



Externship Information for Prospective Transfer Students

Greetings from the FSU College of Law! We are proud to offer one of the most extensive clinical externship programs in the country. Here is some information you may find helpful as an incoming transfer student:

- If you might be interested in participating in an externship program during your J.D. program, it is best to research the available programs and requirements in advance of enrolling at Florida State. Sample lists of our programs can be found at: <https://law.fsu.edu/externships>. Detailed information about our programs is located on our Canvas site. Please contact the Externship Program Administrator at externships@law.fsu.edu to request access to the website and carefully read the program descriptions containing prerequisites and other important details.
- Externship credits are ungraded (pass/fail). As transfer students, your ability to take pass/fail courses is limited and varies depending on the number of credits you transfer from your previous law school. You will be provided a letter from the Academic Dean advising you of the maximum allowable ungraded credits towards your degree. You may contact the Law Registrar at records@law.fsu.edu or 850-644-3288 if you have any questions relating to this or your transfer credits.
- Some of our programs require “Certified Legal Intern” (CLI) status, which in turn requires background (character) clearance from the Florida Bar. This takes about 4-6 months (longer in some cases) after an application to the Florida Bar is fully complete and submitted. If you intend to do an externship that requires certification (see description page for each program on Canvas site), and you have not already applied to the Florida Bar, you should do so immediately.
- Keep in mind that some programs have limited slots and are competitive, so be flexible.
- High credit programs: Most 6-12 credit externships require at least one upper-level prerequisite. Some prerequisite courses have restricted enrollment and may not be offered every semester. Therefore, it is essential to take action to meet these requirements as soon as possible. Twelve-credit externships generally cannot be taken in the last semester. Nine-credit programs are permitted, with restrictions. Careful planning of your schedule as an incoming transfer student is critical so that you can take needed prerequisites and complete your preferred program.
- Self-initiated externships: Students with an opportunity (paid or unpaid) to do legal work throughout a future semester may propose a self-initiated externship for law school credit. Students may extern with government agencies and courts, non-profit organizations, in-house corporate counsel offices, and some private firms. Proposals take several weeks to process, so we require them well in advance of the semester to be evaluated and approved by the law school's Curriculum Committee.
- As above, we strongly suggest you consult the Externship Program's Canvas site regarding externship requirements generally and for the specific program you are interested in. After reading the requirements, if you have questions, please contact the supervising professor listed.
 - a. Judicial, Civil, Legal Services, Corporate, Environmental, and International Programs: Prof. Adria Quintela (aquintela@law.fsu.edu)
 - b. Criminal Justice and Appellate Programs: Prof. Larry Krieger (lkrieger@law.fsu.edu)

Externship Programs

What You Need to Know

For more information, visit our Canvas site:
Org: FSU College of Law – Externships,
 or contact us at externships@law.fsu.edu or
 850-644-1432.

What is an externship?

An externship is an off-campus, semester-long work experience that allows students to earn credit while under direct supervision of an attorney or judge. The student is also supervised by a law school faculty member who provides feedback on weekly assignments and teaches skills and professionalism that relate to the student's externship experience.

Where can students work?

Opportunities are available in:

- Federal Government Agencies
- State & Local Government Offices
- State Attorney & Public Defender Offices
- Federal, State, and Administrative Courts
- Legal Services Organizations
- In-House Corporate Counsel

Students may also seek to initiate a variety of externships, including with a judge, prosecutor or public defender office nationwide, a federal agency, or a law firm away from the Tallahassee area. You should apply directly to and be accepted by the placement first, and then seek credit from the Externship office.

Why should I do an externship?

Former externs often say that participating in an externship was one of the greatest experiences they had in law school. As an extern, you not only improve professional competencies and skills, but working in the field can also affirm your interest in a particular area of law. Moreover, externships give students the opportunity to network and develop relationships with potential mentors outside of the classroom. Many of our established placements host externs every semester and, as a result, have attorney supervisors who are experienced teachers as well as good lawyers.

How do I know if I'm eligible?

First, we recommend that all students apply to the Florida Bar to maximize their opportunities. If you have bar clearance, the College can obtain Certified Legal Intern (CLI) status for you from the Supreme Court, which some placements require. Also, some placements use bar clearance as a background check.

Second, we suggest you explore our programs on Canvas. If an opportunity interests you, see if you've completed the appropriate prerequisites to be eligible.

Many externships do not require prerequisites. For example, externships at local government offices and companies do not require prerequisite courses and are available to students who have completed their 1L course work.

Many of our upper-level externships, however, do require some prerequisites. Please see the charts on the next page for additional details.

Sounds great. How do I apply?

To apply for an externship, you must complete an online application available on Canvas > FSU College of Law - Externships > How to Apply. After you submit your application, you will schedule an interview with Prof. Quintela (for Government, Public Interest, Business, and Judicial externships) or Prof. Krieger (for Criminal and Appellate externships). After interviewing, we send student "placement packets" to externship sites. We will notify you once we receive a placement decision.

Externship application deadlines are listed on the Canvas page. Pay close attention to your FSU email for deadline reminders and updates.

Federal agencies have much earlier deadlines for their externship programs (usually late September-October for the following Summer). Search the websites of agencies that are of interest to you early in the Fall and apply directly to each agency by its posted deadline.

Prerequisites & Recommended Courses

Below is a chart with common prerequisites. For the prerequisites for a specific externship, consult the description on the FSU College of Law Externship Canvas site. (Completion of prerequisite and recommended courses does not guarantee placement in any externship.)

Upper-Level Judicial Externship	Government, Public Interest or Business	Criminal Externship
Most Common Prerequisites <ul style="list-style-type: none"> • Evidence 	Most Common Prerequisites <ul style="list-style-type: none"> • Evidence • Administrative Law <u>or</u> Florida Administrative Practice • Civil Pretrial Practice • Professional Responsibility 	Most Common Prerequisites <ul style="list-style-type: none"> • Criminal Litigation Skills <u>or</u> Trial Practice • Evidence • Professional Responsibility
Other Common Prerequisites <ul style="list-style-type: none"> • Federal Jurisdiction • Bankruptcy Law • Immigration Law • Administrative Law • Environmental Courses 	Other Common Prerequisites <ul style="list-style-type: none"> • Business Courses • Contract Drafting • Environmental Courses 	Other Common Prerequisites <ul style="list-style-type: none"> • Crim Pro—Police • Florida Criminal Practice