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

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# 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**

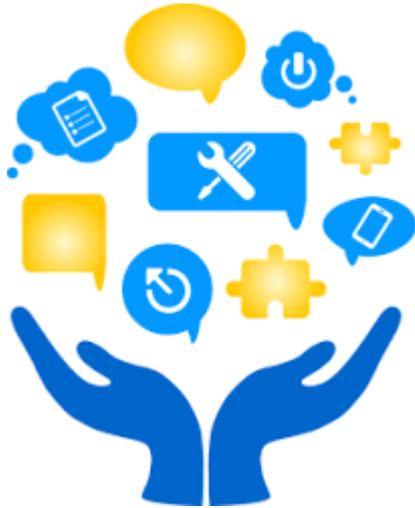
Other **E**

# 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



- ❖ 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







■ **s y m p l i c i t y**®

Demonstration:

❖ Path from application to offer/acceptance to externship record/agreement

❖ Evaluations

❖ Reports

❖ Tick timekeeper -- separate from Symplicity

PENDING ACTIONS SUMMARY

<a href="#">New Employer Registrations</a>	1
<a href="#">Pending OneStop Registrations</a>	3
<a href="#">New Schedule Requests</a>	0
<a href="#">New Job Postings</a>	19
<a href="#">New Student Registrations</a>	0
<a href="#">Pending Employer Service Requests</a>	0
<a href="#">Pending OneStop Employer Updates</a>	38
<a href="#">Assigned to Me / All Pending Appointments</a>	0/1
<a href="#">New Faculty Registrations</a>	1
<a href="#">New Information Session Request</a>	0

NEWS FROM THE CSM TEAM

### Introducing Curated

Symplicity Curated Job Feed is a...  
jobs across the U.S. to our under...  
[Read More](#)

ANNOUNCEMENTS

### 2018 Spring On-Cam

Jan 09, 2018

**Application Details:**  
As new OCI employers are added...  
click the (OCI) tab, select the app...  
filters box (each employer will ha...  
**be able to see employers who w...  
session has its own deadline dat...  
1Ls:**

Balch & Bingham - February 12  
Application period Jan. 10 - Jan...  
Lanier Ford Shaver & Payr...  
Application period Jan. 10 - Jan...

- Calendar
- Students
  - Students
  - Counseling
  - Practitioner
  - Experiences
  - Experiential Learning
- Mid-Term Self Evaluation
- Onboarding Agreement
- Program Evaluation
- Employer Evaluation
- Work Term



**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



**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

**Users****Scheduling**

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**Requirements****Evaluations****Surveys / Forms****Additional Modules****Reporting****Pending Users****System Options / Setup****Communication / Support****Client Success****Site Prospector (Law)**[Customize](#)

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[Less Filters](#)**Get Students****There are no pending student submissions.**

## 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

Jodi Balsam  
Brooklyn Law SchoolAccount Information  
My Calendar  
Search Users**Brooklyn Law School**  
ESTABLISHED 1901

Users

Scheduling

Requirements

Evaluations

Surveys / Forms

Additional Modules

Reporting

Reporting Suite

Saved Reports

Pending Users

System Options / Setup

Communication / Support

Client Success

**Site Prospector (Law)**

Customize Submission Form Settings Report

Grad Year (ALL) ▾

Law ▾

Brooklyn, NY ▾

Active Programs ▾

Seminar ▾

[Less Filters](#)

Get Students

There are no pending student submissions.

## 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](#)

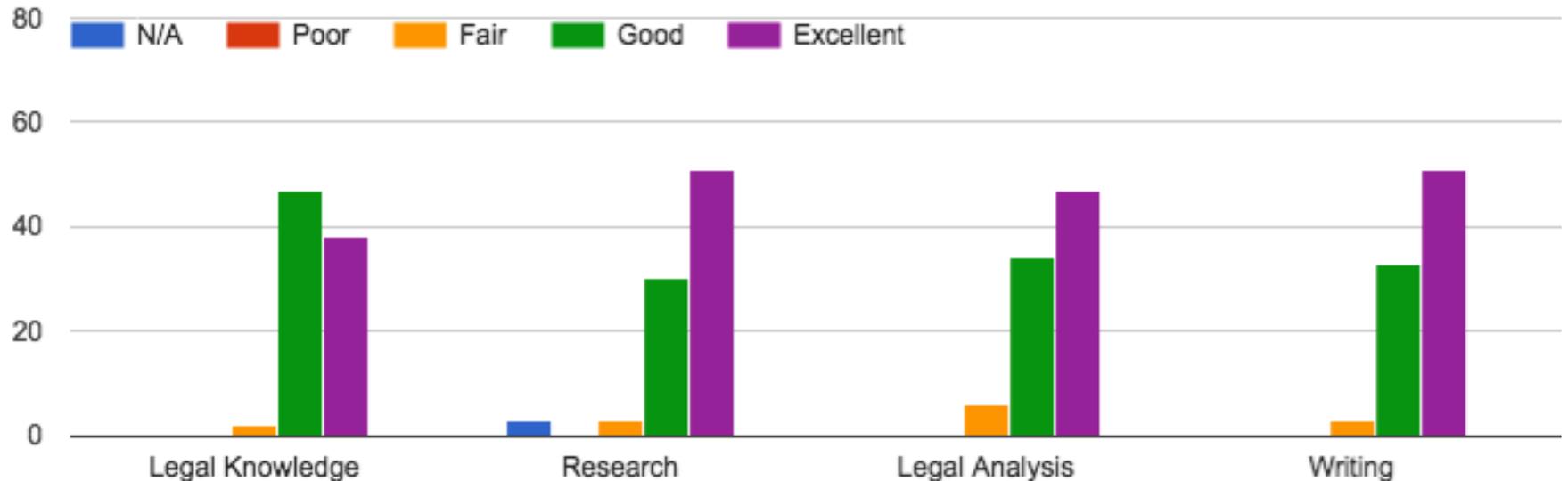


**G Suite** For Education



# Bonus: Charts and Graphs

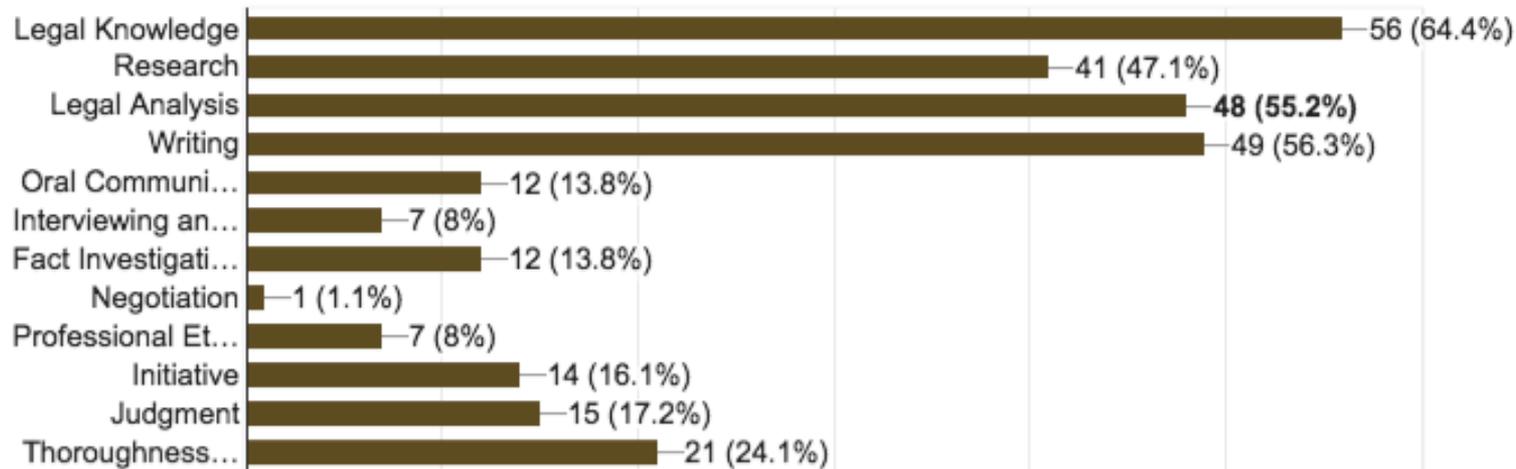
How would you rate the student's legal skills by the end of the externship?



# Charts and Graphs, cont.

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

87 responses



# 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