

**Externship Application**

Externships are primarily program-based. This application and all required attachments should be submitted to Crystal Edwards, Assistant Dean for Academic Administration, Dean’s Suite, Room 260M, and to the appropriate law school program administrator.

Application deadlines for externships may vary. Contact the appropriate law school program administrator for details. Generally speaking, deadlines are at least four to six weeks prior to the start of each semester. Externship applications should be submitted by August 1 for the Fall Semester, November 15 for the Spring Semester, and April 15 for the Summer Session. Students are strongly advised to begin early to develop a strong application. Students also are advised to plan early because many employers move slowly when deciding whether to accept a proposed extern. Please read the online Policy Statement on Externships (<http://www.law.umaryland.edu/academics/practice/externships/externship-policy.pdf>) before completing this application.

Students should be aware that enrollment in an externship must be paired with enrollment in the corresponding workshop during the semester of externship enrollment.

If approved, a copy of this form will be forwarded to the Office of Registration & Enrollment. Upon completion of the externship, a copy of the student’s final report to the faculty supervisor/program administrator must be submitted to the Office of Registration & Enrollment.

Approval—Program Director _____ <div style="text-align: center;">(Signature)</div>	_____ <div style="text-align: center;">(Date)</div>
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1. Name: \_\_\_\_\_ 2. E-mail Address: \_\_\_\_\_

3. Check one:

- |   |   |
|---|---|
| <input type="checkbox"/> Alternative Dispute Resolution,<br>Center for Dispute Resolution<br>at the University of Maryland (C-DRUM)<br>Contact: Toby Treem Guerin<br><a href="mailto:tguerin@law.umaryland.edu">tguerin@law.umaryland.edu</a> | <input type="checkbox"/> Health Law<br>Contact: Lauren Levy<br><a href="mailto:llevy@law.umaryland.edu">llevy@law.umaryland.edu</a>   |
| <input type="checkbox"/> Asper Judicial<br>Contact: Crystal Edwards<br><a href="mailto:cedwards@law.umaryland.edu">cedwards@law.umaryland.edu</a>   | <input type="checkbox"/> Intellectual Property Law<br>Contact: Professor Patricia Campbell<br><a href="mailto:pcampbell@law.umaryland.edu">pcampbell@law.umaryland.edu</a>              |
| <input type="checkbox"/> Business Law<br>Contact: Hilary Hansen<br><a href="mailto:hhansen@law.umaryland.edu">hhansen@law.umaryland.edu</a>   | <input type="checkbox"/> International Law (includes South Africa Externship)<br>Contact: Crystal Edwards<br><a href="mailto:cedwards@law.umaryland.edu">cedwards@law.umaryland.edu</a> |
| <input type="checkbox"/> Center for Health and Homeland Security<br>Contact: Professor Michael Greenberger<br><a href="mailto:mgreenberger@law.umaryland.edu">mgreenberger@law.umaryland.edu</a>  | <input type="checkbox"/> Maryland Legislative<br>Contact: Professor Susan Leviton<br><a href="mailto:sleviton@law.umaryland.edu">sleviton@law.umaryland.edu</a>                         |
| <input type="checkbox"/> Criminal Law Prosecution<br>Contact: Crystal Edwards<br><a href="mailto:cedwards@law.umaryland.edu">cedwards@law.umaryland.edu</a>   | <input type="checkbox"/> Public Interest<br>Contact: Teresa Schmiedeler<br><a href="mailto:tschmiedeler@law.umaryland.edu">tschmiedeler@law.umaryland.edu</a>                           |
| <input type="checkbox"/> Environmental Law<br>Contact: William Piermattei<br><a href="mailto:wpiermattei@law.umaryland.edu">wpiermattei@law.umaryland.edu</a>   | <input type="checkbox"/> U.S. Legislative/Congressional<br>Contact: Professor Michael Beland<br><a href="mailto:mbeland@law.umaryland.edu">mbeland@law.umaryland.edu</a>                |

4. Status during proposed externship: \_\_\_\_\_ (LD2 = 2 day LE2 = 2 eve LD3 = 3 day LE3 = 3 eve LE4 = 4 eve LLM)

5. A. Semester/Summer Session of proposed externship: \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer 20\_\_\_\_

B. Do you plan to take multiple experience-based courses (Externship, Practicum, Clinic) in the same semester? \_\_\_\_ Yes \_\_\_\_ No

*Students responding “yes” must have approval from Dean Gontrum.*

6. Workshop Instructor /Faculty Supervisor: \_\_\_\_\_

(See course catalog for scheduled externship workshops.)

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, e-mail address, and phone number:  
\_\_\_\_\_  
\_\_\_\_\_

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 our Policy on Statement 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 (unless we already have it). PLEASE ASK THE LAW SCHOOL PROGRAM CONTACT IF WE HAVE A RESUME ON FILE. **ASPER JUDICIAL EXTERNS MAY OMIT THIS ATTACHMENT.**
- D.  A copy of your current resume and law school grade report.
- E.  I understand that I must enroll in a concurrent externship workshop, or provide a copy of the tutorial plan and reading list approved and signed a 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, and to the appropriate law school externship contact.

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

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

\_\_\_\_\_  
Date

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

1 credit = 52 hours