



CAREER PLANNING CENTER NEW EXTERNSHIP PROPOSAL

EXTERNSHIP PLACEMENT PROPOSAL

To be completed by the proposed Field Supervisor and submitted to the Externship Director.

We (I) wish to establish an externship placement relationship with Valparaiso University School of Law. We (I) submit the following information to the Curriculum Committee and Faculty for use in considering whether to establish an externship relationship.

1. _____
Name of Proposed Field Supervisor Telephone _____

Name of Organization FAX _____

Street Address E-mail _____

City, State, Zip Date of law school graduation
2. Name and title of any other person(s) affiliated with the placement site, who will also supervise legal externs:

3. What is the category of your work? Public Sector ____ Judicial ____
Briefly describe the nature of your organization's work, or attach a firm resume.
4. Please attach the resume or CV of the Field Supervisor.
5. Check the basis on which you are seeking approval as an externship placement site.
Intermittent placement ____ Ongoing, if mutually satisfactory ____ One-time only ____
6. Student externs are not to be paid; they receive academic credit (1 cr. per 45 hrs. work). Check the range of credits for which you are willing to accept a student extern.
1 credit (45 hrs.) ____ 2 credits (90 hrs.) ____ 3 credits (135 hrs.) ____
7. How many student extern positions do you have? _____
8. Check which semesters positions will be available. Fall ____ Spring ____ Summer ____
Which semester and year would you like to offer the first externship? _____

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656 S. GREENWICH ST. | WESEMANN HALL, ROOM 125 | VALPARAISO, IN 46383
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9. Please describe the type of work experience the student extern would have, and describe the written work product that the student extern would produce.

10. The externship is well rounded if it offers a variety of practical learning experiences. Check the opportunities listed below that will be available to your student extern.

- | | | |
|--|--|--|
| <input type="checkbox"/> draft legal documents | <input type="checkbox"/> argue motions | <input type="checkbox"/> research legal issues |
| <input type="checkbox"/> observe oral argument | <input type="checkbox"/> observe trials | <input type="checkbox"/> draft memoranda |
| <input type="checkbox"/> prepare for trial | <input type="checkbox"/> write trial briefs | <input type="checkbox"/> write opinions |
| <input type="checkbox"/> observe chambers conferences | <input type="checkbox"/> observe negotiations | <input type="checkbox"/> observe mediations |
| <input type="checkbox"/> participate in pre-trial or case status conferences | <input type="checkbox"/> negotiate | <input type="checkbox"/> mediate |
| <input type="checkbox"/> interview witnesses | <input type="checkbox"/> work with clients | <input type="checkbox"/> diagnose a client's problem |
| <input type="checkbox"/> conduct administrative hearings | <input type="checkbox"/> attend in-house training | <input type="checkbox"/> participate in bar association activities |
| <input type="checkbox"/> conduct trials | <input type="checkbox"/> write appellate briefs | <input type="checkbox"/> argue motions or appeals |
| <input type="checkbox"/> conduct discovery | <input type="checkbox"/> attend CLE activities | <input type="checkbox"/> draft legislation |
| <input type="checkbox"/> develop case strategy | <input type="checkbox"/> observe arbitrations | <input type="checkbox"/> conduct arbitrations |
| <input type="checkbox"/> counsel on preventative law | <input type="checkbox"/> observe local government meetings | <input type="checkbox"/> participate in local government meetings |
| <input type="checkbox"/> other: _____ | <input type="checkbox"/> other: _____ | <input type="checkbox"/> other: _____ |

11. Describe the frequency and type of contact the student extern will have with the Field Supervisor.

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12. If your placement has participated in externship programs with other law schools, please list the schools below along with the name and telephone number of that school's contact person.

Law School

Contact Phone

Law School

Contact Phone

Law School

Contact Phone

Law School

Contact Phone

13. If applicable, please describe some examples of your pro bono activities that would be appropriate for student externs.

14. Please list any law school course pre- or co-requisites for placement with your organization.

Pre-requisites: _____, _____, _____

Co-requisites: _____, _____, _____

15. How would you like student externs chosen?

Chosen by faculty supervisor

On-campus interview (after receipt of resumes)

Interview at placement (after receipt of resumes)

Telephone interview (after receipt of resumes)

Which Valparaiso Law student (if any) is interested in this externship? _____

16. How do you intend to incorporate a student extern into your professional life (job shadowing, independent assignments, etc.)?

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17. If your placement is outside Indiana, what is the student practice rule in your jurisdiction?
18. Would your student extern need to qualify under the student practice rule (student must be accompanied by an attorney in court)?
19. Attach any other information that you would like to be made available to the Curriculum Committee and prospective student externs.

_____ Date: _____
Field Supervisor Signature

Name - Printed

Title

If student initiated, student must attach a letter of intent explaining the reason for this externship proposal and their expectations of how this externship will benefit their educational experience.

Return to:
Lisa Cannon
Director of Experiential Education
Valparaiso University School of Law
656 S. Greenwich St.
Valparaiso, IN 46383
Phone: 219-465-7816
Fax: 219-465-7914
Email: Lisa.Cannon@valpo.edu

Deadline to submit written proposal for a new externship for the following summer and fall is February 10; for the spring is October 10.

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