



# THE CATHOLIC UNIVERSITY OF AMERICA

## Columbus School of Law

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### Legal Externship Checklist

1. Sign the “Site Supervisor, Faculty Supervisor and Extern Agreement” with your site supervisor.
2. Email the agreement to Deborah Hawkins, at [hawkinsde@cua.edu](mailto:hawkinsde@cua.edu).
3. Once you have submitted your signed agreement, you will be granted permission to register for the “Legal Externship” course for 2 or 3 credits.

Credits = 100 hours of fieldwork throughout the semester, or an average of 7.25 hours/week for 14 weeks

Credits = 150 hours of fieldwork throughout the semester, or an average of 10.75 hours/week for 14 weeks

4. If this is the first externship you are completing for academic credit, you must enroll in one of the following: Becoming a Lawyer (BAL), Becoming a Public Policy Lawyer (BPPL), Communications Law Practicum (CLP), or the SEC Student Honors Program (if you are completing an SEC externship).
5. Once your externship begins, provide timely, detailed documentation of your hours in your time log. Your time log can be found in your Shared Drive folder and will be graded on a Pass/Fail basis every two weeks (or every week during summer semesters).
6. At the mid-point of the semester, ensure that your supervisor submits an evaluation of your work. This evaluation will be emailed to your supervisor by Professor Ross.
7. At the end of the semester, ensure that your supervisor submits an evaluation of your work. This evaluation will once again be emailed to your supervisor by Professor Ross.
8. Complete a final evaluation of your own, and email it to Professor Ross, at [rosscs@cua.edu](mailto:rosscs@cua.edu).