

## PROPOSED NEW OR SUMMER EXTERNSHIP APPLICATION

To apply for a new or summer externship placement, complete the following application and submit it to Brenda Porter, Recruitment Manager, Career Services Office at [bzp72@psu.edu](mailto:bzp72@psu.edu)

**Preferred course:**

LOCAL EXTERNSHIP IN FALL OR SPRING

☐ SUMMER EXTERNSHIP

SEMESTER IN WASHINGTON, D.C.

EXTERNSHIPS EVERYWHERE   
Only answer the following if you selected Semester in Washington, D.C. or Externships Everywhere:

* Name of Penn State Law faculty advisor for your paper (individual research and writing seminar or independent study). For policies regarding these two options, please see the PSL website for details. Click or tap here to enter text.
* Name of Penn State Law faculty advisor for your paper. Click or tap here to enter text.

*If you do not have an advisor in mind, please contact the Externships Director or Associate Dean for Academic Affairs for advice.*

**Preferred Semester and Year:**

FALL Click or tap here to enter text.

SPRING Click or tap here to enter text.

SUMMER Click or tap here to enter text.

**# of Credits desired\_\_\_\_\_\_\_\_**

**Penn State Law Proposed New or Summer Externship Application**

**Student Name:** Click or tap here to enter text. **Graduation Year:** Click or tap here to enter text.

Externship Placement Employer: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone # Click or tap here to enter text.

Fax # Click or tap here to enter text.

Preferred weekdays and hours for law student Extern to be in the office:

Click or tap here to enter text.

Supervising AttorneyName: Click or tap here to enter text.

Email: Click or tap here to enter text.

Attorney ID #: Click or tap here to enter text.

Bar Admission Date: Click or tap to enter a date.

State: Click or tap here to enter text.

**\*Please attach the Supervising Attorney’s resume, or provide comparable information here:**Click or tap here to enter text.

I certify that the law student Extern ***will*** receive compensation for externship fieldwork.

I certify that the law student Extern ***will not*** receive compensation for externship fieldwork.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Supervising Attorney

**Supervising Attorney:**

Please describe the externship placement entity (for example, the nature of their legal work, organizational structure if relevant to the supervision of a legal extern, and whether the organization has had law student externs in the past):

Click or tap here to enter text.

Please describe the various lawyering experiences the student will engage in at the externship placement:

Click or tap here to enter text.

Please describe the work space that the student will occupy (including computer access, phone access, legal research materials, etc.

Click or tap here to enter text.

## Expectations of Externship Supervising Attorney

The Supervising Attorney agrees:

1. To provide opportunities for the Extern to perform legal work typically done by an entry level attorney under the supervision of an attorney, observe the day to day work of licensed attorneys, and to participate and observe the work of the placement entity.
2. To supervise the Extern, meet with the Extern regularly to discuss assignments, provide written and oral feedback. Supervision by the Externship supervising attorney can be delegated to another attorney at the placement with corresponding feedback on particular assignments, work reports, and evaluations.
3. The Extern should have the opportunity to participate in and receive instruction concerning client interviews, discovery, arbitration, negotiation, pre-trial conferences, witness preparation, fact investigation, strategy sessions, and trial preparation.
4. To give the Extern opportunity, if they are certified as a student legal intern, to represent eligible clients or governmental agencies in formal legal proceedings with attorney supervision consistent with Rules 321 and 322 of the Pennsylvania Bar Admission Rules or another state's rules governing the practice of law. Penn State Law will assist in obtaining certification for any Extern who has completed three semesters and is academically eligible for student intern certification.
5. To permit an Extern who is not eligible for certified legal intern status to observe and receive instruction concerning administrative and judicial proceedings.
6. To notify the Externships Director and Faculty Supervisor if the Extern is not performing competently at any time during the externship.
7. To provide the Extern with adequate work space, a safe environment, and research facilities.
8. To provide malpractice insurance to the extent required by the placement entity. Penn State Law does not provide malpractice insurance for student externs.
9. To agree that the externship is primarily for the educational benefit of the Extern and that the Extern is not displacing or substituting for any employees.

11*.* To complete written evaluations of the Extern’s progress at the middle and end of the term. Written evaluation forms will be provided by Penn State Law; the Placement Supervisor will complete the form and return it to Penn State Law.

**Expectations of the Extern:**

1. To work for either: a) 8 consecutive weeks, for at least 30 hours per week [Summer for 3 credits];

b) at least 10 hours per week [Fall or Spring semester for 3 credits] OR   
 c) a proportionately lower or higher number of hours per week   
 (or more or fewer weeks), if fewer or more credits are being earned.

2. To comply with all applicable rules of the Placement entity.

4. To attend and participate in any required orientation and other classes, tutorials, or other

reflection sessions convened by the Penn State Law Externships Faculty.

5. To timely submit all required written assignments including: a Learning Agenda identifying

your goals, self-evaluations, timesheets and work reports, reflection essays, and if assigned, a

research paper on a topic of substantive law related to your placement.

6. To participate in ongoing communication with your Supervising Attorney and your assigned

Penn State Law Faculty member(s), including your self-evaluations and other feedback

opportunities as directed by the Faculty.

7. To complete all legal tasks as assigned and supervised by the Supervising Attorney or their

designee. The Extern will not take independent legal action without supervision of the

Supervising Attorney or her designee.

8. To review and act in accordance with the Placement entity’s jurisdiction's rules of legal

professional conduct, and all applicable workplace rules of the Placement entity.

9. To attest that the Extern will not take a bar examination during the externship.

10. To immediately notify the Supervising Attorney and the Penn State Law Faculty if the Extern

learns that he or she is no longer in good academic standing.

1. To successfully complete all prerequisites for the Externship Placement as directed by   
    Penn State Law, before beginning the Externship Placement.

**Expectations of Penn State Law:**

1. To provide at least one law school faculty member as the student's Externship Faculty, who will:
2. Evaluate the Extern’s performance in consultation with the Supervising Attorney;
3. Review, evaluate and respond to all written Learning Agendas, Self-Evaluations, Reflection Essays, Work Reports, and time records submitted by the Extern; and

1. Assist the Extern with any questions or concerns in connection with the externship placement and help resolve any questions or concerns with the externship.
2. To provide computer-assisted research access to the Extern for educational purposes, which include any work-related matters handled as part of the Externship course. Access to and for computer-related research will be in accordance with all applicable policies of Penn State Law, Westlaw, Lexis Nexis (or other applicable vendor), and will not extend to any non-educational purpose.
3. To provide access to the Penn State Law Library facilities to the Extern for the purpose of research on matters related to the Externship.
4. To provide student evaluation documents to the Supervising Attorney and the Extern, and to maintain confidentiality of the evaluations if requested.

**Externship Supervising Attorney:**

I confirm that I have read and agree to the hereinabove requirements of Penn State Law’s Externship Program:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Printed Name: Click or tap here to enter text. Email or Phone:Click or tap here to enter text.

(Best way to reach you)

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**Student:** return this entire application to Brenda Porter, Recruitment Manager, Career Services Office at [bzp72@psu.edu](mailto:bzp72@psu.edu)