



GOLDEN GATE UNIVERSITY

SCHOOL OF LAW

Pilot Program Allowing Paid Credit-bearing Externships

1. GGU awards academic credit for student work at externships, for which the student receives compensation, provided the requirements below have been met. This policy applies to externships during the fall, spring and summer terms.
 - a. An externship is considered paid if the extern receives any financial compensation, provided by the placement or another outside source, while also receiving academic credit. Financial compensation can include, but is not limited to: an hourly/weekly/monthly wage, stipend, fellowship, and/or grant.
 - b. GGU Law does not provide any payment for externships.
2. Students must meet with the GGU Law Externship Director to discuss this option and obtain approval no later than two weeks before the beginning of the semester in which the student will do the externship.
3. Regardless of pay status, both the extern and supervising attorney must agree to abide by all of the requirements, rules, standards and policies that govern GGU's externships for credit.
4. GGU Law's Externship Director must consult with the Supervising Attorney about the paid externship prior to approval. If the Supervising Attorney is new to GGU, certification is required, as it is for all new supervisors regardless of pay status.
5. Students seeking credit for work with a current employer may be eligible to receive both pay and credit for an externship with the same employer. A memo describing the increased educational value of the experience and how the work will be substantially different from the work the student is already engaged in as an employee is required. The Supervising Attorney, not the student, must submit this memo at least two weeks prior to the beginning of the semester in which the student will do the externship via email to externships@law.ggu.edu.
 - a. Work may be considered substantially different, for example, if it includes new projects or involves work in a different division of the office.
6. Academic credit is not available for the HLP first apprenticeship. HLP students may be paid at their placement or may seek work-study.
7. During a semester that a student is enrolled in an externship course, once the student has completed the externship hours that correspond to the externship credit load, the student may continue at the placement to receive compensation if offered by the placement.