

## Interested in a Summer Externship?

### What is Summer Externship?

- You can take **Summer Externship for either 2 or 3 hours credit**. To receive 2 hours of credit, you must complete fieldwork of at least 120 hours; for 3 hours, you must work at least 180 hours. You will arrange a regular work schedule with your field supervisor.

NOTE: You may not be registered for the Externship course until you secure a field placement.

- Students work in a law office or similar setting (what we call “fieldwork”). In addition, the course work includes assigned readings, weekly submission of reflective journals and timesheets, and online class discussion.
- So long as the schedule works for you and your supervisor, you may work full-time or part-time. Your start date and end date are also up to you and your supervisor, although you should note that regardless of when you begin your fieldwork, the online discussion component of the course will begin at the end of May. You also have until mid-late July to complete all fieldwork hours.

### What work qualifies for externship credit?

- The work must be for a governmental or non-profit employer, for an in-house corporate legal department, or for a private law firm *if* your work is limited to that firm’s governmental or non-profit clients (for example, working with a private law firm on its representation of a school board, its pro bono clients, or court-appointed criminal cases). **Students cannot receive wages or a salary from a for-credit externship placement.**
- Because the “classroom” work in the course is all done online, there is no geographical limitation on field placements, so long as the placement meets our other requirements.

### How do secure an externship placement?

You must seek out your own placement that meets the eligibility requirements and immediately **email those details to Tre Dekle at [dekle\\_g@law.mercer.edu](mailto:dekle_g@law.mercer.edu)**. Or you can begin working early with Tre Dekle in the Career Services Office. Also, you can search BearBoard (“OCI and Job Listings”) for active and open Externship applications/positions (“Externship Eligible”).

You may not be registered for the Externship course until you secure a field placement. **\*\*Many students find placements through the Public Sector Career Fair.**

**After securing a placement** you must contact Tre Dekle in the Career Service’s Office – [dekle\\_g@law.mercer.edu](mailto:dekle_g@law.mercer.edu) Let him know where you plan to extern and he’ll email you further instructions. Placements will require at a minimum a resume, and many also require a cover letter and writing sample. NOTE: Most supervisors require an interview with students before approving a placement.

### For more info:

Contact Tre Dekle, at [dekle\\_g@law.mercer.edu](mailto:dekle_g@law.mercer.edu) **OR** Professor Tim Floyd, at [floyd\\_tw@law.mercer.edu](mailto:floyd_tw@law.mercer.edu). **OR** Cut/Paste the address to the Externship webpage into browser:  
<https://law.mercer.edu/academics/experientialeducation/externships.cfm>