



SOUTHWESTERN LAW SCHOOL

APPLICATION FOR EXTERNSHIP PLACEMENT

SOUTHWESTERN LAW SCHOOL

SPRING Semester 20__

PLACEMENT (please list choices in order)

Note: Student's first three choices will be sought.

1. _____
2. _____
3. _____

- Full-time judicial (10 units/40 hours per week = 560 hours)
- Part-time judicial (4 units/18 hours per week = 252 hours)
- Non-judicial (3 units/13 hours per week = 182 hours)

NAME: _____ **STUDENT ID#:** _____

ADDRESS: _____
(street) (city) (zip)

TELEPHONE: _____ **E-MAIL:** _____
(home) (cell) (Your SW e-mail is required)

Year of School at time of proposed Externship: Circle One

Day: 2nd 3rd Evening: 3rd 4th PLEAS: 3rd 4th LLM: Trial Advocacy Entertainment

PROPOSED COURSES DURING TIME OF EXTERNSHIP:

Credit/No credit courses and the corresponding units you have taken, are currently taking or plan to take (include TAHP, Trial Advocacy, Moot Court, Negotiation Honors Program, Law Journal, and Law Review):

EXTERNSHIP APPLICATION INSTRUCTIONS

1. Review Externship Program Policies & Guidelines in general and to determine your eligibility to enroll. Students must CURRENTLY be in good academic standing, and remain in good standing during the Externship.
2. Familiarize yourself with available placements. Visit <http://www.swlaw.edu/academics/extern> for descriptions of placements and visit <http://www.swlaw.edu/academics/extern/externresources> for guidance from students about their Externship experiences.
3. Submit your Application and 3 copies of your resume to the Externship Office, in hard copy, and electronically via e-mail to externoffice@swlaw.edu. Students should also have a writing sample and references available upon request. (Students applying for a judicial externship must submit a writing sample with the Application.)

**** Application and important information continues on back ****

Southwestern Law School Externship Office - W231.

Tel: 213.738.6802 Fax: 213.738.6656 E-mail: externoffice@swlaw.edu <http://www.swlaw.edu/academics/extern>

Resources for Applicants

To maximize your chances for a successful externship application, interview and experience, we **highly recommend** that you take advantage of the workshops and programs offered by the Career Services Office (CSO). You can get a complete listing of all CSO events and dates from room W323 or at <http://www.swlaw.edu/student-services/careerservices/workshops>

Whether you attempt to secure an externship on your own or apply through the Externship Office, we ask that you let us know which of the following CSO workshops and programs you have attended, and indicate the date. If you plan on attending upcoming CSO workshops and programs, please indicate the date on which you plan to attend.

Circle workshop attended / plan to attend, and indicate date of attendance / planned attendance:

CSO Open House _____	Resume Writing _____	Interviewing _____
Interviewing from the Employers' Perspective presentation	"Off the Record with . . ."	Public Interest Career Day
Public Interest Employer Fair _____	Public Interest Panel _____	Bar Assoc. Fair _____
Entertainment Law Career Day _____	Government Career Day _____	Summer Clerk Boot Camp _____
Summer Options and Opportunities presentation	Alumni Resource Network _____	Networking Panel _____
of Being a Law Clerk _____ ABCs		

General Information/Requirements

Students enrolled in an externship are required to complete the specified number of hours of fieldwork over the course of the entire semester. Each student is required to attend an Orientation meeting at the start, and, throughout the semester, participate in online Guided Reflections supervised by a Faculty Advisor. The extern is also required to attend a meeting with the Faculty Advisor. On a biweekly basis, the extern is required to submit time sheets verified by the placement supervisor. At the end of the semester, the extern is also required to turn in a work product folder with copies of all significant work (e.g., motions, memoranda, trial notebook) and a final evaluation of the Externship. Full-time externs are required to submit an 8-10 page commentary concerning their placement. This paper is due at the end of the semester.

Grades for Externships are Credit/No Credit. Grades are based on attendance at the Orientation, meeting with the Faculty Advisor, participation in the Guided Reflections, the fieldwork, the work product folder, time sheets, and the supervisor's evaluation as well as the student evaluation of placement. For full-time externs, the 8-10 page commentary is also taken into account.

In submitting this Application, I understand that:

1. This is not a guarantee of placement. Placement is subject to my completion of all paperwork, interviews, and/or certification, a background check (for some placements), and my continued good standing.
2. I am authorizing Southwestern to release my transcript, including electronically, when required by the placement.

I have read the Externship Program Policies & Guidelines. I have also read the instructions on this Application. I agree to comply with these Policies & Guidelines and instructions.

Signature: _____ **Date:** _____

Revised July, 2009

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