


## Externship How-To Guide for 12Twenty

All students wishing to complete an externship need to complete this process. Before submitting a request in 12Twenty, first email [extern@uw.edu](mailto:extern@uw.edu) with the proposed externship host site and supervisor information so they can be added to 12Twenty if appropriate. When that is complete, please follow the instructions below.

### Creating an Externship Experience in 12Twenty

1. From your 12Twenty homepage, select “**Experiential Learning**” in the left column.

On the next page, click  in the top right corner. You should see a new page titled “Create New Experience.”

2. **Student.** When you type your name, it should populate with options. Click your name so that it connects to you in 12Twenty.

3. **Employer.** As with students, when you type the name of the employer, it should show applicable options. **Search by the key words for the correct entry.** (i.e. searching for Cruser will bring up Washington State Court of Appeals, Division II, Judge Anne M. Cruser)

- **Use the location/division/judge specific entry when applicable, NOT a general court/office.**
- **If the specific employer isn't in 12Twenty, email [extern@uw.edu](mailto:extern@uw.edu). \*\*\*DO NOT CREATE A NEW EMPLOYER\*\*\***

4. **Experiential Learning Type.** Select “Externship”

Experiential Learning Type\*

Externship

5. **Pro Bono Type.** Select “Externship.” *This module is shared with the ProBono program. This question will eventually go away, but until the software is updated, please select externship, and continue with the rest.*

Pro Bono Type\* ?

Externship

6. **Country.** Enter the country and city for the employer or organization (the specific address should be in the employer info.)

7. Enter your student ID

8. **Type of Externship.** Select from the dropdown menu.

9. **Student Location.** Enter where you will physically be located during your externship. Will you be working in Seattle, or somewhere else? Your seminar assignment (if applicable) will be based on where you are located. Students externing in Seattle are assigned the in-person seminar. Students who are externing physically outside of the Seattle area are assigned to the on-line seminar.

10. **Seminar.** All first-time externs are required to take the companion seminar (so you need to click “yes”). If you are not a first-time extern, we need confirmation on whether you wish to take the seminar again. (So, please click yes or no)

11. **Compensation.** Select if compensation will be provided for your externship. (Wages or stipend are both considered compensation).

12. **Credits Requested.** Students earn 1 credit per 30 hours of work. *The externship office will fill this in when approving your externship.*

13. **Supervisor.** Start to enter the name and contact information for the supervisor for your externship.

- If your supervisor has previously been added to the 12Twenty system, you can select them under the “Select a Contact” dropdown. If they are not in 12Twenty, you will need to confirm they are an approved supervisor with [extern@uw.edu](mailto:extern@uw.edu).



The screenshot shows a form section titled "Supervisor". Under the "Contact\*" label, there is a dropdown menu. The dropdown menu is open, showing a list of contacts. The first two items are "-- Select a Contact --". The third item is "Test Tester (Tester - Test)". Below the list is a "+ New Contact" button. To the left of the dropdown, there is a "When" section with a "Start Date\*" label.

- If approved, select “+ New Contact” and add the supervisor’s information into the “Create Contact” field that should appear on your screen.



The screenshot shows a form titled "Create Contact". It has two input fields: "First Name\*" and "Last Name\*". The "First Name\*" field contains the text "First Name" and the "Last Name\*" field contains the text "Last Name".

14. **When.** Under the “when” section you will enter the start and end dates for your externship along with the academic term associated with the timing. (i.e. Winter 2025)

15. Once you have completed the information outlined above, **you need to click “Save” in the bottom right corner.**

## Once form is completed and saved:

You should be taken to a summary of the information you entered, with your experience marked as “Draft” in a grey box at the top left.

### Test

Fall 2024

DRAFT

◀ Back to List

Submit for Approval


Details

Hour Log

Documents and Forms

\*\*\*With details page completed, click over to documents and forms tab to submit your scheduling worksheet and externship agreement (required as .pdf documents).

## Submitting Your Project for Initial Approval

If the externship and supervisor information on the “Draft” details page all appears to be correct and you have uploaded your scheduling worksheet and externship agreement, you can now submit your project for initial approval using 

Submitting for approval will send your project to the Externship Program for a review to determine if your proposed externship is at an approved host site with an approved supervisor as well as review of your **scheduling worksheet** and **externship agreement**. During this stage, your experience should be noted as “Pending Initial Approval.”

### Test

Fall 2024

Submitted for Initial Approval: 09/11/2024, 11:07am PDT

PENDING INITIAL APPROVAL

When approved by the externship office, your information will be sent to Academic Services to register you for your externship and companion seminar as applicable.

Once registered by Academic Services, your experience will move to **“In Progress.”** It will remain in this status during your externship. DO NOT SUBMIT FOR FINAL APPROVAL DURING THE REGISTRATION PROCESS. **You will need to complete your timesheets and reports during the time of your externship.** At the end of your externship, final approval will be marked after all materials are complete.

### Test

Harry Husky

Fall 2024

Submitted for Initial Approval: 09/11/2024, 11:07am PDT

IN PROGRESS

## Questions?

Please email [extern@uw.edu](mailto:extern@uw.edu) with any remaining questions about the externship program or using 12Twenty to register for an externship.