SUMMER 2016 EXTERNSHIPS & JUDICIAL CLERKSHIPS

**L-791 SUMMER EXTERNSHIP PROGRAM** – Kim Diana Connolly
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 CLERKSHIP** – Kim Diana Connolly
3 credits

The Judicial Clerkship 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 clerk 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 Clerkships for Students Completing the First Year of Law School (page 5 of the Summer Externship/Clerkship Application Packet). After reading the waiver, see below for instructions and requirements.
L-523 SUMMER JUDICIAL CLERKSHIP - INTENSIVE
– Kim Diana Connolly
5 credits

Co-requisite: Judicial Clerkship Skills Course (L-522) (1 credit) – Instructor TBA

The Intensive Judicial Clerkship 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 clerk 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 Clerkships for Students Completing the First Year of Law School (page 5 of the Summer Externship/Clerkship Application Packet). After reading the waiver, see below for instructions and requirements.

In addition, all intensive judicial clerks must enroll in the “Judicial Clerkship Skills” class, which is a one-credit course required for the intensive judicial clerkship:

L- 522 JUDICIAL CLERKSHIP SKILLS COURSE – Instructor TBA
1 credit

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

This course will help students develop the legal skills necessary to perform as successful student judicial clerks. 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 clerks, 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 Clerkships:

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 clerkship during the SUMMER semester, you must FIRST receive prior approval from Vice Dean Kim Connolly.

Although for the summer program only students may solicit and secure their own placements throughout the country, **you cannot be enrolled in an externship or clerkship for credit unless the placement is approved by the instructor.** Approval is contingent upon the placement meeting SUNY Buffalo Law School’s standards for the activities and supervision necessary for a credit-bearing externship. The Law School’s externship and clerkship standards can be found in SUNY Buffalo Law School’s “Externship and Judicial Clerkships Fact Sheet” at http://www.law.buffalo.edu/beyond/externships/facts.html.

Many students’ questions can be answered in SUNY Buffalo Law School’s “Fact Sheet for Students” at http://www.law.buffalo.edu/beyond/externships/student-factsheet.html.

However, if you wish SUNY Buffalo Law School to secure a summer placement for you, most of the externships listed for the Spring 2016 semester are available for summer placements. See for descriptions: http://www.law.buffalo.edu/content/dam/law/restricted-assets/pdf/registrar/sp16/spExternships16Packet.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.

**APPLICATION DEADLINE: March 21, 2016 BY 5:00 pm**

[If you are securing your own placement, still submit an application before this deadline even if you are awaiting the official offer from the placement office.]
**Summer Externship and Clerkship Program Requirements:**

1) **Pick up an application in Rm 610 or download an application** by clicking on the “Summer 2016 Application form” on the Records and Registration website: [http://www.law.buffalo.edu/current/registrar.html](http://www.law.buffalo.edu/current/registrar.html)

2) **You may solicit and secure your own placement**, which is subject to approval, or we can assist you in arranging a placement in Western New York. Placements do not have to be in the Buffalo area.

3) **Return your application** (with the other required documents) **in person**, to Dawn Skopinski (Rm 610) **by March 21, 2016, by 5:00 pm**, and **sign up** for an individual appointment to meet with Ms. Skopinski.

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 clerkship office during scheduled hours is required.

6) The student may **NOT receive compensation** for work performed as part of the Summer Externship or Clerkship (which includes BPILP, Tomkins, Kaplan & Reynolds, Krisel, Graber 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 Connolly 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 Clerkship, and the office supervisor's evaluation. Grades assigned will be Satisfactory or Unsatisfactory.

9) Students accepted for placement in an Externship **MUST pick up a force slip** from Dawn Skopinski and return it to Records & Registration in order to register for academic credit.

10) In addition, all students must attend an **orientation meeting** with Vice Dean Connolly and Ms. Skopinski prior to starting the externship or clerkship. The meeting will be offered at the end of April (date and location to be announced). The time spent at the meeting will count towards the total number of hours spent on externship work.

For questions or further information, contact Dawn Skopinski, Externship Program Administrator, Room 610 O'Brian Hall, skopinsk@buffalo.edu, (716)645-6261.