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Externship Data Management Tools to Increase Productivity (and Promote Sanity)

Externships 9 / March 11, 2018

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

What data management tool do you use for your externship program?

Dropbox **A**

Symplicity **B**

CORE **C**

G Suite **D**

Other **E**

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

Dropbox

- ❖ 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

❖ Posting 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

symplicity®

CELEBRATING A
CENTURY *of*
ADVANCING
the RULE *of* LAW

EMORY LAW

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"

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Demonstration:

- ❖ Path from application to offer/acceptance to externship record/agreement
- ❖ Evaluations
- ❖ Reports
- ❖ Tick timekeeper -- separate from Symplicity

ELMS = **E**xternship **L**earning **M**anagement **S**ystem

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

Jodi Balsam
Brooklyn Law School

Account Information
My Calendar
Search Users

Brooklyn Law School
ESTABLISHED 1901

Users

Scheduling

Settings

Rotation Date Groups

Rotation Dates

Rotation Types

Courses

Student Applications

Student Schedules

Mentor Attorney Schedules

Hand Slotting

Site Prospector

Requirements

Evaluations

Surveys / Forms

Additional Modules

Reporting

Pending Users

System Options / Setup

Communication / Support

Client Success

Site Prospector (Law)

Customize

Grad Year (ALL)
Law
Brooklyn, NY
Active Programs
Seminar

Less Filters

Get Students

There are no pending student submissions.

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

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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

G Suite

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
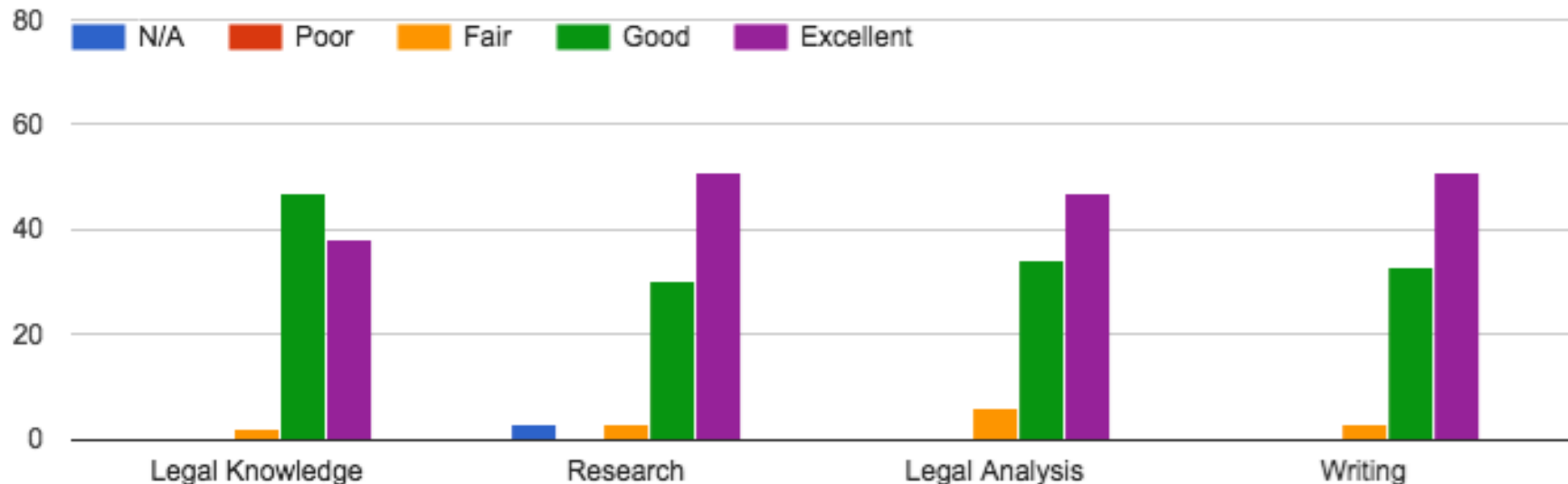
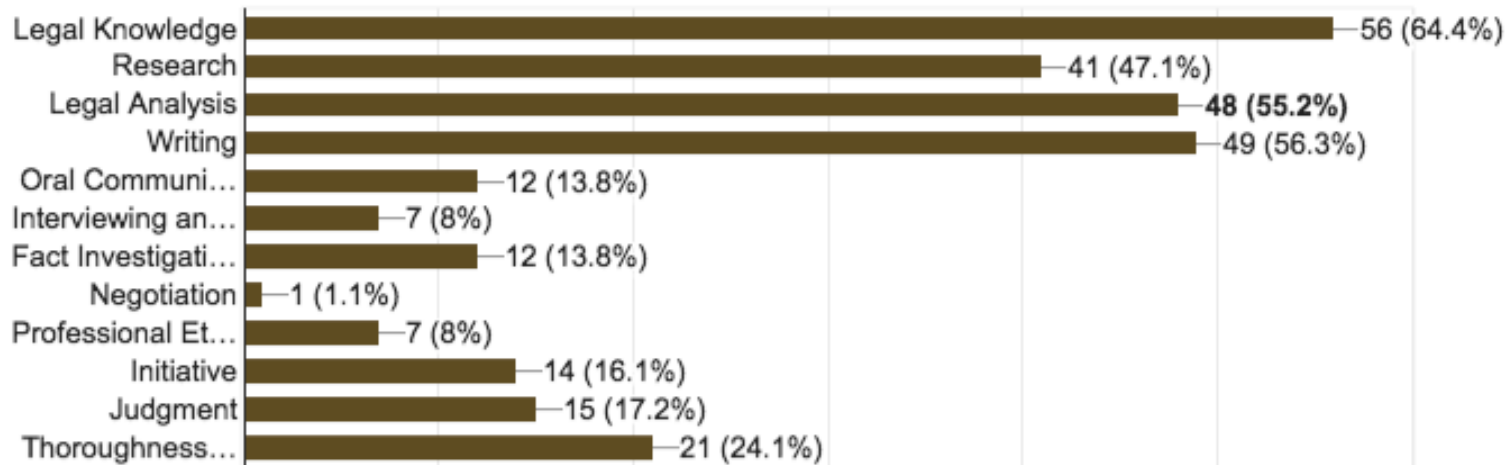Billable hours spreadsheet

Bonus: Charts and Graphs

How would you rate the student's legal skills by the end of the externship?

Charts and Graphs, cont.

Which skills did the student improve most? Please select as many as are applicable

87 responses

Skill	Count
Legal Knowledge	56 (64.4%)
Research	41 (47.1%)
Legal Analysis	**48 (55.2%)**
Writing	49 (56.3%)
Oral Communi…	12 (13.8%)
Interviewing an…	7 (8%)
Fact Investigati…	12 (13.8%)
Negotiation	1 (1.1%)
Professional Et…	7 (8%)
Initiative	14 (16.1%)
Judgment	15 (17.2%)
Thoroughness…	21 (24.1%)

Get Started, Get Support

https://www.dropbox.com/help

https://www.symplicity.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