

Procedures to Secure an Externship

Step 1: Before securing an externship, you must see Lisa Cannon, Director of the Externship Program.

Step 2: Check the availability of an externship on the Career Planning bulletin board.

Step 3: Check with Lisa Cannon about the application process.

Step 4: Once you have been approved or selected for the externship, complete the Externship Registration form available from the Lisa Cannon or online at www.valpo.edu/law/academics/externships

a) Form needs to be signed by Lisa Cannon.

b) Take form to the Registrar's Office for approval and registration.

Step 5: Attend the mandatory externship session scheduled by Lisa Cannon.

Step 6: Should you find it necessary to drop your externship, you must first see Lisa Cannon.