

EXTERNSHIP EDUCATIONAL PLAN

This form must be completed prior to approval whenever a student requests externship credit at a site at which they have previously been an employee or volunteer. An externship must be a new learning experience for the student, and academic credit cannot be awarded for replicating work that the student has previously done. The student must be gaining additional legal skills or professional competencies for the placement to qualify for academic credit.

STUDENT NAME:	LAW SCHOOL YEAR:
NAME OF FIELD PLACEMENT:	

PREVIOUS EXPERIENCE AT PLACEMENT

Please answer the following questions with respect to any prior work (paid or volunteer) at the placement site. If you held different roles/titles at different periods of time, please include information for each and every role you had. **Attach additional pages if you held more than 2 positions at the site.** The list of your responsibilities should be at least as detailed as the information on your resume and be sufficient to convey the full range of your prior duties.

DATES:	TITLE:
DIVISION/DEPARTMENT/ PRACTICE GROUP:	SUPERVISOR(S) NAME AND TITLE:
RESPONSIBILITIES/TASKS:	
PAID OR UNPAID:	REASON FOR LEAVING:

DATES:	TITLE:
DIVISION/DEPARTMENT/ PRACTICE GROUP:	SUPERVISOR(S) NAME AND TITLE:
RESPONSIBILITIES/TASKS:	
PAID OR UNPAID:	REASON FOR LEAVING:

PROPOSED EXTERNSHIP

DATES:	SEMESTER:
PROPOSED SCHEDULE:	ANTICIPATED HOURS PER WEEK:
DIVISION/DEPARTMENT/ PRACTICE GROUP:	EXTERNSHIP SUPERVISOR NAME AND TITLE:
<p>RESPONSIBILITIES/TASKS TO BE PERFORMED DURING EXTERNSHIP -- List <u>specific</u> types of tasks and opportunities for observation that you will undertake during the proposed externship. Identify any lawyering skills that you will develop. Lawyering skills may include: legal analysis, legal research and writing, factual investigation, client counseling, negotiation, litigation skills (motion practice, trial work, discovery/deposition experience), advocacy writing, etc.</p>	
<p>HOW THIS WILL BE A NEW EXPERIENCE -- Please explain how this externship experience will differ from your prior experience in the placement, and what <u>new</u> lawyering or professional skills you will be developing.</p>	
STUDENT SIGNATURE:	DATE:
EXTERNSHIP SUPERVISOR SIGNATURE:	DATE:

PROFESSIONAL DEVELOPMENT STATEMENT [Required for Paid Externships Only]

Please explain why you believe this is the most beneficial experiential learning option for you. Please explain your overall career goals and how this externship will help you advance those goals. Address how you will diversify your legal skills and competencies through this placement. Explain how you intend to expand your professional skills and networks while externing at your current employer. If you have any personal circumstances that affect your ability to extern at another employer or participate in a Law School Clinic, you may include that information as well. This statement is required and should be at least 200 words.