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>Tool</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropbox</td>
<td>A</td>
</tr>
<tr>
<td>Symplicity</td>
<td>B</td>
</tr>
<tr>
<td>CORE</td>
<td>C</td>
</tr>
<tr>
<td>G Suite</td>
<td>D</td>
</tr>
<tr>
<td>Other</td>
<td>E</td>
</tr>
</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
❖ 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
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?

- Legal Knowledge
- Research
- Legal Analysis
- Writing

- N/A
- Poor
- Fair
- Good
- Excellent
Which skills did the student improve most? Please select as many as are applicable

87 responses

- Legal Knowledge: 56 (64.4%)
- Research: 41 (47.1%)
- Legal Analysis: 48 (55.2%)
- Writing: 49 (56.3%)
- Oral Communication: 12 (13.8%)
- Interviewing and Client Counseling: 7 (8%)
- Fact Investigation: 12 (13.8%)
- Negotiation: 1 (1.1%)
- Professional Ethics: 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