REQUEST FOR APPROVAL OF EXTERNSHIP SITE (STUDENT)

Note: This form must be submitted to the Externship Program Office at least one month before the beginning of the quarter in which the student seeks to do an externship.

STUDENT INFORMATION
Name ___________________________ Student ID # ___________________________
E-mail ___________________________ Phone ___________________________
Current class year ___________________________ Anticipated date of graduation ___________________________
Signature ___________________________ Today’s Date ________________

 SPONSOR ORGANIZATION/FIELD SUPERVISOR

I request that the following sponsor organization and field supervisor be approved as an externship site:

Sponsor Organization: ___________________________ Field Supervisor: ___________________________
Division/Section: ___________________________ Field Supervisor Title: ___________________________
Address: ____________________________________ Phone: ___________________________
_________________________________________ Fax: ___________________________
_________________________________________ Email: ___________________________

☐ I have ALREADY been offered a position with this organization, and I would like to do the externship during ________________ Quarter 20 ___.

☐ I have NOT YET been offered a position with this organization, but I am interested in doing an externship during ________________ Quarter 20 ___.

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

________________________________________________________________________

________________________________________________________________________

☐ I have ALREADY met with the prospective field supervisor, and I have provided the prospective field supervisor with a copy of the Field Supervisor Handbook, by hard copy or electronically.

☐ I have NOT YET met with the prospective field supervisor.

The Field Supervisor is (attach resume or curriculum vitae, if available):

☐ A judge   ☐ An attorney
☐ With ______ years experience working at this organization
☐ Is housed at the same location as the student extern

For office use only:
Approved ☐ Not Approved ☐ Reason not approved ______________________________________________________
Date ___________________________