Externship Data Management Tools to Increase Productivity (and Promote Sanity)
Presenters / Program Size (annual)

Jodi S. Balsam, Brooklyn Law School
400 externs, 1 full-time faculty, 16 seminar instructors, 1 staff

Lauren N. Donald, The University of Tulsa College of Law
100 externs, 3 professors and 1 staff

Carolyn Young Larmore, Chapman University Fowler School of Law
200 externs, 2 professors and .1 staff

Sarah Shalf, Emory University School of Law
350 externs, 1 full-time/9 adjunct professors, and 1 staff
<table>
<thead>
<tr>
<th>Data Management Tool</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropbox</td>
<td>A</td>
</tr>
<tr>
<td>Symplicity</td>
<td>B</td>
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<tr>
<td>CORE</td>
<td>C</td>
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<tr>
<td>G Suite</td>
<td>D</td>
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<tr>
<td>Other</td>
<td>E</td>
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</tbody>
</table>
Externship Program Pressures

- Insufficient administrative support / tight budgets
- Other demands on faculty time
- Standard 304(c) Three Party Agreement tracking
- 6-credit experiential learning requirement
- Credit for paid positions
Resources and Needs Considerations

- Budget
- Size of program
- Learning curve; training and support
- Record retention considerations
- Accessibility of records
❖ Budget-friendly ($100/yr provides enough storage)
❖ User-friendly
❖ Collaboration between student, faculty, administrator (self-assessments, timesheets, journals)
❖ Files CANNOT live here
❖ CANNOT run reports
Postings positions, collecting applications, generating resume books, and scheduling interviews (OCI, Job Postings)

Corresponding with students (email and events), posting announcements.

Robust reporting

Experiential Learning Module:
- Job postings convert to EL records
- Learning objectives
- Placement and student evaluations, reminders
- Self-evaluations
- Time records
Pros:
❖ Free addition if career services already uses it
❖ Students, placements may already be familiar
❖ Designed for application/placement
❖ Detailed, flexible reporting
❖ Ability to “repurpose” existing forms, create custom fields

Cons:
❖ If career services does not use, expensive
❖ Complaints that Symplicity is not “symple.”
❖ Not built around externships/academic
❖ Too much work for smaller programs
❖ Sometimes buggy, always a “feature”
Demonstration:

❖ Path from application to offer/acceptance to externship record/agreement
❖ Evaluations
❖ Reports
❖ **Tick** timekeeper -- separate from Symplicity
ELMS = Externship Learning Management System

Features

1. **Tech**: designed specifically for externships; customizable; unlimited, all-inclusive tech support

2. **Application/enrollment process**: embedded customizable form that generates sortable data and simplifies matching

3. **During the semester**: learning plan submission, hours tracking, self-assessments, evaluations, tracking requirements

4. **Program assessment**: archives historical data, facilitates cross-sectional analytics
Pros

➔ Students: comprehensive platform for researching, applying, matching, tracking externship placements, including historical data

➔ Supervisors: MOUs, time records, evaluations all handled digitally

➔ Program Director: one-stop instant access to data, multifaceted reporting tool, programmatic/institutional assessment, simplified communications
Cons

➤ Cost: makes more sense for large programs; introductory pricing not available forever

➤ Significant learning curve, not a quick fix

➤ Some clunkiness, e.g., still integrates pharmacy terminology
Demonstration

➢ Current/historical account records for students/placements

➢ Reporting, e.g.:
  ○ Compliance with program requirements (MOU)
  ○ Student hours tracking

➢ Evaluations
Use for:

1. Student registration, tracking
2. Time entry
3. Mid-term and final evaluations
4. Site visits
5. Expanded uses: Code time entries, Compare student and supervisor evals, Hangouts
G Suite Pros and Cons

★ FREE! FREE! FREE!
★ Super student friendly
★ Set-up is (fairly) easy
★ Flexible when want to change
★ Share/communicate with dept. staff smoothly

★ No integration with job search boards / CDO
★ Must love spreadsheets
★ Accidental erasures
★ No human tech support
★ Security worries? The cloud, hacks and FERPA
G Suite Demonstration

Student registration

Registration spreadsheet raw

Registration spreadsheet tailored

Billable hours report

Billable hours spreadsheet
How would you rate the student's legal skills by the end of the externship?
Which skills did the student improve most? Please select as many as are applicable

<table>
<thead>
<tr>
<th>Skill</th>
<th>Responses</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Legal Knowledge</td>
<td>56</td>
<td>64.4%</td>
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<tr>
<td>Research</td>
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<tr>
<td>Legal Analysis</td>
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<tr>
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<td>8%</td>
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<tr>
<td>Fact Investigation</td>
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<td>13.8%</td>
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<td>1.1%</td>
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<tr>
<td>Professional Et...</td>
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<td>8%</td>
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<tr>
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<td>16.1%</td>
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<tr>
<td>Judgment</td>
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<td>17.2%</td>
</tr>
<tr>
<td>Thoroughness</td>
<td>21</td>
<td>24.1%</td>
</tr>
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</table>
Get Started, Get Support

https://www.dropbox.com/help

https://www.symphlicity.com/higher-ed/solutions/csm

http://www.corehighered.com/core-elms-externship-management.php

https://gsuite.google.com/learning-center/

“G Suite Training” free extension for Chrome browser