



Extern Program

1. ORGANIZATION INFORMATION.

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Fax No: _____

2. FIELD PLACEMENT SUPERVISOR INFORMATION.

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Attorney License #: _____
E-mail: _____

Number of years practicing law (5 years minimum) or, if a judge, number of years on the bench:

Number, if any, of externs or interns that you have previously supervised: _____

3. STUDENT EXTERN INFORMATION.

3.1. Number of Externs. Indicate the number of externs you or your organization is willing to accept:

Summer Externship: _____
Spring Semester Externship: _____

3.2. Minimum Qualifications. Describe any qualifications you require for an extern, such as class year(1L or 2L), class rank, course prerequisites, Idaho Bar Rule 221 Legal Intern License (or equivalent for applicable jurisdiction), etc:

3.3. Contents of the Student Extern Application. Indicate the information that you require to be included in student extern applications:

☐ Resume

☐ Cover Letter

☐ References

☐ School Transcript

☐ Writing Sample

☐ Other – Please describe:

3.4. Student Interview. The External Programs Director will make initial placement decisions and will forward to you only those applications that we determine are an appropriate match given our educational goals. You and your organization will make all final decisions regarding acceptance of students as externs. Do you wish to interview students we determine may be an acceptable placement with your organization?

☐ Yes

☐ No

4. DESCRIPTION OF ORGANIZATION’S EXTERNSHIP PROGRAM.

4.1. Plan of Supervision. On an attached sheet, please briefly describe how you plan to supervise the extern. Include your procedures for orientation, training, evaluation, and feedback.

4.2. Other Supervisors. If other attorneys, clerks or judges will be providing supervision of the extern, please provide for each supervisor (on an attached sheet) the information requested in Section 2 above.

4.3. Extern Duties. On an attached sheet, please describe the extern’s duties and educational objectives associated with them.

4.4. Substantive Areas. Describe the substantive areas of law that the extern may expect to encounter:

4.5. Skills. Indicate the skills that the student may expect to encounter:

Legal Research
Writing
Negotiations
Client Interviews/Counseling
Trial Advocacy/Litigation
Legal Presentations/Public Speaking
Fact Investigation
Other – Please describe:

4.6. Physical Setup. Please describe the physical area where the extern will be located and the resources available (e.g. private office with a telephone, computer, and desk; access to support staff; etc.):

5. SIGNATURE.
My signature, or my delivery via e-mail to the College of Law, signifies my agreement to abide by the College of Law’s Supervisor Guidelines for externship supervision, which I have reviewed.

Dated: _____
(Signature of Supervisor*)

*If the application is returned via email, no signature is required. Applications may be sent to the Director of Summer Externship c/o Trapper Stewart, tstewart@uidaho.edu , or by facsimile to (208) 885-5709.