Notice of VLGS Amendment to the Academic Regulations

Effective: **Thursday, March 14, 2024**

Students Effected: **Effective immediately upon approval by faculty.**

Amendment Type: **Masters Externships**

Academic Regulation: **Section IV.B.**

Amendment Description:

NEW LANGUAGE

IV.B. EXTERNSHIPS

1. OBJECTIVES

The Master's Externship Program provides students with experience to test and develop their legal, policy, management, or science knowledge and skills as specified in each master's degree program regulations below.

2. THRESHOLD REQUIREMENTS

The following requirements must be met:

a. Students are encouraged to work primarily on site at the master's externship. If a student is working remotely, the student and mentor should hold regularly scheduled, at least weekly, virtual supervision meetings via web or video conference. ~~must attend teleconference meetings with their supervisor at least once a week.~~

b. Externships cannot be substituted for distributional requirements or required courses. No exceptions are allowed other than with prior written approval of the appropriate Program Director or the Director's designee.

c. The maximum number of credits a student may earn in one or more master's externship(s) is 10 credits. For the MARJ externship, the maximum number of credits is four.

d. The minimum number of credits a student may earn in a master's externship is four credits.

3. ELIGIBILITY REQUIREMENTS

a. Students in good academic standing after their first academic semester may elect to enroll in a master's externship.

b. Students may not earn JD credit through a master's externship.

c. Students will not be allowed to enroll in an externship with the same mentor or at the same site at which the student has been placed as an extern, has or had an employment or volunteer relationship unless the program will provide a qualitatively different or broader learning experience.~~where they have previously worked as a volunteer or an employee unless the externship will provide a qualitatively different or more in-depth learning experience.~~

d. Without prior approval from the ~~Director~~ Administrative Coordinator of the Master's Externship Program, students enrolled ~~for six or more credits~~ in a master's or JD externship during a given semester may not subsequently continue in that placement and receive credit toward a master's externship as a consequence of that extended placement. Students seeking to extend such long-term experiences shall petition the ~~Director~~ Administrative Coordinator of the Master's Externship Program in writing with supporting materials that demonstrate the following:

The student's experience during the subsequent master's externship will be ~~substantially~~qualitatively ~~-~~different or broader ~~from~~ than the experience as a consequence of additional (and more difficult) responsibilities, new subject areas, or new skills to be developed.

4. PROCEDURES FOR ENROLLING IN A MASTER'S EXTERNSHIP

a. Fill out the application in its entirety, including all signatures. The application is available on the VLGS website.

b. Submit the fully executed contract to the Administrative Coordinator ~~Director~~ of the Master's Externship Program for approval of the externship opportunity.

c. All fully executed contracts must be submitted to the Administrative Coordinator ~~Director~~ of the Master's Externship Program by the first day of classes of the semester in which the student will be doing their externship.

(1) The contract, once submitted to the Administrative Coordinator ~~Director~~ of the Master's Externship Program, will be copied and distributed to the Mentor and the Faculty ~~-~~Supervisor.

(2) Students who do not submit final, signed contracts by this deadline will not be enrolled in the master's externship and will not receive credit for their work.

d. The Administrative Coordinator ~~Director~~ of the Master's Externship Program may decline any master's externship ~~–~~contract or opportunity described therein that does not conform to these regulations.

5. GRADES

a. All master's externships are graded Pass/Fail.

b. Faculty Supervisors assign the grade based on the student's journals, the Mentor's letter of evaluation, and other information such as work product, emails, telephone conversations and/or meetings and site visits with the student and Mentor.

Approved adopted date: March 14, 2024
Approved effective date: students matriculating after spring semester 2024.