

Frequently Asked Questions (FAQ) for Students

What if my sponsor wants me to work “for the office” rather than for a single field supervisor? Some sponsors want to do this, and of course your work may be supervised by more than one person. Nevertheless, you must submit an agreement with a single field supervisor. It is a matter of accountability; if anything goes wrong, we need to have one point of contact.

What if my field supervisor does not want to supply a resume? The application form asks for a resume because this is a requirement of the University for all who teach our students. For the purposes of the Externship Program, the supervisor must be a licensed attorney, judge or professor. If there is a problem in obtaining a resume, it is acceptable simply to report the supervisor's qualifications (in many cases, the supervisor's job title reflects qualifications, such as judge, deputy district attorney, deputy public defender, or partner in a firm) and the supervisor's business address and phone number. You may also provide a printout from www.martindale.com or another web page that verifies the status of your field supervisor.

Is there a minimum page requirement for the writing component? There is no page limit. You may submit one sample, or several. Please submit a sample that is a good representation of the work you did during your externship and demonstrates strong academic and legal skills.

Is the application deadline flexible? No, because of ABA supervision requirements.

Can any of the work be completed after the semester is over? No. Work should normally begin on the first day of classes and be completed by the final exam period.

What about drops? Because an externship involves your commitment to the sponsor, you may not drop an approved externship without taking an F unless you obtain written consent of your field and faculty supervisors.