

# OVERVIEW OF THE EXTERNSHIP APPLICATION PROCESS

*It is presumed that all students will have read, be familiar with, and be in compliance with, the Externship requirements and procedures as set forth in the What's What.*

## 1. CHOOSING A PLACEMENT

At Lewis & Clark Law School, unlike many law schools, there are no “pre-selected” placements. Students are expected to research and choose their own placements. However, students are not expected to do this without guidance. The Externship web site and the Externship Handbook in the Career Services Office contain a listing of all the Externship placements to date. In addition, a few placements actually post Externship positions (though most do not, since they are usually ongoing positions), and you can find those on the Career Services Web Site. Also, the majority of government agencies and public interest organizations will take student Externs, even though they do not advertise for them.

A good place to look for potential placements in government positions is on the Career Services Website under the Government Honors Section and in PSLaw Net for non-profits. As for Judges, most federal judges and state court appellate judges will take Externs. You can find judicial information on the Career Services Website or in the Career Services Resources Library. Also, the Associate Dean for Career Services and faculty members are happy to make suggestions, and you should talk to the Associate Dean about how to approach prospective placements if you have any questions.

Your application to the placement should include a cover letter and resume at a minimum (if there is no posting stating other requirements), stating your interest in working as an Extern. There is a sample letter in the Externship Handbook in the Career Services Office. Be sure to include in your placement application the Information and Instructions for Externship On Site Mentors (a copy of which is also in the Externship binder) by way of explanation of the program, and direct the employer to the Externship web site. Once the employer has agreed to sponsor you as an Extern, you can give the attorney who will act as your on-site mentor the On-Site Mentor's Memorandum of Agreement and the On-Site Mentor Questionnaire, as well as the On-Site Mentor Handbook.

## 2. THE ON-SITE MENTOR

Detailed information about what to provide your on-site attorney (or judge) mentor is in the “What Goes in Your Application” section in this Packet. At the very least, you should have an interview with the attorney or judge who has agreed to mentor you in the Externship. Remember that this is more than “just a clerkship.” You are expected to be treated as part of the team, on the level of a first-year associate attorney or first year law clerk to a judge. The mentor is responsible for much more than mere supervision - mentors are expected to provide substantial time, effort and supervision over your work, to meet with you on a regular basis, and to ensure that you meet the goals for your Externship. If you get a sense that the office is extremely busy, that the mentor seems rushed, and is always having you deal with an office manager to “process” the Externship, or is not getting your paperwork back to you in a timely fashion, this should set off large warning bells that this may not be the placement for you. Make sure that *you* read the Supervising Attorney Handbook so that you know what is expected of on site mentors. Remember, even though the Faculty Curriculum Committee is the final arbiter of whether or not this Externship will be approved, the faculty has no way of knowing the true nature of the attorney's supervisory capabilities.

## 3. CHOOSING A FACULTY ADVISOR

You must have a faculty advisor who will guide you during your Externship experience, and who will supervise your paper upon completion of the Externship. Thus, you will want to choose someone who has some familiarity with the substantive area of your Externship. For judicial clerkships, just about any faculty member can act as a mentor. Be sure to set up a time to talk to the faculty member (don't catch the person on

the fly!). Talk to the professor about the Externship placement, the supervising attorney, what you hope to accomplish, and why you want the Externship. Be sure you have the Supplemental Registration form with you so that the Faculty Advisor can sign it. A list of faculty who have advised student Externs is in the Externship Handbook binder. If you have any questions or concerns, you can always talk to the Associate Dean.

#### **4. TALKING TO THE ASSOCIATE DEAN**

Setting up a pre-Externship appointment with the Associate Dean for Career Services is mandatory. It is also required that you read, and are familiar with, the Externship requirements, most specifically the requirements for your particular Externship, prior to your meeting with the Associate Dean. This meeting should be set *well in advance* of contacting a placement - you do not want to have a situation where you get something with a placement set up only to find out that your proposal may not have a chance of succeeding. Also, your appointment with the Associate Dean can cover such things as your pre-requisite courses, any additional concerns you may have (e.g., you are on law review the semester you will be on the Externship and want special permission to continue, etc.)

#### **5. COMPLETING THE EXTERNSHIP APPLICATION**

After you have met with the Associate Dean, contacted the placement, secured an on-site mentor and given the mentor the paperwork, and found a faculty advisor, you need to assemble the rest of the materials required in the application. There is a checklist for you to use to make it easy. Note that students must submit a "brief" (which is more like an essay) to accompany the application. Pay close attention to the information in "What Goes in Your Externship Application" - sloppy or inadequate briefs will be rejected.

#### **6. ATTENDING THE CLASSES**

Attendance at all Externship classes is mandatory. Externs are required to attend a two-hour pre-placement class prior to applying for an Externship. You can find the date for the class on the web site or get the schedule from the Associate Dean. Once you have applied, you are required to attend each class session unless you have an unavoidable personal emergency. (Conflicts with other activities are not classified as emergencies. If you have a class scheduling conflict, you must get permission from the Associate Dean.) Failure to attend the classes can result in not receiving credit for the classroom component of the Externship.

#### **7. APPROVAL OF THE EXTERNSHIP**

Externship Applications must be received before or on the deadline date. No exceptions. Once they are received, they are reviewed by the Associate Dean, who then makes recommendations to the Curriculum Committee. The Curriculum Committee then meets with the Associate Dean, and the Committee makes decisions on the Externships. Usually the entire process takes less than two weeks. Once the Externship decisions have been made, students are notified by the Associate Dean. The Associate Dean then sends notice letters to all of the placements. Students are then given instructions about subsequent classes, a Handbook, and additional information. There are no appeals of Curriculum Committee decisions - they are final. Rarely are Externship applications denied, *if*: all the criteria have been met, the application is complete, without error and a quality product, the Committee is convinced the placement and on-site mentor are of superior quality, and the application is submitted in a timely fashion.

#### **8. YOUR EXTERNSHIP**

Students should read and become familiar with the Externship Student Handbook, which provides valuable information about working with supervisors, fellow workers, the faculty advisor, and journal-writing. The Associate Dean is always available to answer any questions and deal with any problems that might arise.

# WHAT GOES IN YOUR EXTERNSHIP APPLICATION

*Before you apply for an Externship, it is imperative that you read the "What's What" and the Externship Handbook in the Career Services Resources Library. The following must go into your application packet that you submit to Associate Dean Libby Davis. The "Student Externship Checklist" will help you keep track of everything you need before you submit the application, and must be submitted with your application. A copy of that checklist is included in this Application Packet.*

## 1. A BRIEF DESCRIBING YOUR ACADEMIC GOALS

Your brief is your introduction to the Curriculum Committee, and the first and only impression they will have, of your Externship. It is extremely important that it is thorough, well-written, well-thought out and executed; grammatically correct and touches on *all* the required points! Poorly-written briefs, regardless of the candidate's other qualities, have caused would-be Externs to blow their chances of securing an Externship.

You must write a brief (no less than three pages, double-spaced) describing:

1. The academic goals you hope to achieve through the work of the Externship and how your particular Externship meets the general educational objectives of the Externship program (giving specific examples of what you believe you will be doing in the Externship placement that will help you meet those goals);
2. What work (coursework, legal experience, other experience) demonstrates your background, interest and preparedness for this particular Externship experience;
3. Why you believe that course work offered at the Law School will not be sufficient for you to obtain the objectives you hope to meet through the Externship;
4. You also must include information on the writing requirement (WIE or Capstone paper) that you have completed, the name of the course, the professor, and when the paper was finished. (Example, "WIE writing requirement completed Fall 2009, Professor Blumm, Pacific Salmon.") If you still are in the process of completing your writing requirement, state the course, professor, and anticipated date when the paper will be finished. Sample student briefs are contained in the Externship notebook for every kind of Externship. Do *not* state that the Externship will "help you get a job." The purpose of the Externship is educational, and is not viewed as a way for you to secure a legal position after school. You can, however, give examples about how the Externship will give you valuable training for the career that you want to pursue.

## 2. WRITING SAMPLE

You must submit a writing sample demonstrating solid legal reasoning and analysis. It should be short – 5 to 7 pages – and preferably from an independent study, seminar, class paper or from a work memorandum. You can use a sample from your WIE or Capstone paper. If you excerpt a section from a paper longer than 8 to 10 pages, attach a cover memorandum setting the excerpt in context. You must identify what the sample is from.

## 3. THE ON-SITE EXTERNSHIP MENTOR

Prior to submitting an application, you *must* give the Externship mentor a copy of the Information and Instructions for Externship On Site Mentors, a copy of the *What's What* section on Externships (provided in your application materials), the On-Site Mentor Memorandum of Agreement, and the On-Site Mentor Workplace Questionnaire. The on-site mentor is required to write a letter addressing *each* question in the

form, to Associate Dean Libby Davis. At a minimum, it must include a detailed description of the type of work the extern will do and, to the extent known, any specific assignments that are contemplated. A full explanation is contained in the Memorandum. *There are sample letters contained in the Externship Handbook that you are free to copy. It is highly recommended that you make a copy of one of these and give it to your on site mentor as an example to follow in completing the questionnaire. If the Mentor letter is inadequate, your Externship may be denied!* You should provide the mentor with these materials *plus* a stamped envelope addressed to you, as a courtesy to the mentor. The letter, along with the signed On-Site Mentor Memorandum of Agreement, must be returned to you and be submitted with your application materials in order for your Externship to be considered. For international Externships only, an emailed version of the letter to Associate Dean Libby Davis is acceptable as long as the hard copy is sent as well.

#### 4. RESUME

You must submit a current resume detailing both your educational and work history. Be sure and include experiences that may be related to the work you will be doing in the Externship or relevant to it, if you have some. Sample resumes are in your *Career Services Handbook*.

#### 5. \_\_\_\_\_ TRANSCRIPT

An unofficial transcript, including a print-out from WebAdvisor, is ok.

#### 6. CURRENT CLASS SCHEDULE

\_\_\_\_\_ Submit a schedule of the classes you are *currently* enrolled in. You can obtain this from the Registrar's office or print it out from WebAdvisor.

#### 7. SUPPLEMENTAL REGISTRATION FORM

This form *must* be signed by your faculty advisor. It summarizes where you plan to be, and shows that you have a faculty advisor. This form is included in this student application packet. It goes without saying that you need to discuss the Externship in detail with the faculty member and receive their approval and their signature prior to submitting your application. Please note that the Supplemental Registration Form DOES NOT constitute registration for an Externship. Students proposing Externships *must* register during the normal course of events for the course selections they plan to take if their Externship is not approved. Once their Externship is approved, the Registrar then withdraws the course selections and supplements them with the Supplemental Registration Form for the Externship Semester.

#### 8. CHECKLIST

\_\_\_\_\_ Be sure you have filled out *all* the information on the checklist; filling in *every* blank, including the on site mentor's email address, etc., and the section asking for each of the pre-requisite classes you have taken to fulfill the Externship requirements.