

### **HOW TO APPLY TO EXTERNSHIPS (READ CAREFULLY BEFORE YOU FILL OUT APPLICATION BELOW)**

**Externship Process:** You can obtain an externship two ways: (1) The Externship Program Office can help you apply and obtain a position at an approved site (2) If you receive an offer outside of the normal externship application process, you can communicate with the Externship Program Office to find out if the placement is approvable for externship credit.

#### **How to Apply to Externships through the Externship Program Office:**

1. Review information on the Externship Program website and browse through the [Externship Site Database](#) to give yourself an idea of what opportunities are available.
2. Schedule an appointment here: [Appointments with Externship Faculty](#) if you have not met with the Externship Program Faculty members before.
3. Fill out the Externship Application Form and submit it to [externships@seattleu.edu](mailto:externships@seattleu.edu).
4. Once you are ready to begin gathering your application materials, make sure to review the "materials" portion of the site profile on the Externship Site Database.
5. Visit CPD to have your resume and cover letter reviewed. Make sure to incorporate CPD's feedback in your materials before submitting them to the Externship Program Office.
6. Email your application materials to the Externship Program Office at [externships@seattleu.edu](mailto:externships@seattleu.edu). The Externship Program Faculty members will do a final proofread before submitting your applications to the externship sites.

**IMPORTANT:** To secure a place in a given seminar you must submit the Externship Application Form and begin the process of applying to at least THREE sites within that area/seminar before the class fills. You can indicate which site is your first choice; we will send that one first only if there is plenty of time before the next semester, if not we will send out all three together. For each semester, you should begin by submitting applications for sites that fall within ONE area/seminar. Students externing at sites are assigned to a seminar based on the following categories:

#### Fall, Summer and Spring

- Legal Services Organizations and other Non-profits (Civil Seminar)
- Government Agencies and In-House Counsel's Offices (In-House/Government Seminar) \*Combined seminar in Fall/Spring and separate seminars in the Summer Semester
- Courts and Administrative Tribunals (Judicial Seminar)
- International Organizations and Tribunals (International Seminar)
- Criminal Defense and Criminal Prosecution (Criminal Seminar)

#### Spring Only

- Legislative and Lobbying Organizations (Legislative Seminar)
- Olympia Courts and Administrative Tribunals (Olympia Judicial Seminar)

#### **If You Received an Offer Outside of the Normal Externship Application Process:**

1. Review information on the Externship Program website.
2. Schedule an appointment here: [Appointments with Externship Faculty](#), if you have not met with the Externship Program Faculty members before.
3. Fill out the Externship Application Form and submit it to [externships@seattleu.edu](mailto:externships@seattleu.edu). In the email, please indicate where you are hoping to extern. The Externship Program Office will find out if the site can be approved for academic credit.

*NOTE: Like any other law school course, students cannot take the same externship seminar twice. For example, if you previously have done an externship at a criminal placement, you cannot earn credit again at another criminal placement but may apply to externships that fall into other seminar categories.*

## **STUDENT INFORMATION**

**Name:**

**Pronouns:**

**Address:**

**Phone:**

**Email:**

**Seattle U ID:**

We list previous extern names on the externship site profiles in order to make connections between future and past externs. Only **CURRENT** law students have access to the database; it is not accessible to the public.

**Please check this box if you do NOT want your name listed in the Externship Database:**

## **ACADEMIC INFORMATION**

**How many total academic credits will you have at the beginning of this externship?**

**Please list any previous externships or clinics and the credit amount you received:**

*Remember: all students have a total of 15 Experiential Learning Credits. Students in the top half of the class have 6 additional credits for a total of 21 Experiential Learning Credits. If you are not in the top half of the class and would like to use 21 credits, you can meet with faculty/staff at the Academic Resources Center to establish a bar success plan that may enable you to earn additional credits. (This is the same process for students in the lower half who would like to participate in a full-time externship.) Please do this early in the application process so you know if you will be approved to do up to 21 credits or a full-time externship.*

**Current GPA:**

**Expected Graduation Date:**

**Will you have paid employment during this externship?**

**If yes, how many hours?**

## **EXTERNSHIP SITE INFORMATION**

**Semester Applying:**

**If part-time, how many credits do you hope to earn?** (Summer 2 – 6 credits, Fall/Spring 2 – 11 credits):

**If full-time, how many credits do you hope to earn?** (Summer 7 or 8 credits, Fall/Spring 12 - 15 credits):

**Externship Seminar Applying:**

**Please list all the site names you initially would like to apply for. (This enables us to let you know if sites are not accepting for this semester). Please remember that you can only apply to sites within ONE area/seminar and you must pick a MINIMUM of THREE sites within that area OR If you already have an offer, instead please let us know the name of the site and your Externship Supervisor's contact information (if available).**

## EXTERNSHIP AGREEMENT

READ THIS PORTION OF THE DOCUMENT CAREFULLY BEFORE YOU SUBMIT THE FORM.

Unless you fulfill all of the criteria specified below you cannot participate in the Externship Program. It is your responsibility to certify your externship eligibility, as outlined below. Failure to accurately assess your eligibility may result in denial of academic credit for your externship. Please check boxes below.

General Externship Requirements (Full and part-time externs MUST fill out this portion)		
1.	<input type="checkbox"/>	I have met or am scheduled to meet with the Externship Faculty for at least one counseling appointment. I understand that my application will not be forwarded for consideration without the approval of the Externship Program.
2.	<input type="checkbox"/>	I understand that I must accept the first offer if applying to sites through the Externship Program.
3.	<input type="checkbox"/>	I have not previously worked (either for monetary compensation or as a volunteer) for this sponsor, or, if so, my proposed externship involves substantially different work from that done previously and I have received prior approval from the Externship Director.
4.	<input type="checkbox"/>	I am not receiving payment for this Externship.
5.	<input type="checkbox"/>	If I am in the top half of the class, I will not have taken more than 21 Experiential Learning Credits (includes Externships and Clinics) including this Externship. If I am in the lower half of the class, I will not have taken more than 15 Experiential Learning Credits unless I have a written approval waiver from the Dean of Student Affairs to use more credits.
6.	<input type="checkbox"/>	I will not be enrolled in both a Clinic and an Externship during the semester I am applying for. The only exception is the Arts Legal Clinic, which does not count as experiential learning credit.
7.	<input type="checkbox"/>	I understand that my externship is an academic course and that I must pay for the credits received.
8.	<input type="checkbox"/>	I understand that I am not permitted to take the same seminar twice. Thus, if I plan to do a second externship, I cannot receive credit if the second externship falls into the same seminar as my first externship.
9.	<input type="checkbox"/>	I understand that I should calculate how many hours per week I need to work each week based on the <b>total</b> (both graded and pass/fail) credits I receive. I will log the hours at my site each week and will not include seminar time in that log except for the first day intensive.
10.	<input type="checkbox"/>	I will attend the Externship seminar and successfully complete the class requirements.
11.	<input type="checkbox"/>	I am able to attend the intensive on the first Friday (spring and fall) or first Tuesday (summer) of the semester and have put the date in my calendar. (Course hours are frontloaded, and we will not be able to register you unless you can confirm you are able to attend. No make-up intensives will be offered.)

Part-time Externship Requirements (Only part-time credit externs MUST fill out this portion)		
1.	<input type="checkbox"/>	I have or will have completed my first year of law school (both regular and evening students) credits before beginning my Externship.

Full-time Externship Requirements (Only full-time credit externs MUST fill out this portion)		
1.	<input type="checkbox"/>	I have or will have completed 60 law school credits before beginning my Externship.
2.	<input type="checkbox"/>	I am in the top half of the class. If I am not in the top half of the class, I have met with the faculty/staff at the Academic Resources Center to create a Bar-Success Plan and received a written approval waiver from the Dean of Student Affairs to participate in a full-time externship.
3.	<input type="checkbox"/>	If I am planning this Externship for the last semester of my third year, I will have completed all my Law School requirements before the Externship.
4.	<input type="checkbox"/>	I understand that my obligations are to work on a full-time basis (regardless of credit amount) from the first week of classes through the end of the first week of the examination period for the semester in which I am enrolled in this Externship. However, I do not have to make up holiday hours, which are determined by the sponsor.

**Please submit this Application Form to the Externship Office electronically or in person**

*By checking this box, I attest that all information contained in this application is true and accurate*

**Date:**