



## **Externship on the Federal Government in Washington, DC Fall 2018 Notice & Application**

### **INTRODUCTION**

The Externship on the Federal Government in Washington, DC (the “DC Externship”) 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 conventional courses in public law. It connects academic learning and abstract thinking to practice.

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

- Fully integrate into your placement.
- Take on the work of a junior attorney.
- Form professional relationships with experienced attorneys.
- Develop professional-level problem-solving, self-direction, and interpersonal skills.
- Build a record of public service work 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.

**FALL 2018 DEADLINE: FEBRUARY 26 AT 4PM**

**Email your application as a single PDF to [rebecca.hinde@law.columbia.edu](mailto:rebecca.hinde@law.columbia.edu)**

An info session will be held on Feb. 7 at 12:10pm. Room TBA on LawCal closer to the date.

***For Examples of Past DC Extern Placements, Please Continue to the Next Page***

## **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 Div. – General Law & Ethics  
Legal Div. – Law & Policy  
Legal Div. – 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 Coord., Health Information Technology

### **Department of Justice**

Antitrust Division  
Bureau of Alcohol, Tobacco, Firearms & Explosives  
Civil Div. – Appellate Staff  
Civil Div. – Consumer Protection Section  
Civil Div. – Federal Programs Branch -- Office of Legal Policy  
Civil Rights Div. – Asst. Attorney General's Office  
Civil Rights Div. – Educational Opportunities Section  
Civil Rights Div. – Housing Section  
Civil Rights Div. – Policy & Strategy Section  
Civil Rights Div. – Voting Section  
Criminal Div. – Fraud Section  
Criminal Div. – Office of Policy & Legislation  
Criminal Div. – 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**

Internal Revenue Service, Office of the Chief Counsel  
Office of the Asst. General Counsel, Banking & Finance  
Office of International Affairs  
Office of the Comptroller of the Currency  
Office of Terrorist Financing & Financial Crimes

### **Environmental Protection Agency**

Bureau of Competition – Healthcare Division  
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 COMPONENTS**

The DC Externship will be coterminous with the fall 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 seminar explores the unique challenges and responsibilities of ethical law practice in the federal government. Topics include the challenges of providing legal advice, identifying attorney-client relationships, working with political clients, and transitioning between government and related private work. It covers statutory and other sources of ethical rules for federal employees and considers opportunities for reform. It examines key case studies in depth and may include guest presentations.

Although it covers important ethics topics, this seminar supplements but does NOT replace three-credit on-campus courses that satisfy the Law School's professional responsibility requirement. ***This course WILL NOT satisfy your professional responsibility requirement.***

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

This substantive weekly seminar engages students in a critical examination of the multiple roles lawyers play in federal government offices in DC. Classes draw heavily on students' and guest speakers' experiences. Substantive and reflective writing is required. Attendance is mandatory. The seminar usually meets on Monday evenings.

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

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

### **4. Experiential Learning Component**

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

## **OPTIONAL 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 are 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 Columbia Law School Mandatory Pro Bono Credit Hours**

Students who extend their placements beyond the semester can use the additional time toward the **Columbia Law School 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 DC Externship will be counseled about their interests by [Rachel Pauley](#), Director of Government Programs, Social Justice Initiatives and Lecturer in Law, and will apply to positions of interest through Social Justice Initiatives. 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: 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.**

**Please note that some federal offices' deadlines fall before the Externship application is due.** If you are interested in a placement for which this is the case, you are responsible for submitting an application before you have applied or been accepted to the Externship. Contact Rachel Pauley to discuss.

## **PREREQUISITES & OTHER PROGRAM CONSIDERATIONS**

There are no prerequisite courses for the DC Externship, but preference will be given to students who have taken Administrative Law, Legislation, and substantive courses related to their proposed placements.

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 & Student Organizations.

All government agencies perform a background check on their externs. Some require in-depth investigations for security clearance. Many government agencies limit eligibility for volunteer positions 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. This process may not be concluded before the semester begins. In addition, students who have spent a significant time abroad 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**

DC externs are responsible for finding and funding their own housing. **Previous externs report that 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 February 26, 2018**. Applications must be emailed as a single PDF file to Rebecca Hinde at [rebecca.hinde@law.columbia.edu](mailto:rebecca.hinde@law.columbia.edu).

## **CONTACTS**

### **[Rachel Pauley](#)\***

Director of Government Programs & Lecturer-in-Law

[rachel.pauley@law.columbia.edu](mailto:rachel.pauley@law.columbia.edu)

(212) 854-7486

\*Appointments should be made through Symplicity.

**Rebecca Hinde** (Contact for administrative questions about your application only; please direct substantive questions to Rachel Pauley.)

Coordinator for Public Interest & Government Programs

[rebecca.hinde@law.columbia.edu](mailto:rebecca.hinde@law.columbia.edu)

(212) 854-3535

## 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, 12-pt type, 1" borders maximum) that discusses 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

2/7/18 12:10 pm

DC Externship Information Session in JG 105

2/26/18 4:00 pm

Applications due by email to [rebecca.hinde@law.columbia.edu](mailto:rebecca.hinde@law.columbia.edu)