

## **SUMMER 2020 EXTERNSHIPS & JUDICIAL EXTERNSHIPS**

### **L-791 SUMMER EXTERNSHIP – Melinda R. Saran**

**3 credits**

The Summer Externship allows rising **second- and third-year** law students to earn academic credit for performing law related work for governmental or not-for-profit law offices. Students placed through this program will be required to spend **135 total hours for six (6) weeks** on site and will receive three (3) credits. See below for instructions and requirements.

### **L-797 SUMMER JUDICIAL EXTERNSHIP – Melinda R. Saran**

**3 credits**

The Judicial Externship allows rising **third year** law students to earn academic credit for performing law-related work for judges in federal, state, city and county courts. Students placed through this program will be required to spend **135 total hours for six (6) weeks** on site and will receive three (3) credit hours. See below for instructions and requirements.

For rising **second year** law students who independently secured an offer to extern for a judge during the summer semester only, can earn academic credit for performing law-related work. Students will be required to spend **135 total hours for six (6) weeks** on site and will receive three (3) credits. See the Limited Waiver for Summer Judicial Externship for Students Completing the First Year of Law School (page 5 of the Summer Externship/Judicial Externship Application Packet). After reading the waiver, see below for instructions and requirements.

### **L-523 SUMMER JUDICIAL EXTERNSHIP - INTENSIVE – Melinda R. Saran**

**5 credits**

**Co-requisite: Judicial Externship Skills Course (L-522) (1 credit) – Jennifer Phillips**

The Intensive Judicial Externship allows rising **third year** law students to earn academic credit for performing law-related work for judges in federal state, city and county courts. Students placed through this program will be required to spend **225 total hours for six (6) weeks** on site and will receive five (5) credit hours. See below for instructions and requirements.

For rising **second year** law students who independently secured an offer to extern for a judge during the summer semester only, can earn academic credit for performing law-related work. Students will be required to spend **225 total hours for six (6) weeks** on site and will receive five (5) credits. See the Limited Waiver for Summer Judicial Externship for Students Completing the First Year of Law School (page 5 of the Summer Externship/Judicial Externship Application Packet). After reading the waiver, see below for instructions and requirements.

**In addition, all intensive judicial externs must enroll in the “Judicial Externship Skills” class, which is a one-credit course required for the intensive judicial externship:**

**L- 522 JUDICIAL EXTERNSHIP SKILLS COURSE** – Jennifer Phillips  
**1 credit**

Limited to 10 students; by permission of instructor only. Contact Dawn Skopinski for permission at [Skopinsk@buffalo.edu](mailto:Skopinsk@buffalo.edu) or (716) 645-6261. **Mandatory co-requisite** for Judicial Externship – Intensive (L 523); if there are openings in the course after preference is given to the Judicial Externship - Intensive students, Judicial Externship students (L797 – 3 credits) may be admitted.

This course will help students develop the legal skills necessary to perform as successful student judicial externs. Assignments will require students to further develop and refine their research, writing, and analytical skills. Students will learn how to prepare bench memoranda, judicial opinions, and other documents typically produced by judicial law clerks. We will examine the function and role of judicial clerks, the relationship between law clerks and judges, and the ethical obligations governing judges and their clerks. Students taking this course will gain a deeper understanding of trial and appellate court practice and become more adept at addressing complex legal questions. Because students will be simultaneously serving as judicial externs, ample time will be allotted for questions, discussion, and the exchange of workplace experiences.

**This course is being offered through distance learning software online. Students must have a high-speed internet connection and a computer with a camera and microphone.**

***The day and time of the online class will be announced at a later date, and will most likely be in the evening.***

## **Instructions for Summer Externships and Judicial Externships:**

In order to be permitted to be placed and earn academic credit for work performed for a governmental or not-for-profit law office or for a judicial externship during the SUMMER semester, you must FIRST receive prior approval from Vice Dean Melinda Saran.

**For the summer externship program only**, students may solicit and secure their own placements throughout the country, however, **you cannot be enrolled in an externship or judicial externship for credit unless the placement is *approved by the instructor***. Approval is contingent upon the placement meeting University at Buffalo School of Law standards for the activities and supervision necessary for a credit-bearing externship. The Law School's externship and judicial externship standards can be found in the University at Buffalo School of Law "Externship and Judicial Externships Fact Sheet" at <http://www.law.buffalo.edu/beyond/externships/facts.html>.

Many students' questions can be answered in the University at Buffalo School of Law "Fact Sheet for Students" at <http://www.law.buffalo.edu/beyond/externships/student-factsheet.html>.

If you wish to have the University at Buffalo School of Law to secure a summer placement for you, most of the externships listed for the Spring 2020 semester are available for summer placements.

For descriptions, see: <https://www.law.buffalo.edu/content/dam/law/restricted-assets/pdf/registrar/Sp20/externshipAppSp20.pdf>.

For a list by area of practice, see:

<https://www.law.buffalo.edu/content/dam/law/restricted-assets/pdf/registrar/Sp20/externshipInfoSp20.pdf>.

**Please note:** Some placements offered during the academic year have their own summer hiring programs (e.g., Federal judges, US Attorney's Office, NYS Attorney General, Erie County DA's Office), and the Law School will not be able to place students in these offices.

<b>APPLICATION DEADLINE: On a rolling basis</b>
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## **Summer Externship and Judicial Externship Program Requirements:**

- 1) **Complete the Summer 2020 Externship - Judicial Externship Application Form**, available at: <https://www.law.buffalo.edu/beyond/externships/summer-externship-applications.html>, along with the other required documents listed on the application. Once you submit your application, you will be prompted to sign up for an appointment to review and discuss your application with Vice Dean Melinda Saran or Ms. Dawn Skopinski. If the dates have no since passed, please contact Ms. Skopinski at [skopinsk@buffalo.edu](mailto:skopinsk@buffalo.edu) to set up an alternate date/time to meet.
- 2) **You may solicit and secure your own placement**, which is subject to approval and does not have to be in the Buffalo area, or we can assist you in arranging a placement in Western New York.
- 3) **Applications will be accepted on a rolling basis.**
- 4) The specific workdays each week will be scheduled on an individual basis in consultation between the student and the office.
- 5) **Regular attendance** in the externship or judicial externship office during scheduled hours is required.
- 6) The student may **NOT receive compensation** for work performed as part of the Summer Externship or Judicial Externship (which includes BPILP, Catalyst, alumni-funded fellowships, or any other summer funding).
- 7) Each student is required to complete a **weekly on-line journal and time entries** concerning his or her work experiences.
- 8) Vice Dean Saran will assign each student a **final grade** on the basis of her evaluation of the student's on-line journals, any other written work produced for the Summer Externship or Judicial Externship, and the office supervisor's evaluation. Grades assigned will be Satisfactory or Unsatisfactory.
- 9) Students accepted for placement in an Externship or Judicial Externship will automatically be registered by Dawn Skopinski in order to receive academic credit.
- 10) In addition, all students must view a recording of the one-hour **orientation class, which was held in the spring semester**, with Vice Dean Saran and Ms. Skopinski prior to starting the externship or judicial externship. The time spent viewing the recording will count towards the total number of hours spent on externship work.

For questions or further information, contact Dawn Skopinski, Externship Program Administrator, at [skopinsk@buffalo.edu](mailto:skopinsk@buffalo.edu) or (716) 645-6261.