

AGENCY EXTERNSHIP APPLICATION

Student Name: _____

Application Date: _____

Address: _____

Email Address: _____

City/State: _____

Zip: _____

Phone (Home): _____

Phone (Other): _____

Student ID No.: _____

Semester: _____

Placement Name: _____

Placement Address: _____

City/State/Zip: _____

Nature of Work to

be Performed: Civil

Criminal

Appellate

Placement Supervisor (Attorney): _____

Supervisor Phone: _____

Placement Supervisor email: _____

Time Period of Program: From: _____

To: _____

No. Hours per week: _____

No. of Units Desired: _____

Duties of Student

In Program:

Research _____

Writing (Memos/Briefs) _____

Drafting _____

Client Contact Observation Only

Contact with Opposing Attorneys Observation Only

Contact with the Public -- Explain: _____

Contact with Other Agencies Explain: _____

Legal Conferences Observation Only

Client Conferences

Negotiation Meetings

Transactional Closing

Legal Proceedings

Motions

Trials Observation Only

Observation Only

Observation Only

Depositions Observation Only

Appeals

Admin Hearings

Observation Only

Observation Only

Other Duties/Experiences (Explain): _____

Office Use Only	
<u>Placement Review - Questions for Agency Supervisor</u>	
_____	New Placement?
_____	Confirmation of Governmental Agency or Non-Profit Organization Status
_____	Confirmation that Student will not be Compensated
_____	Range of Student Duties Acceptable
_____	Commitment to Sufficient Supervision of Student
_____	Commitment to Provide Student Evaluations (Periodic; Final/Written)
_____	Commitment to Provide Confirmation of Student Work Hours
<u>Completion of Course Requirements</u>	
_____	Requirements Contract
_____	Journal
_____	Work Product Folder
_____	Writing Assignment #1
_____	Writing Assignment #2
_____	Final Paper
_____	Agency Visit
_____	Supervisor Eval/Hr. Confirm
_____	# of Units Approved
_____	Grade