**Individualized Externship**

**Application**

Students selected as externs in this course will work in an externship approved by the faculty supervisor. Externs should be assigned an attorney field supervisor who will provide the student with adequate supervision and meaningful learning opportunities, which might include conducting legal research, preparing legal documents, attending legal proceedings and/or meetings, interacting with other attorneys, and completing other work the field supervisor considers significant.

Although work will vary from externship to externship, we anticipate that each extern will be engaged in primarily lawyering work…work in which a lawyer might be engaged. Externs will be expected to maintain time records, and will also be required to write five reflective papers over the course of the semester. These papers must be promptly submitted, and failure to comply may result in failure of the course.

Externs are expected to work throughout the semester on a schedule agreed upon by the field supervisor, and approved by the faculty supervisor. Each credit is equivalent to 40 hours dedicated to the externship. Normal tuition rates apply. The externship will be assessed on the S/U scale based on criteria set forth in the course syllabus. The faculty supervisor will assign the grade, with input from the field supervisor. Grades will be based on factors including but not limited to performance, professionalism, and reflection.

Under the American Bar Association’s Standards, students may not receive monetary compensation for their work. Externs will be responsible for their own transportation, living arrangements, and other externship-related expenses.

Externs will be required to meet (either in person or by telephone) at least two times with the faculty supervisor during the semester. Students may also be required to complete independent research or writing assignments before starting their placement.

**Instructions**

* **Complete the entire application.** Incomplete applications will not be considered.
* **Answer all questions truthfully.** Any materially false or misleading statement will result in the applicant’s automatic disqualification and may result in referral to the Conduct Code or Honor Code investigator.
* **Include a written proposal** that includes the name and location of the externship, the name and contact information for the attorney field supervisor, the nature of the externship, the student’s obligations at the externship, the length of the externship, the number of hours per week that the student will work, and any other courses you intend to take during the semester. Please also include in this written proposal a brief statement of personal interest regarding the program.
* **Include a copy of your resume;**
* **Applications will be considered on a rolling basis as they are received; we encourage students to apply as soon as possible.**
* **Submit** your completed application to Professor Cynthia Batt, Crummer Hall 207. You may also submit the application (with attachments) electronically to [cbatt@law.stetson.edu](mailto:cbatt@law.stetson.edu), or you may leave the application with Faculty Support Services on the second floor of the Dana Administration Building.

**Individualized Externship**

**Application**

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Last Name First Name Middle Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address City State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@law.stetson.edu

Primary Phone Secondary Phone Email Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Graduation Date Current Cumulative GPA Class Rank

I am applying for following semester (circle one): Fall Spring Summer

I am a member of \_\_\_\_\_ *Stetson Law Review* or another law journal (specify which one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Specify any editorial position you hold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am a member of \_\_\_\_\_\_ Moot Court Board \_\_\_\_\_\_ADR Board \_\_\_\_\_Trial Team.

\_\_\_\_\_\_ I am in the J.D./M.B.A. dual-degree program.

\_\_\_\_\_\_ I have applied for another externship through the Stetson University Department of Clinical Education. Specify which externship(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This internship does not count for “classroom credits required for graduation.”**  Please consult the policy titled “Minimum Number of Classroom Credits Required for Graduation,” which is on the policies section, Student tab, of the intranet, and then answer the following questions:

How many non-classroom credits will you have completed by the end of the semester preceding the semester for which you are applying? \_\_\_\_\_\_

Other than this internship, how many *additional* non-classroom credits do you anticipate taking before you complete your J.D. degree? \_\_\_\_\_\_

**To participate in this externship, students must have completed all first-year required courses, including Legal Research & Writing II, and have at least 30 total credit hours.** Before the applicable semester, I expect to have successfully completed:

\_\_\_\_ **All first year required courses, including R&W II**

\_\_\_\_ **At least** **30 credit hours**

**\_\_\_\_ Professional Responsibility**

\_\_\_\_ **Administrative Law**

\_\_\_\_ **Bankruptcy**

\_\_\_\_ **Complex Litigation**

\_\_\_\_ **Corporations**

\_\_\_\_ **Commercial Transactions**

\_\_\_\_ **Criminal Procedure**

\_\_\_\_ **Employment Discrimination**

**\_\_\_\_ Employment Law**

\_\_\_\_ **Environmental Law**

\_\_\_\_ **Evidence**

\_\_\_\_ **Federal Taxation**

**\_\_\_\_ Immigration Law**

**\_\_\_\_ Insurance Law**

**\_\_\_\_ Intellectual Property (Copyrights, Trademarks,**

**and/or Patents)**

**\_\_\_\_ Interviewing and Counseling**

\_\_\_\_ **Land Use Planning**

\_\_\_\_ **Legal Drafting**

\_\_\_\_ **Pre-Trial Practice**

**\_\_\_\_ Remedies**

\_\_\_\_ **Sales and Leases**

\_\_\_\_ **Secured Transactions**

\_\_\_\_ **Securities Regulation**

**\_\_\_\_ Tax courses other than Federal Taxation**

**\_\_\_\_ Trusts and Estates**

\_\_\_\_ **Trial Advocacy**

\_\_\_\_ **Upper Level Writing Requirement (please specify**

**course) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please answer each question completely and accurately:***

**Are you currently, or have you previously been employed in a full-time employment or volunteer position? If yes, please provide details of the employment, including the nature of work and length of time employed.**

**List all activities or obligations that will require a significant commitment of your time during the applicable (period of participation) semester (e.g., advocacy board, law review, outside employment, family demands, or other courses).**

**Have you ever been investigated for a Conduct Code or Honor Code violation, or subjected to discipline at any educational institution after high school? This question includes any pending matters.**

\_\_\_\_ Yes \_\_\_\_ No ***If yes, submit a full statement of relevant facts on a separate sheet of paper.***

**Have you ever been convicted of violating a law or ordinance?**

\_\_\_\_ Yes \_\_\_\_ No ***If yes, submit a full statement of relevant facts on a separate sheet of paper.***

**Do you have any pending arrests, or are you the defendant in any open civil, criminal, or administrative proceeding in which it has been alleged that you (a) engaged in an act of violence, (b) used alcohol, (c) used or distributed illegal drugs or engaged in the illegal use or distribution of drugs, or (d) committed fraud, or (e) breached a trust or position of confidence?**

\_\_\_\_ Yes \_\_\_\_ No ***If yes, submit a full statement of relevant facts on a separate sheet of paper.***

**Have you ever lost or forfeited a professional license or been subjected to discipline as a licensed professional?**

\_\_\_\_ Yes \_\_\_\_ No ***If yes, submit a full statement of relevant facts on a separate sheet of paper.***

**Have you been discharged from the military on a less-than-honorable basis?**

\_\_\_\_ Yes \_\_\_\_ No ***If yes, submit a full statement of relevant facts on a separate sheet of paper.***

**By signing below, I affirm the following:**

* The information I have supplied in this application is complete and accurate.
* I have attached a copy of my transcript to this application.
* I understand that I am prohibited from receiving compensation for services performed in connection with my externship experience.
* I understand that conflict-of-interest rules prohibit me from providing services during the time I am working for the externship, either paid or pro bono, to any entity other than the externship with which I am placed, without first providing written notice to my externship and receiving permission from the externship and the College of Law to do so.
* I understand that I have a continuing duty to report employment to the College of Law throughout the applicable semester for which I am registered.
* I understand that I must immediately notify Professor Cynthia Batt if I wish to withdraw my application from consideration or am unable to complete my participation during the forthcoming/applicable semester.
* I understand that I must provide my own transportation to the externship and that I am responsible for externship-related expenses, such as parking, business attire, etc.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_