Externship on the Federal Government in Washington, DC
Spring 2018 Notice & Application

INTRODUCTION
The Externship on the Federal Government in Washington, DC is a full-semester offering for third-year law students in the fall and second- and third-year law students in the spring.

DC externs earn academic credit while working full-time within the federal government under the supervision of a government attorney. DC Externs also take part in a rigorous program of academic inquiry and guided self-assessment designed to maximize professional growth.

WHY CHOOSE THE DC EXTERNSHIP?
The DC Externship is your chance to study federal government lawyering at the highest levels.

The Externship provides a hands-on complement to the Law School’s more conventional courses in public law. It connects traditional academic learning and abstract legal thinking to the practice of law.

In addition, due to its uniquely intensive nature – students work full-time at their placement – the DC Externship allows you to:

- Fully integrate into your placement, taking on the work of a junior attorney and forming professional relationships with experienced attorneys.
- Develop the skills you will need as an attorney: problem-solving, self-directed learning, and interpersonal ability.
- Build a record of work in public service to help you obtain positions immediately after graduation or later in your career.

ELIGIBILITY
The DC Externship is open to third-year law students in either semester and second-year law students in the spring. You must be a U.S. citizen. Admission is by application only. Up to 15 students will be selected. Transfer students are eligible to participate.

SPRING 2018 APPLICATIONS DUE
MONDAY, SEPTEMBER 25, 2017 AT 4PM
Please email your application as a single PDF to rebecca.hinde@law.columbia.edu

For Examples of Past DC Extern Placements, Please Continue
PAST DC EXTERN PLACEMENTS
This is not an exhaustive list of past placements. Nor is it intended to limit the range of placements you consider.

Consumer Financial Protection Bureau
Legal Division -- General Law & Ethics
Legal Division -- Law & Policy
Legal Division -- Litigation & Oversight
Office of the General Counsel

Department of Defense
Office of the Deputy General Counsel (International Affairs)
Office of the Deputy General Counsel (Personnel & Health Policy)
Office of the General Counsel

Department of Education
Office of the General Counsel

Department of Health & Human Services
Office of the General Counsel
Office of the National Coordinator for Health Information Technology

Department of Justice
Antitrust Division
Bureau of Alcohol, Tobacco, Firearms & Explosives
Civil Division -- Appellate Staff
Civil Division -- Consumer Protection Section
Civil Division -- Federal Programs Branch -- Office of Legal Policy
Civil Rights Division -- Assistant Attorney General’s Office
Civil Rights Division -- Educational Opportunities Section
Civil Rights Division -- Housing Section
Civil Rights Division -- Policy & Strategy Section
Civil Rights Division -- Voting Section
Criminal Division -- Fraud Section
Criminal Division -- Office of Policy & Legislation
Criminal Division -- Public Integrity Section
Environment & Natural Resource Division
Federal Bureau of Investigation
National Security Division
Office for Access to Justice
Tax Division

Department of Labor
Office of the Solicitor -- Fair Labor Standards Division

Department of State
Office of the Legal Adviser

Department of the Interior
Division of Indian Affairs

Department of the Treasury
Office of the Assistant General Counsel for Banking & Finance
Office of International Affairs
Office of the Comptroller of the Currency
Office of Terrorist Financing & Financial Crimes

Environmental Protection Agency
Office of Enforcement & Compliance Assurance
Office of the General Counsel

Federal Communications Commission
Office of the General Counsel

Federal Trade Commission
Bureau of Competition -- Mergers & Acquisitions
Office of the Commissioner

Securities and Exchange Commission
Office of International Affairs

Senate Committees
Banking & Finance Committee
Budget Committee
Judiciary Committee
Republican Policy Committee

International Trade Commission
Office of the General Counsel

Patent and Trademark Office
Office of the Chief Economist

Trade Representative
Office of the General Counsel

White House
Council on Environmental Quality
Office of White House Policy, Domestic Policy Council
Office of the General Counsel
Office of the Vice President
Office of the White House Legal Counsel
MANDATORY PROGRAM COMPONENTS

The Externship will be coterminous with the spring 2018 semester. It will include four core components for a total of 12 credits.

1. **Intensive Seminar on Ethics in the Federal Government (1 graded academic credit)**

   This one-week intensive seminar will explore the unique challenges and responsibilities of ethical law practice in the federal government. Topics will include the challenges of providing legal advice, identifying attorney-client relationships, working with political clients and transitioning between government and related private work. It will also cover statutory and other sources of ethical rules for federal employees and consider opportunities for reform. The course will examine key case studies in depth and may include guest presentations.

   Although it covers important ethics topics, this seminar is intended to supplement, not replace, three-credit on-campus courses that satisfy the Law School’s professional responsibility requirement.

   **This course WILL NOT satisfy the Law School’s professional responsibility requirement.**

2. **Seminar on Federal Government Lawyering (3 graded academic credits)**

   This substantive weekly seminar will engage students in a critical examination of the multiple roles lawyers play in federal government offices in DC. Classes will draw heavily on the students’ own experiences and those of guest speakers. Substantive and reflective writing will be required. Class attendance is mandatory. The seminar will meet weekly, usually on Monday evenings.

3. **Field Placements (8 ungraded clinical credits)**

   Externs will work full-time (a minimum of 40 hours per week) at their placements for the duration of the spring semester. More information below.

4. **Experiential Learning Component**

   Externs will meet with the Director of Government Programs several times to lay out their semester goals and track progress. Activities will include two breakout sessions, two individual meetings, a visit by the Director to each student’s placement, a retreat, and several goal-setting assignments, all with the purpose of enriching students’ learning experience.

OPTIONAL PROGRAM COMPONENTS

1. **Supervised Research Paper (1-3 credits + eligibility for Major Writing requirement)**
Students may elect to write a substantive research paper on a topic closely related to the Externship and their individual field placement. In addition to providing graded or ungraded credits, papers may satisfy the J.D. Major Writing requirement. Students will be responsible for obtaining their own faculty supervisors to advise and grade the work product. Externs may wish to develop their topics in consultation with their placement agencies.

The J.D. Rules regarding supervised research papers are applicable and should be consulted.

2. **Satisfaction of Mandatory Pro Bono Credit Hours**

Students who extend their placements beyond the semester can use the additional time toward the 40-hour mandatory pro bono requirement or as voluntary pro bono. Students must file the appropriate pro bono forms with Social Justice Initiatives.

**EXTERNSHIP PLACEMENTS**

Students selected for the Externship will be counseled about their interests by Rachel Pauley and will apply to positions of interest through SJI. It is not expected that more than one extern will work in the same office.

Placement supervisors will be leaders in their field. They will be committed to providing a quality learning experience will collaborate with Columbia faculty on a learning agenda that complements the seminar. Rachel Pauley will have primary responsibility for coordination with the field placements during the semester, meeting with students several times and conducting a site visit/meeting with each student and field supervisor.

A list of potential placements in offices that do substantive legal work and that will provide excellent supervision in the executive and legislative branch and independent agencies of the federal government will be distributed to the externs upon their acceptance to the Externship. It is expected that options will include, for example: several sections of the Department of Justice; the Departments of Health and Human Services, Homeland Security, Housing and Urban Development, Interior, Labor and State; the Environmental Protection Agency; the Federal Communications Commission; the Federal Trade Commission; and the Securities and Exchange Commission. **Students are not required to choose a placement from this list. There will be a guided placement process that takes into account each student’s interests and goals. Each student will meet individually with the course instructor and/or placement director during this placement process.**

**PREREQUISITES & OTHER PROGRAM CONSIDERATIONS**

There are no prerequisite courses for the Externship. Preference will be given to students who have taken Administrative Law, Legislation and substantive courses related to their proposed placements, however.
Successful completion of the core components of the Externship will result in the receipt of twelve credits – four graded academic credits and eight ungraded clinical credits.

No more than 30 of the 83 law school credits required for graduation may represent either clinical courses or other courses related to legal training. At least 64 of the required 83 credits must represent regularly scheduled class sessions. Students who have taken clinics or other externships or have received academic credit for supervised research, law review, moot court, or other nonresidential classroom activities, or who plan to do so following the Externship, should make sure that they will have the necessary credits to graduate. It is strongly suggested that, before applying for this externship, students consult Rule 1.1 of the Columbia Law School Rules for the J.D. Degree and meet with Joel Kosman, Director of Academic Counseling and Student Organizations.

All government agencies perform a background check on their externs. Some agencies require in-depth investigations for security clearance. Many government agencies limit eligibility for volunteer positions, including externships, to U.S. citizens. A green card will not be sufficient for those positions, and even in the rare situations when a green card is sufficient, the agency and the extern likely will have to go through many time-consuming bureaucratic steps for approval of the placement. This process may not be concluded before the spring semester begins. In addition, students who have spent a significant time abroad in the recent past may confront issues with timing of the clearance process. Students who anticipate that either the clearance procedure or the citizenship requirement will pose a problem to their placements should meet with Rachel Pauley before they apply to the Externship.

HOUSING & SERVICES

Externs will be responsible for finding and funding their own housing. Previous externs report that both housing and transportation costs in DC are equal to or greater than those they experience in New York City.

Applicants should note that while every effort is made to provide externs with services and support, many on-campus services are not fully replicated for students in the program. Career counseling, judicial clerkship counseling, and other advising services are only available remotely. While Columbia student health insurance will cover care in the Washington, DC area, past participants have reported that substantial additional administrative work is required to obtain service. Library, printing, and other services may be available by courtesy arrangement with other schools, but service levels may not match those provided on campus.

APPLICATION PROCEDURE & SCHEDULE

Applications must be received via email by the Social Justice Initiatives office no later than 4 pm on September 25, 2017. Applications must be emailed as a single PDF file to Rachel Pauley at rebecca.hinde@law.columbia.edu.
HOW TO APPLY

The application consists of one PDF document containing, in this order:

1. A current resume
2. A personal statement (1-2 single spaced pages in 12-pt type with 1” borders maximum) that includes discussion of your:
   a. Reasons for wanting to take the Externship on the Federal Government in Washington, DC
   b. Preparation for the externship, with particular attention to work experience and relevant classes
   c. Interest and future aspirations, if any, with respect to government and public law work
3. A list of 3-5 specific government agencies at which you may want to work. If the list includes the Department of Justice, please specify the division(s) of interest. (This list is intended solely for the purpose of getting a sense of where you may want to work. There are no “preferred” placements, and the list will not be binding during the placement process.)
4. A copy of your Columbia Law School transcript (an unofficial transcript is sufficient).

SELECTION

Selection will be based upon candidates’:

- Demonstrated interest in public law and the role of lawyers in the U.S. federal government
- Preparation for the Externship through classes, employment, or other activities, not restricted to those undertaken while a student at Columbia Law School
- Prior substantive employment experience, not necessarily relevant to the subject matter of the Externship or to law
- Excellent legal research, analysis, and writing skills

APPLICATION SCHEDULE

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<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9/13/17</td>
<td>12:10pm</td>
<td>DC Externship Information Session in JG 105</td>
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<tr>
<td>9/25/17</td>
<td>4:00pm</td>
<td>Applications due by email to <a href="mailto:rebecca.hinde@law.columbia.edu">rebecca.hinde@law.columbia.edu</a></td>
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FOR MORE INFORMATION

Please contact Rachel Pauley, Director for Government Programs & Lecturer-in-Law, at rachel.pauley@law.columbia.edu.