

# **SUMMER LEGAL PLACEMENT APPLICATION**

**(6-Credit Non-Clinic Legal Externship)**

**91:267 Legal Externship (Staff) arr.**

Under certain circumstances, students may arrange to receive academic credit for unpaid externships with nonprofit organizations and government agencies. Such externships usually occur during the summer and are, except under unusual circumstances, limited to six semester hours of credit.

COMPLETED APPLICATION PACKETS ARE DUE IN THE CAREER SERVICES OFFICE NO LATER THAN **APRIL 1, 2008**. STUDENTS ARE ENCOURAGED TO SUBMIT THEM EARLIER.

## **A. Student Information**

1. Name
2. Address
3. Phone Number
4. E-mail
5. Semesters of law school completed at start of externship

Provide a brief abstract of the externship, including the agency name, description of the anticipated work, and the approximate dates:

## **B. Organization Information**

1. Name of non-profit/governmental organization

2. Address

3. Web Site (if available)

4. The educational objectives of the non-clinic legal externship are as follows:

In-depth exposure to the practice of law

- Expose students to relevant skills
  - Involvement in activities characteristically performed by attorneys, for example, research and writing, document drafting, client interviews, counseling, fact investigations, negotiations and court appearances
- Expose students to legal practitioners
  - Frequent and close interaction with attorneys required
- Expose students to ethical issues raised in the practice of law
  - Opportunity to confront and discuss real ethical problems
- Externship should reflect a conscious commitment to public service
  - Offer student the opportunity to make concrete contribution to society

a. State how the work, training, and supervision you will receive during your externship will advance these educational objectives.

b. List the methods of education the proposed program will employ to help you meet these objectives.

5. Name and Title of on-site Supervisor

6. Statement of the qualifications of the person who will be your immediate supervisor  
(You may attach résumé or its equivalent, to the application)

7. Dates/Hours on-site

a. Dates for the placement

b. How many hours per week will you be working?

8. Compensation. Students may not be compensated for the work. Please specify:

I am not being paid a salary or hourly wage.

The agency is providing funds for:

Travel

Living Expenses

I have sought/are getting support stipend funds from:

Equal Justice Foundation \$\_\_\_\_\_

Other. Please specify:

Source \_\_\_\_\_

Amount \_\_\_\_\_

I am getting financial aid

9. Transcript

I have attached a copy of my transcript

### **C. Academic requirements**

1. Name of faculty member who will act as your faculty supervisor
  
2. Proposed paper topic  
(2 academic and 2 writing credits, 40 pages exclusive of footnotes )
  
3. Have you discussed your paper topic with your faculty supervisor?

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## **(6-Credit Non-Clinic Legal Externship) Information for the Outside Supervisor Form to be completed by the Outside Supervisor**

### **A. General Information**

The six-credit non-clinic legal externship requires the student to spend at least 150 on-site hours at a non-profit/governmental organization. The student will have a faculty supervisor assigned to her/him. The student will be required to write a research paper worthy of two academic/two writing credits (approximately 40 pages), which will be graded pass/fail by the faculty supervisor. Additionally, faculty supervisors will communicate with the student about his or her work at the placement.

### **B. Site information**

1. Name of non-profit/governmental organization

2. Address

3. Name of immediate supervisor

4. Contact information of supervisor

a. Phone Number:

b. E-mail:

### **C. Information on work to be performed by the student**

1. Please describe the nature of the work the student will be asked to do in the proposed externship

2. Will the student's work be uncompensated? Will the agency supply any other funding to the student such as travel or living expenses stipend?

**D. Information on how the externship will advance the law school's objective for non-clinic externships.**

Educational Objectives for Non-Clinic Externships

In-depth exposure to the practice of law

- Expose students to relevant skills
  - Involvement in activities characteristically performed by attorneys, for example, research and writing, document drafting, client interviews, counseling, fact investigations, negotiations and court appearances
- Expose students to legal practitioners
  - Frequent and close interaction with attorneys required
- Expose students to ethical issues raised in the practice of law
  - Opportunity to confront and discuss real ethical problems
- Externship should reflect a conscious commitment to public service
  - Offer student the opportunity to make concrete contribution to society

1. Please comment on how the placement will advance the objectives above?

2. Please comment on how the student will be provided with on-going feedback on his/her work.

3. Will you allow the student to share her/his work-in-progress with the faculty supervisor?

4. If the student may not share her/his work in progress, please suggest other arrangements that can be made that will allow the faculty supervisor to participate in the evaluation of the student and provide guided reflection on her/his work.

5. Do you agree to have interaction with the faculty supervisor during the course of the externship?

6. If the faculty supervisor asks you for information that can be given without violating confidentiality agreements regarding the student's non-written work - do you agree to provide the information?

7. At the end of the externship, do you agree to provide the faculty supervisor with a written statement evaluating the student's work and stating the total number of hours the student worked?

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Supervisor's signature

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## **Faculty Supervisor Information**

- \_\_\_\_\_ During the course of the externship I will regularly confer with the student about the work he/she has completed, work-in-progress, and future assignments
  
- \_\_\_\_\_ During the externship, I understand the student will be sharing his/her work in progress
  
- \_\_\_\_\_ I have spoken to the outside supervisor, and :
  - \_\_\_\_\_ I am satisfied with the supervisor's understanding of the externship requirements
  
  - \_\_\_\_\_ I am satisfied with the arrangements made to facilitate my ability to evaluate the extern's performance and provide the extern with opportunities to reflect on his/her experience
  
  - \_\_\_\_\_ Supervisor has agreed to consult with me as appropriate during the course of the externship
  
- \_\_\_\_\_ I understand that the student will be required to complete, under my supervision, a research paper in order to receive credit for the externship
  
- \_\_\_\_\_ At or near the completion of the externship, I will obtain a report on the student's work from the on-site supervisor
  - \_\_\_\_\_ I will communicate with the supervisor, if necessary, to clarify the report
  
- \_\_\_\_\_ At or near the completion of the externship, I will provide a report evaluating the degree to which the externship actually met the educational objectives
  
- \_\_\_\_\_ At or near the completion of the externship, I will provide a report evaluating the student's performance during the externship