

STUDENT EXTERNSHIP APPLICATION – NON-SIP

1. REQUIRED DOCUMENTS.

Please upload the following documents to Symplicity under each of the three externship position postings you are applying for (and have listed on page 2 of this Application). These documents are due on the same date as your application (for summer externships this is usually the first Friday in February). *If you have arranged your own externship you do not need to submit these documents*, but you still need to submit an application to the Externship Coordinator by the end of March and you need to coordinate your supervisor's completion and return of the Supervisor Application form available on the law school's website at <http://www.uidaho.edu/law/academics/clinicsprofessionalskills/externships.aspx>.

- Resume along with a list of three references, in .pdf format
- Transcript in .pdf format
- Writing sample in .pdf format, *if available*
- *Do not* submit a cover letter with your application; those will be submitted at a later time.

2. STUDENT INFORMATION.

Name: _____ Student ID: _____

Current Semester Contact Information:

Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
E-mail: _____

Externship Residence Contact Information (if known):

Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
E-mail: _____

3. PLACEMENT INFORMATION.

Class year: ____ (i.e. 1L/2L)

Program: ____ 975 - Summer Public Service Externship (5 classroom credits)
____ 973 - Summer Public Service Externship (desired non-classroom credits ____)
____ 973 - Academic Year Public Service Externship (desired non-classroom credits ____)
____ 972 - Academic Year Legal Externship (1 non-classroom credit)

Please review the course descriptions at <http://www.uidaho.edu/law/academics/clinicsprofessionalskills/externships/courses> for detailed information about each course.

A. EXISTING PLACEMENT.

☐ I have an existing placement with the following supervisor/agency:

Supervisor Name: _____ # of Years licensed: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

☐ Request for Director Match Placement (limited to posted match positions): ☐

Desired Placement Location (City, State): _____

Second Choice Placement Location (City, State): _____

List three Externship choices by organization or practice area and identifying information of Supervisor, if known. If this is a self-placement position, please list your supervisor's information under the "1st Choice" section and check here: _____. Please review the supervisor guidelines at <http://www.uidaho.edu/law/academics/clinicsprofessionalskills/externships> to make sure your supervisor meets the program's requirements.

1st Choice: _____

Supervisor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

2nd Choice: _____

Supervisor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

3rd Choice: _____

Supervisor: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

Please briefly state why you have chosen a particular city and state (e.g., are you limited by financial resources or family circumstances to a particular city?) and explain why you want to work for the offices/supervisors you have listed. If possible, include your career goals in your statement.

4. SIGNATURE.

Dated: _____, 20____
(Signature of Student)

Submit your completed application in hard copy to the front office to be placed in Trapper Stewart's mail box, or by email to Trapper Stewart at tstewart@uidaho.edu . Upload your resume and any other materials required for a particular externship to Symplicity. All questions that involve how to post or changes things on Symplicity, the correct format for a resume or cover letter, and what kind of writing sample employers expect, should be directed to Anne-Marie Fulfer in Career Services at amfulfer@uidaho.edu.

When you submit the application use your UI College of Law email address and insert a /s/ in the signature line of this form, then you do not need to sign the form.