REQUEST FOR APPROVAL AS EXTERNSHIP SITE (SPONSOR ORGANIZATION)

Note: New and renewing externship sites must be pre-approved before students may register for an externship. To ensure sufficient time for the pre-approval process before each academic quarter, requests for pre-approval must be received by the Externship Program Office according to the following schedule:
- **May 15** (Summer Quarter, early-June through late-August)
- **August 15** (Autumn Quarter, late-September through mid-December)
- **November 15** (Winter Quarter, early-January through mid-March)
- **February 15** (Spring Quarter, late-March through late-May)

Proposed externship placements are required to provide malpractice insurance for students working for academic credit or volunteering, as the UWLS does NOT provide malpractice insurance.

SPONSOR ORGANIZATION/FIELD SUPERVISOR

The following sponsor organization and field supervisor request approval as an externship site:

Sponsor Organization: __________________________  Field Supervisor: ________________________
Division/Section: ______________________________  Field Supervisor Title: ___________________
Address: ______________________________________  Phone: ____________________________
____________________________________________  Fax: _________________________________
____________________________________________  Email: _____________________________

Please check any of the following that apply:
☐ We have participated in the UW Law School Externship Program in the past.

☐ The prospective field supervisor has received a copy of the Field Supervisor Handbook, by hard copy or electronically, and understands the UW School of Law’s expectations for Field Supervisors.

☐ We have a formal internship program.

Please describe the nature of the legal work student will be expected to perform (attach job description, if available): __________________________

________________________________________________________________________________

The prospective Field Supervisor is (attach resume or curriculum vitae, if available):
☐ A judge  ☐ An attorney
☐ With ____ years experience working at this organization
☐ Will be housed at the same location as the student extern

For office use only:
Approved ☐  Not Approved ☐  Reason not approved __________________________________________
Date ____________________