

**Externship Application**

Externships are primarily program based. This application and all required attachments should be filed with the program as noted below, or with the Free-standing Externship Committee if the proposed placement does not appear to be appropriate for any of the listed programs. Application deadlines for program-based externships may vary; contact the program administrator. The deadline for free-standing externship applications is August 1 for the Fall Semester, November 15 for the Spring Semester and April 20 for the Summer Session. Students unable to submit a full application by the free-standing deadline may instead submit a request for an extension by that date, with an explanation of why they could not provide a full application. Students are strongly advised to begin early work with faculty to develop a strong application. Students also are advised to plan early because many employers move slowly on deciding whether to accept a proposed extern. Please read the online Policy Statement on Externship Program application (<http://www.law.umaryland.edu/academics/practice/externships/externship-policy.pdf>) before completing this application. If approved, a copy of this form and a copy of the student's final report to the faculty supervisor must be submitted to the Office of Registration and Enrollment.

Approval—Program Director or Free-standing Chair _____	(Signature)	(Date)
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1. Name: \_\_\_\_\_

2. E-mail Address: \_\_\_\_\_

3. Check one:

- \_\_\_\_\_ Business Law  
Contact: Hilary Hansen  
[hhansen@law.umaryland.edu](mailto:hhansen@law.umaryland.edu)
  
- \_\_\_\_\_ Center for Dispute Resolution  
at the University of Maryland (C-DRUM)  
Contact: Toby Treem Guerin  
[tguerin@law.umaryland.edu](mailto:tguerin@law.umaryland.edu)
  
- \_\_\_\_\_ Center for Health and Homeland Security  
Contact: Professor Michael Greenberger  
[mgreenberger@law.umaryland.edu](mailto:mgreenberger@law.umaryland.edu)
  
- \_\_\_\_\_ Environmental Law  
Contact: Jacqueline McNamara  
[jmcnamara@law.umaryland.edu](mailto:jmcnamara@law.umaryland.edu)
  
- \_\_\_\_\_ Free-standing  
Contact: Professor Barbara Bezdek  
[bbezdek@law.umaryland.edu](mailto:bbezdek@law.umaryland.edu)

- \_\_\_\_\_ Health Law  
Contact: Virginia Rowthorn  
[vrowthorn@law.umaryland.edu](mailto:vrowthorn@law.umaryland.edu)
  
- \_\_\_\_\_ Intellectual Property Law  
Contact: Hilary Hansen  
[hhansen@law.umaryland.edu](mailto:hhansen@law.umaryland.edu)
  
- \_\_\_\_\_ International Law  
Contact: Crystal Edwards  
[cedwards@law.umaryland.edu](mailto:cedwards@law.umaryland.edu)
  
- \_\_\_\_\_ Maryland Legislation  
Contact: Professor Kathleen Dachille  
[kdachille@law.umaryland.edu](mailto:kdachille@law.umaryland.edu)
  
- \_\_\_\_\_ South Africa  
Contact: Crystal Edwards  
[cedwards@law.umaryland.edu](mailto:cedwards@law.umaryland.edu)

4. Status during proposed externship: \_\_\_\_\_

LD2 = 2 day    LE2 = 2 eve    LP2 = part-time day 2<sup>nd</sup> year  
 LD3 = 3 day    LE3 = 3 eve    LP3 = part-time day 3<sup>rd</sup> year  
 LE4 = 4 eve    LP4 = part-time day 4<sup>th</sup> year

5. A. Semester/Summer Session of proposed externship: \_\_\_\_\_

B. Do you plan to take any other field experience course (Asper, Externship, Practicum) in the same semester? \_\_\_\_\_  
 Students responding "yes" must have approval of Dean Hoffmann.

6. Faculty Supervisor: \_\_\_\_\_

7. Proposed externship work hours per week and start and end dates: \_\_\_\_\_

8. Law school credits requested\*: \_\_\_\_\_

9. Total law school credits already taken in Asper, Externships, Practicums, Journals, Moot Court, Graduate Courses: \_\_\_\_\_  
 (Students may take no more than 20 credits in this combination of courses; see Graduation Requirements.)

10. Name of sponsoring organization and website: \_\_\_\_\_

11. Program field placement director and e-mail address: \_\_\_\_\_  
 \_\_\_\_\_

12. Law school courses taken in preparation for externship:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. On a separate page, describe briefly:

- A. The work of the sponsoring organization and the work that you will do in connection with this externship.
- B. Why this externship offers a unique learning opportunity that cannot otherwise be satisfied under the law school curriculum and how this opportunity fits with your law school academic and career goals.

14. Have you previously volunteered, worked or received academic credit in this office or in an office within this organization?  
 \_\_\_\_ Yes \_\_\_\_ No. If yes, please explain how this proposed externship will differ.

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15. **REQUIRED ATTACHMENTS. A completed application requires the following checklist information to be attached to this Application. Applicants must submit a completed application by the deadline stated above.**

- A.  A copy of the letter or other communication offering you this position.
- B.  A description of the externship program or experience to be provided at the sponsoring organization. The description of the externship program should be prepared by the sponsoring organization on their letterhead and should address the requirements set forth for sponsoring organizations in the UMSL Policy on Externships.
- C.  A copy of the resume of the field placement director at the sponsoring organization and the attorney who will be your immediate supervisor.
- D.  A copy of your resume and law school grade report.
- E.  A copy of the tutorial plan and reading list approved and signed by your faculty supervisor.
- F.  I understand that, if approved, a copy of the completed application and supporting documents must be submitted to the School of Law's Office of Registration and Enrollment, Suite 280.

I have reviewed the Externship Policy thoroughly and with care; and by signing and submitting this form, I certify that I have provided the Subcommittee on Externships with all of the required information and documentation as detailed on this application.

16. \_\_\_\_\_  
 Signature Date

\*

| # Credits                | Practicums |      | Externships |      |      |      |      |      |      |      |
|--------------------------|------------|------|-------------|------|------|------|------|------|------|------|
|                          | 2          | 3    | 4           | 5    | 6    | 7    | 8    | 9    | 10   | 11   |
| TOTAL HOURS TO BE WORKED | 104        | 156  | 208         | 260  | 312  | 364  | 416  | 468  | 520  | 572  |
| PER WEEK                 |            |      |             |      |      |      |      |      |      |      |
| FALL/SPRING (13 WEEKS)   | 8.0        | 12.0 | 16.0        | 20.0 | 24.0 | 28.0 | 32.0 | 36.0 | 40.0 | 44.0 |
| SUMMER (8 WEEKS)         | 13.0       | 19.5 | 26.0        | 32.5 | 39   | 45.5 | -    | -    | -    | -    |
| SUMMER (9 WEEKS)         | 11.6       | 17.3 | 23.1        | 28.9 | 34.7 | 40.4 | 46.3 | -    | -    | -    |
| SUMMER (10 WEEKS)        | 10.4       | 15.6 | 20.8        | 26.0 | 31.2 | 36.4 | 41.6 | 46.8 |      |      |

1 credit = 52 hours