and focuses on cross-cultural lawyering, professional responsibility, and differences between U.S. and E.U. Law. The application process starts in April, in the year before the externship starts, in order to facilitate placement planning, visa requirements, housing arrangements, etc.

Hybrid Programs (Externship/Clinic)

BCLS offers two distinct hybrid programs that provide field work placement outside of the law school with a corresponding seminar that is supervised and taught by BCLS adjunct faculty at the field placement site.

Massachusetts Attorney General's Civil Litigation Program - This program is a full year (Fall & Spring semester) program and is only open to 3Ls. Students must commit 22 hours per week (which includes a weekly two-hour seminar).

Students are placed in the Government Bureau in either the Administrative Law Division or the Trial Division and work directly with Bureau attorneys in the representation of state agencies and officials in state and federal courts. Students assigned to the Administrative Law Division work on cases involving administrative and constitutional law, federal courts, and statutory construction. Students assigned to the Trial Division work on cases involving employment, tort, contracts and eminent domain and land use law. Students are expected to do a significant amount of legal writing. Pursuant to Rule 3:03 of the Supreme Judicial Court, students may argue orally in Superior Court on behalf of state agencies. Students should plan to be eligible for certification under Rule 3:03 at the beginning of the fall semester.

The weekly two-hour seminar focuses on litigation skills, substantive law topics, and the discussion of student work. Some seminars are conducted jointly with students assigned to both divisions; other seminars are specific to each division. Topics include state and federal jurisdiction, the substantive law practiced in each division, drafting litigation

documents, motion practice, discovery and depositions, trial preparation, appellate practice, and the role of state attorneys general.

Massachusetts Department of Revenue (DOR) Tax Program - This program provides an intensive one semester experience in DOR's Legal Division. Students work directly with attorneys handling cases involving state taxation of individuals, corporations, and other entities, and related federal issues. The goal of the program is to provide in-depth exposure to the practice of state tax law, including principles of administrative law, constitutional law, federal tax law and other disciplines as relevant. Most students work with various attorneys in the Litigation Bureau, but some may work with attorneys in the Rulings & Regulations Bureau and the Department's Office of Appeals.

Students extern for a minimum of 20 hours per week. In addition to the minimum 20 hours/week, students are required to participate in a weekly two-hour seminar on state tax law and related tax policy. Each student's precise schedule is determined on an individual basis.

Individual Faculty Supervised Externships (IFSEs)

An Independent Faculty Supervised Externship may be arranged by a student when an externship placement does not have a corresponding seminar or the student has already taken a particular seminar. Students are limited to one IFSE. Students are responsible for finding and securing their own placements and also responsible for securing a faculty member to supervise the externship. Students considering an IFSE should meet as early as possible with the Externship Director to review the requirements and standards. See Appendix B.

How to Find a Placement

When deciding whether to do an externship, it is important to consider how an externship experience fits within any given student's educational goals. Students start the process by scheduling a mandatory meeting with the Externship Director, Patricia Gould (patricia.gould@bc.edu). Students secure their own placements either by applying to opportunities posted on SAGE or creating their own placement in consultation with the Externship Director.

SAGE

Externship opportunities are posted on SAGE throughout the year and students apply through that portal unless the placement indicates that students should directly apply on their own. Many field placements request BCLS to post opportunities every semester and new placements are added every year. To get an idea of what and where those placements are, a database of past placements can be accessed on SAGE by following these steps:

1. Selecting the OCI-Job Listings tab on the left-hand side menu;

2. Under "Type of Job," select Fall/Spring Externship (for course credit).
3. Under "Job Status" select Approved, Application Open and Application Closed.

In addition, federal government externship opportunities are listed in the University of Arizona's Government Honors and Internship Handbook, <http://arizonahandbooks.com> (contact Career Services for the password). Application deadlines for federal government agencies are usually much earlier than other placements due to the time frame necessary to complete background checks.

Who Externed Where & How Was It?

At the end of each semester, students are asked to complete an evaluation of their field placement experience. Responses to the evaluation questions are confidential and only shared with other students if the student extern grants permission. Students interested in pursuing specific placements are encouraged to review the past evaluations posted on SAGE in the Resource Library in the Externship Program folder.

Timing

Opportunities are posted throughout the year, with many placements posting opportunities 1-2 months before students register for classes for the following semester i.e., February & March for students applying for Fall semester externships and October & November for Spring semester externships. To the extent possible, placements should be finalized before course registration. As noted above, applications to federal government agencies are usually much earlier than other placements due to background check requirements. For overseas placements, students need to work with the Externship Director well in advance because student visa requirements need to be explored.

Judge Rule Applies to Externships

School policy is that if an offer is extended from a judge, the student must accept it. This is frequently referred to as "the judge rule" which is followed by most, if not all, law schools. Some judges extend externship offers without even interviewing the applicants, or at the conclusion of the interview. Therefore, it is best practice to only apply for a judicial externship if you plan to accept. If you accept another offer before you are contacted by a judge, or if you decide to pursue another opportunity, you should formally and immediately withdraw your application.

Acceptance and Registration is a Commitment to the Externship Program

It is imperative that students analyze their other responsibilities before committing to an externship. Students have many demands on their time and it can be difficult to coordinate course work, extracurricular activities, outside employment, and personal responsibilities. If a student who accepts an externship placement subsequently "drops" the externship (and corresponding seminar) this negatively affects the law school's relationship with the field

placement site and other students who were not initially selected. A student who could have been placed may lose the opportunity, and placement supervising attorneys who had prepared projects and assignments for externs may be less willing to accept BCLS students in future semesters. For these reasons, students who have accepted an externship must obtain permission from the Externship Program Director to alter or drop their externship field placement.

Professional Responsibility

As an extern, a student is a part of the legal team at the placement, and as such must comply with the professional responsibilities of that placement and of the jurisdiction where it is located. For students who extern locally, the Massachusetts Rules of Professional Conduct (<https://www.mass.gov/supreme-judicial-court-rules/supreme-judicial-court-rule-307-rules-of-professional-conduct>) apply. Student duties include maintaining workplace confidences in the seminar discussions and journals and avoiding conflicts of interests in the seminar and at the placement.

While the externship orientation sessions and corresponding externship seminar will address confidentiality issues, students should raise any questions or concerns they might have with their seminar faculty or direct supervisor. Many placements that host externship students have additional standards beyond the prevailing ethical Rules of Professional Conduct.

At the beginning of the semester, students must obtain a copy of the relevant rules of professional conduct and any special protocols applicable at the placement, including those regarding conflicts of interest and confidentiality. Students should discuss any potential conflicts with their supervisor, including any prior knowledge or legal work that they may have provided on behalf of an opposing party.

Conflict of Interest

Once a student accepts a placement, but before starting an externship, a Conflict of Interest form must be completed and submitted to the Externship Program Director. The purpose of the form is to determine if there are any real or potential conflicts of interest that would jeopardize the confidentiality and loyalty required at the placement. Similarly, it assists in identifying whether conflicts of interest may exist with the placements and anticipated work assignments of students who will be enrolled in the same seminar. Students have an ongoing obligation to submit any updates or changes to the form throughout the course of their placement. The form is posted on SAGE in the Resource Library in the Externship Program folder.

Unauthorized Practice of Law

Student externs must not identify themselves as an attorney or give the impression that they are an attorney, even though they may have the responsibilities and obligations required of any

member of the field placement's legal team. Students should always advise clients and others that they are a law student and should confirm with their placement supervisor what title to use (typically "Legal Intern").

Student Attorney Certification

Some placements provide an opportunity for students to be certified under the state's student practice rule, typically at placements where court appearances are required. In Massachusetts, see Supreme Judicial Court Rule 3:03. In addition to the requirements outlined below, students must be in good standing with the university and have fulfilled all registration requirements, including having enough completed credits to be considered a 2L or 3L.

Under SJC Rule 3:03, certain second and third year law students may be certified to appear in the designated Massachusetts courts on behalf of indigent clients in civil matters. Students must have completed, or be concurrently enrolled in a course for credit in Evidence or Trial Practice. Under SJC Rule 3:03, third-year students in an externship placement may be certified to appear in designated Massachusetts courts in criminal matters on behalf of the Commonwealth of Massachusetts or on behalf of indigent clients. Students must have completed, or be concurrently enrolled in, a course for credit in Evidence or Trial practice.

Experiential Learning Module in SAGE

Students enter their externship placement information in SAGE's Experiential Learning Module. The module is listed on the left hand side menu on the SAGE homepage. Students create a "New Experience" and complete the required fields with pertinent information. More detailed instructions can be found in Appendix C.

Time Tracking/Hour Log

The ABA requires the law school track students' hours at their placements. Students are responsible to report their hours every week in SAGE under the Hour Log tab and enter a brief description of the nature of the assignment(s) the student worked on that day. More detailed instructions can be found in Appendix C. The Externship Director monitors the time recording system. At the completion of the externship, students submit their hours for final approval.

Holidays: Students are responsible for consistently working their requisite hours each week throughout the semester. Student attendance should follow the academic calendar; therefore students typically will not work on Thanksgiving and religious holidays or during fall and spring breaks. Students must coordinate in advance of these excused breaks with their supervisor to assure that all casework and placement responsibilities are covered during their absence. If offices are closed for holidays and a student is unable to work at a placement, the student should discuss with the site supervisor how the student can make up the missed hours so as to complete the required externship hours.

Absences: Any unplanned hours missed from a student's weekly schedule must be made up within a reasonable time in coordination with the supervisor. If a student is sick or otherwise unable to work for an extended period of time, the student should contact the site supervisor to make arrangements regarding the missed work. Students should also notify the Externship Director.

Evaluations

There are mid-term and end-of-semester student evaluations. The site supervisor may conduct the mid-term assessment orally or in writing. The final evaluation must be written and submitted to the Externship Director. BCLS provides an evaluation form for the final evaluation.

Site Visit

The Externship Director or seminar faculty will arrange an in-person or virtual site visit to each field placement, typically mid-way through the semester. Additional communication may be warranted between the faculty member and/or Externship Director and the site supervisor throughout the semester via phone calls, video conferencing calls, and/or emails.

Appendix A

American Bar Association Standards

Standard 304.

EXPERIENTIAL COURSES: SIMULATION COURSES, LAW CLINICS, AND FIELD PLACEMENTS

(a) Experiential courses satisfying Standard 303(a) are simulation courses, law clinics, and field placements that must be primarily experiential in nature and must:

- (1) integrate doctrine, theory, skills, and legal ethics, and engage students in performance of one or more of the professional skills identified in Standard 302;
- (2) develop the concepts underlying the professional skills being taught;
- (3) provide multiple opportunities for performance;
- (4) provide opportunities for student performance, self-evaluation, and feedback from a faculty member, or, for a field placement, a site supervisor;
- (5) provide a classroom instructional component; or, for a field placement, a classroom instructional component, regularly scheduled tutorials, or other means of ongoing, contemporaneous, faculty-guided reflection; and
- (6) provide direct supervision of the student's performance by the faculty member; or, for a field placement, provide direct supervision of the student's performance by a faculty member or a site supervisor.

(b) A simulation course provides substantial experience not involving an actual client, that is reasonably similar to the experience of a lawyer advising or representing a client or engaging in other lawyering tasks in a set of facts and circumstances devised or adopted by a faculty member.

(c) A law clinic provides substantial lawyering experience that involves advising or representing one or more actual clients or serving as a third-party neutral.

(d) A field placement course provides substantial lawyering experience that

- (1) 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, and
- (2) includes the following:
 - (i) a written understanding among the student, faculty member, and a person in authority at the field placement that describes both (A) the substantial lawyering experience and opportunities for performance, feedback and self-evaluation; and (B) the respective roles of faculty and any site supervisor in

supervising the student and in assuring the educational quality of the experience for the student, including a clearly articulated method of evaluating the student's academic performance;

(ii) a method for selecting, training, evaluating and communicating with site Supervisors, including regular contact between the faculty and site supervisors through in-person visits or other methods of communication that will assure the quality of the student educational experience. When appropriate, a school may use faculty members from other law schools to supervise or assist in the supervision or review of a field placement program;

(iii) evaluation of each student's educational achievement by a faculty member; and

(iv) sufficient control of the student experience to ensure that the requirements of the Standard are met. The law school must maintain records to document the steps taken to ensure compliance with the Standard, which shall include, but is not necessarily limited to, the written understandings described in Standard 304(d)(i).

(e) Credit granted for such a simulation, law clinic, or field placement course shall be commensurate with the time and effort required and the anticipated quality of the educational experience of the student.

(f) Each student in such a simulation, law clinic, or field placement course shall have successfully completed sufficient prerequisites or shall receive sufficient contemporaneous training to assure the quality of the student educational experience.

Interpretation 304-1

When appropriate, a school may use faculty members from other law schools to supervise or assist in the supervision or review of a field placement program.

Appendix B

Standards for Individual Faculty-Supervised Externship (IFSE) Placements

Effective October 31, 2013 and Revised November 15, 2022

1. Scope: These standards govern arrangements by which an individual faculty member supervises one or more students engaged in an externship placement other than through the Law School's established Semester in Practice courses or other externship courses with a formal seminar component. The arrangements described in these Standards shall be available to students or faculty members during the academic year only, and not in the summer.
2. Course Name: Any such credit-bearing placement will be recognized by Academic Services by reference to a course to be named "Supervised Practicum," the terms of which course will be determined according to these Standards.
3. Faculty Supervision: A full-time Boston College Law School faculty member must supervise the placement and comply with the requirements of this policy as described below. No adjunct professor may offer a course governed by these Standards except with the written permission of the Associate Dean for Academic Affairs in consultation with the Associate Dean for Experiential Learning.
4. Credits: The number of credits shall correspond to the hours per week which the student will spend on the placement and its accompanying reflection, using a factor of a minimum of 1:4; that is, one credit for every four hours of work per week (averaged over the course of the semester if appropriate under the circumstances).
5. Grades: The Supervised Practicum shall be graded on a pass/fail basis only.
6. Written Product:
 - a. The student must produce substantial reflection writing each semester, in the form of periodic (e.g., weekly or biweekly) journals, an end-of-semester reflection paper, and/or some other vehicle through which the student will describe and assess the learning experience from the placement.
 - b. At the faculty member's election, the student may be required to produce a research or substantive law paper related to the experience at the placement. If the faculty member wishes to assign a grade for any such paper, that writing assignment must be arranged as a separate Independent Study course, applying the Law School's usual Independent Study guidelines (see Academic Policies and Procedures Handbook, Part II.C).
 - c. Ordinarily, the student should produce a written work product through the placement activity and by a separate course-required final reflection paper. The faculty member may require less written work if the student's placement practice provides for other, equivalent lawyering activity.

7. Placements: The placement where the student will earn the fieldwork credits must satisfy the following requirements:
 - i. The placement must be an organization, agency, entity or firm engaged in activity which either a) qualifies as the practice of law; or b) involves the application of legal principles and legal skills to problems and tasks;
 - ii. The work performed by the student while at the placement must satisfy the above description, and must predominately provide for legal work that is not simply observational;
 - iii. The student's work must be supervised by a lawyer licensed to practice law or by a judge, except with the approval of the Associate Dean for Experiential Learning; and

8. Faculty Oversight: The faculty member must meet regularly, and no less often than biweekly, with the student to review the student's legal work (subject to appropriate confidentiality protections), progress, learning, and understanding of ethical issues arising in the practice setting. The faculty member must also review journal entries and other reflective writings produced by the student. For any course for which the student will receive four credits or more, the faculty member must also visit the placement in person or virtually at least once per semester. Regardless of the number of credits which the student will receive for the course, the faculty member should, if at all possible, visit the placement at least once each semester. In addition to any visit to the placement, the faculty member should communicate periodically during the semester with the individual at the placement responsible for supervising and overseeing the student's work assignments.

Appendix C

SAGE: Experiential Learning Module

Extern Placement Posting

Students must enter their externship placement in SAGE. Select **Experiential Learning** from the left navigation menu.

1. Click the **[+ New Experience]** button in the top right corner.
2. Enter all required information while keeping the following in mind:
 1. **Employer** - Type part of the employer's name and pause briefly. After doing so, SAGE will recommend an employer match from the system. If there is no match, please submit a new employer by typing the full employer name.
 2. **Experiential Learning Type** - Select "Externship"
 3. **City** - As with "Employer" above, type part of the city name and wait for a suggestion from SAGE.
 4. **Contact** - If an account for your supervisor exists in SAGE, select it from the dropdown menu. Otherwise, select **[+ New Contact]** and enter complete information.
3. Click the **[Save]** button.
4. Under the **[Details]** tab, review the information you submitted. If it is correct, click the **[Submit for Approval]** button at the top right. If you want to make a change, click the **[Action] > [Edit]** button.

Time Tracking / Hour Log

Students are responsible to report their hours every week. From the **Experiential Learning** module, select the employer name associated with your externship.

1. Select the **[Hour Log]** subtab.
2. Click the **[Add Hours]** button.
*If you worked two days (W, F) in a given week, then you should use the **[Add Hours]** button twice (i.e. once for each of the two days) for that week.*
3. Important: Do not click the **[Submit for Approval]** button until your externship is complete at the end of the semester.
4. Once your externship is complete and you have submitted all of your hours, click the **[Submit for Approval]** button.