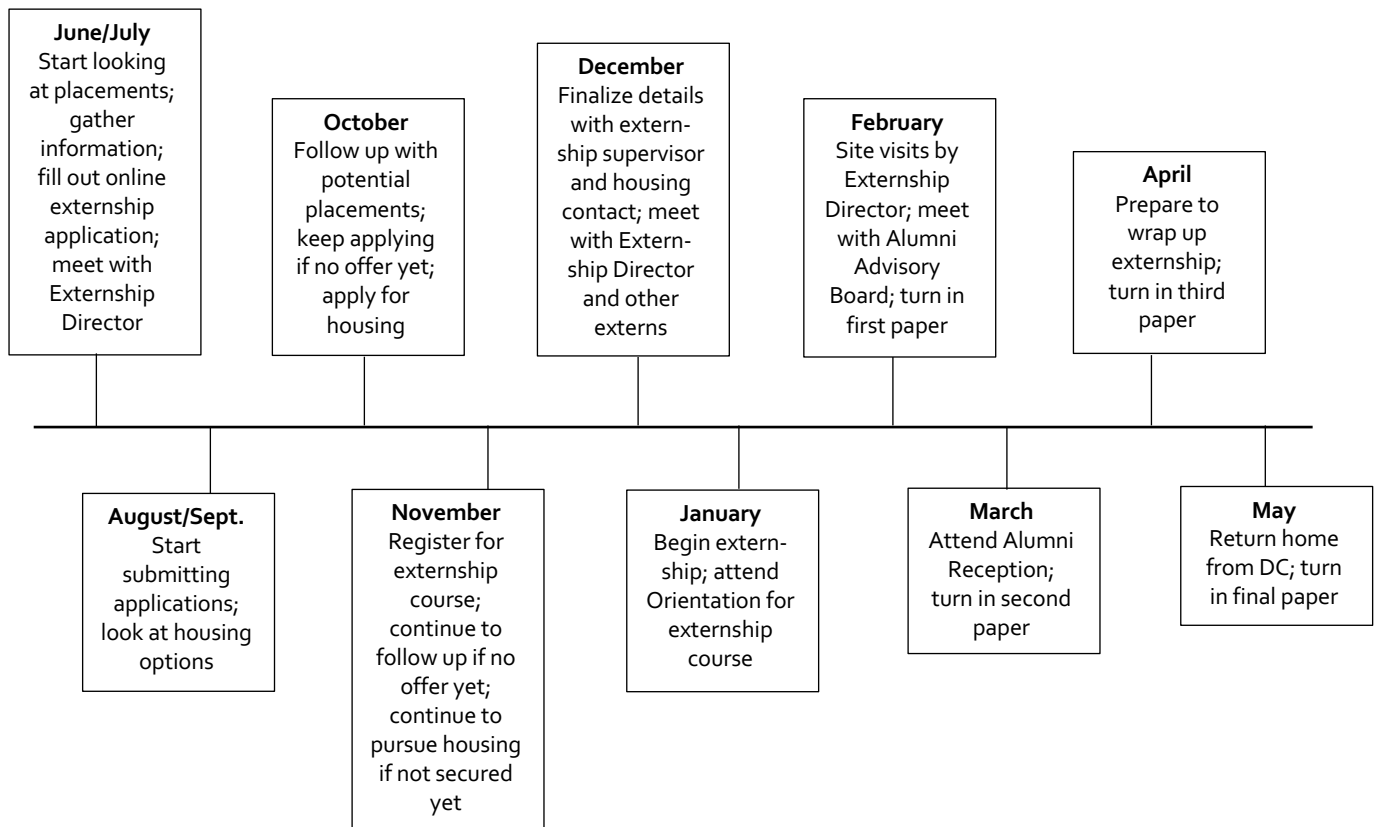


## DC EXTERNSHIP APPLICATION GUIDE

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This unique semester-in-practice program allows University of Alabama law students to work full-time in Washington, DC during the spring semester of their 2L or 3L year. Externship placements may be in federal agencies, with legislative committees, or in nonprofit offices.

### Timeline\*



*\* Please note that this is a general timeline, and that specific dates may differ depending on the placement. For example, placements requiring a security clearance or background check may have earlier application deadlines.*

## Frequently Asked Questions

### What is the difference between submitting an externship application and submitting applications to potential placements?

The externship application is an internal form that goes to the Externship Director and indicates your interest in participating in the program. You will then meet with the Director to discuss next steps, which include determining your specific interests and looking for suitable placements. When you have identified some potential placement offices, you will then submit individual applications to those offices according to their protocols.

### Where do I find the externship application?

<https://www.law.ua.edu/academics/externships/washington-dc-externship/>

### How do I find potential placements in DC?

There are some good resources provided by the CSO that can help you get started (See Appendix A). Among these resources, the “Arizona Handbook” is a good starting point to look for government offices; the CEI guides are a good place to look for policy or nonprofit offices. Keep in mind that these are just a starting point. You can also investigate possible opportunities on your own or consult the list of past placements where UA students have externed. (Appendix B)

### Where will I live?

Externs locate and pay for their own housing. A list of housing options is included in Appendix C, and the Externship Director can tell you more about some of the locations.

### How much does this cost? How will I pay for it?

Tuition is the same as it would be if you were taking classes in Tuscaloosa. If you have a scholarship that pays for some or all of your tuition costs, that same scholarship will apply during your semester in DC. The law school is typically able to offer a small housing stipend (around \$1,000) that can assist with housing costs, but you will be responsible for the remainder of your expenses. If you are able to make arrangements ahead of time so that you don't have to pay rent in both Tuscaloosa and DC, that can be helpful. (For example, some students have been able to sign a lease in Tuscaloosa that ends in December, or to find someone to sublet their Tuscaloosa apartment for the

spring semester.) A higher student loan amount may also be available for the semester due to the higher cost of living.

### **How many credit hours will I earn?**

You will earn 12 credit hours for the Externship course. To get credit for the Externship course, you will work full-time at your placement for 14 weeks (a full semester), as well as complete an academic component, consisting mostly of writing a series of reflection papers throughout the semester. You will earn an additional 2 hours for the companion course that all externs must take while in DC – so you'll earn a total of 14 hours for the semester.

### **What is the “companion course” that I will take?**

Legislative and Political Writing is a 2-hour course that all participants in the DC Externship Program will take. It typically meets one evening a week, and is co-taught by Alabama Law alumni who live in DC.

### **How much writing is involved?**

You will write a total of four papers for the Externship course. Three of these are short, reflective essays, and the final paper is a combination of substantive and reflective writing. You will write one or two papers for the Legislative and Political Writing course.

### **Is it possible to earn credits toward an LLM while participating in the DC Externship Program?**

Yes, it is. There are online LLM courses that are offered in the evenings, which generally will be compatible with your work schedule. However, you will want to ensure that you do not sign up for an LLM course that conflicts with Legislative and Political Writing or with other events you may be expected to participate in.

## APPENDIX A

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### University of Alabama School of Law Career Services Office PASSWORDS

CSO Resource	User Name	Password
Symplicity <a href="https://law-ua-csm.symplicity.com/students/index.php">https://law-ua-csm.symplicity.com/students/index.php</a>	Law School email address	Law School webmail password
BYU Intercollegiate Job Bank <a href="https://www.law2.byu.edu/Career_Services/jobbank/">https://www.law2.byu.edu/Career_Services/jobbank/</a>	jrcbcougar	quicklawmcgraw
Government Honors & Internship Handbook and The Public Policy Handbook ("Arizona Handbook") <a href="http://arizonahandbooks.com/u/alabamalaw">http://arizonahandbooks.com/u/alabamalaw</a>		bamalaw
Vermont's Judicial Clerkship Guide <a href="http://forms.vermontlaw.edu/career/guides/">http://forms.vermontlaw.edu/career/guides/</a>	copper	beech
CEI Internships <a href="http://cei-internship.squarespace.com/">http://cei-internship.squarespace.com/</a>	BamaLaw	RollTideLaw
Equal Justice Works <a href="http://www.equaljusticeworks.org/law-school">http://www.equaljusticeworks.org/law-school</a> Click on "Click here to make the connection"	Your Law School email address	and password (to be created)
PSJD <a href="http://www.psjd.org">www.psjd.org</a> Once at the site, click on the <b>"register here"</b> red print on front page.	Once registered, create a user account and generate a password.	A new, temporary password will be sent to your email account.

## APPENDIX B

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### DC Externship Placements, 2012 – 2020

#### **2020**

- DOJ Civil Rights Division - Voting Rights Section
- NAACP Legal Defense & Education Fund
- DOJ Office of Legislative Affairs
- Lawyers Committee for Civil Rights Under Law
- Senate Appropriations Committee
- International Trade Commission
- House Committee on Gov't Oversight & Reform
- Senate Republican Steering Committee
- House Committee on Veterans Affairs

#### **2019**

- AFSCME (American Federation of State, County and Municipal Employees)
- FTC - Bureau of Competition (Mergers Div. I)
- AIPAC (American Israel Public Affairs Committee)
- U.S. Attorney's Office for the District of DC
- Dept of Labor - Civil Rights & Labor Management
- SEC (Securities & Exchange Commission)
- CEJIL (Center for Justice & International Law)

#### **2018**

- DOD - Office of General Counsel - Int'l Affairs
- Senate Budget Committee
- Senate Comm. - Health, Labor, Education & Pensions
- FTC - Bureau of Competition (Mergers Div. I)
- DOD - Office of General Counsel - Standards of Conduct
- Senate Legislative Counsel
- DOJ - Criminal Div. - Office of Narcotics & Dangerous Drugs
- FTC - Bureau of Competition (Mergers Div. IV)
- House Committee on Oversight & Gov't Reform

#### **2017**

- Human Rights Campaign
- Department of Transportation
- Department of Justice – Torts Claims
- Department of Justice – Civil Rights Division
- Senate Budget Committee

## **2016**

- Department of Transportation
- Environmental Protection Agency
- Senate Budget Committee
- SEC (Securities & Exchange Commission)
- Senate Judiciary Committee
- National Association of Criminal Defense Lawyers
- Department of Justice - Immigration Appeals

## **2015**

- Department of Justice
- Senate Agriculture Committee
- Human Rights Campaign
- State Department
- NHTSA (National Highway Traffic Safety Administration)

## **2014**

- Senate Judiciary Committee
- Department of Transportation
- Senator Jeff Sessions
- NHTSA (National Highway Traffic Safety Administration)

## **2013**

- NHTSA (National Highway Traffic Safety Administration)
- Office of the White House Counsel
- Senate Judiciary Committee
- House Agriculture Committee

## **2012**

- Senate Judiciary Committee
- House Committee on Financial Services
- Senate Budget Committee
- Senator Jeff Sessions

## APPENDIX C

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### DC Housing Resources

#### Housing for Students:

- Thompson-Markward Hall (dorm-style living for women)  
<https://tmhdc.org/>
- International Student House  
<https://www.ishdc.org/>
- E.W. Richardson Building Intern Housing (affiliated with the Heritage Foundation)  
<https://www.internhousingllc.com/>
- Washington Intern Student Housing (WISH)  
<https://internsdc.com/>
- capstay  
<https://www.capstay.com/intern-housing/>
- Cheap DC Intern Housing  
<https://www.cheapdcinternhousing.com/>

#### Where to Search for Other Housing Options:

- DC Housing, Sublet, Roommate Finder Group (Facebook)  
<https://www.facebook.com/groups/1104150119633978/>
- PadMapper  
<https://www.padmapper.com/apartments/washington-dc?box=-77.1204938399999,38.8174959900001,-76.90952988,38.9952450000001>
- Craigslist  
<https://washingtondc.craigslist.org/>

## Things to Consider When Looking for Housing:

### Location!

As you begin to look for housing, make sure to consult the Metro map. Identify your externship site and its proximity to a Metro station or bus stop. Focus on neighborhoods on a direct Metro line or with a minimum number of transfers to your externship location.

Rent in DC can be high, so be prepared for some sticker shock. In general, rent prices decrease as you move further away from the city center. Many people who work in DC live in the suburbs and commute into the city via public transportation, so you may want to consider Northern VA (e.g., Arlington, Alexandria) or Southern Maryland (e.g., Bethesda, Silver Spring).

### Parking

Most students find that they do not need a car in DC. Public transportation is easy to use, and Uber or Lyft can get you anywhere the Metro can't. If you do decide to bring your vehicle to DC, ask about whether your housing includes a parking spot, or if there is street parking available.

### Amenities / Neighborhood

If your apartment does not have laundry onsite, how close are you to the local laundromat or and dry cleaner? Is the unit furnished? Are utilities like electricity, water, gas or even internet included?

Consider where you'd be shopping for groceries or household goods. If you find housing located some distance from a grocery store, think about whether you can get there using public transportation, or if you will need to use a grocery delivery service.

Some DC neighborhoods are known for vibrant nightlife. Consider your preferences for a more busy or quiet area.

### Be Persistent

DC is known as a "landlord's market," meaning that there are typically several housing applicants seeking the same unit. When applying for an apartment, keep in mind that it may take several rounds of applications before finding housing that works with the externship time frame with a landlord who will accept a short-term renter. Start the search as early as possible.

Above all, be flexible. Keep in mind that this is a short-term arrangement and that some creativity can go a long way.



## **Living in DC**

### What to Bring

DC is a very walkable city; keep this in mind when packing clothes and shoes. The weather during the spring semester may range from very cold and snowy in January to warm and sunny in April – and everything in between. Be sure you have shoes you can comfortably walk in – either from your apartment to the Metro station, or from building to building while you're on the job. Also make sure you bring rain gear. A raincoat you can wear with work clothes is ideal, and an umbrella is a necessity.

### What to Do

There is so much to see and do in DC! Try to spend at least some of your weekends exploring the city. The monuments and museums are well worth your time (and free!). There are also great restaurants, sporting events, theatre, bookstores, and everything else a big city has to offer. Try out new food in an ethnic neighborhood, or go hear some music that's new to you. There are endless ways to spend your free time, so make the most of your stint as a DC resident.

### Safety

Finally, even though your mother has been telling you this your whole life, be aware of your surroundings and use common sense. DC is a wonderful city, but it also has the same level of crime you can expect in any big city. Cell phones are easy to snatch out of unsuspecting hands, and laptop bags can be quickly carried off, so exercise reasonable caution. Pay attention to where you are and what you're doing, and you should be fine!