

GUIDELINES FOR ACADEMIC CREDIT FOR EXTERNSHIPS

How to Receive Academic Credit

- Through participation in the Externship Program, students can earn academic credit working for a nonprofit organization, a government agency, or a member of the judiciary. Students must be engaged in substantive legal work under the supervision of a licensed attorney to receive academic credit.
- Students may receive two (2) to four (4) clinical credit hours for a single placement during the fall, spring, or Summer I (entire summer) semester. If a student wishes to seek more than four (4) credits for a single placement, the student must [Please email Bill Powers \(wapowers@Central.UH.EDU\)](mailto:wapowers@Central.UH.EDU), Director of Internship & Externship Programs, for permission prior to accepting the position. A student may not receive more than six (6) credit hours for a single placement.
- Students choosing to work at a **placement during an abbreviated summer session**, (i.e., one-half of the summer or 5 weeks), may receive either two (2) or three (3) clinical credits.
- Students must work at their placements for 60 hours per credit hour.
- Students are enrolled in an Externship course in which students submit time sheets, reflective writings, and other assignments as required by the instructor. The course is Pass/Fail.

Note: In most cases, a student is not permitted to receive academic credit for working at a placement for which the student has worked for credit previously.

Minimum Prerequisites

- To receive academic credit, a student must have completed his/her first year law courses and have a minimum 2.33 GPA (i.e., be in good academic standing).
- Some placements may have additional prerequisites.

Credit Hour Limits

- **Special Course Limits/12-Hour Rule:**
Students may not count more than a total of 12 credit hours from Externships towards the 90 credit hours necessary to receive a J.D. degree.
- Externships count towards both the special course limit and the 15 credit clinic limit (pass/fail).
- LLM students may participate in **one** externship, for no more than four (4) credit hours.

Paying Tuition; Compensation Restrictions

- To receive academic credit for externships, students must pay tuition for those credits.
- During the summer, students must take at least six (6) credit hours to qualify for financial aid. If your externship(s) add up to less than six credits, you will need to take an additional course, or do a special research paper for a UHLC professor. (Generally, there are a number of two- and three-credit evening courses available during each of the two abbreviated summer sessions.)
- Generally, students may not receive credit for externships where they also receive compensation, scholarship money, etc. Stipends are permitted occasionally (on a case-by-case basis).



Stephen Perry
Government Extern, Summer 2016

Worked at the Securities and
Exchange Commission

To Apply

1. Secure a placement
2. Submit an Externship application located on the Externship website; your application will be reviewed and, if approved, the instructor will enroll you in the course.

When to Apply

General dates to apply for a placement (externship):

- February 1 for the summer
- June 1 for the fall
- November 1 for the spring

Many placements have their own deadlines, so please be mindful of those deadlines when applying.

Dates to apply for the Externship Course:

- April 1 for the summer
- August 1 for the fall
- January 1 for the spring

Students should apply through the Externship website at: <http://law.uh.edu/externship/>

QUESTIONS?

Please go to the Externship website for a listing of potential placements. The listing is updated on a regular basis. Placements are located primarily in Houston, but several offerings are outside of the Houston area. If you find a potential placement not on the list, please email Bill Powers (wapowers@Central.UH.EDU), Director of Internship & Externship Programs, prior to accepting the position to ensure that the placement meets the requirements for credit.