

SUMMER EXTERNSHIP APPLICATION

DO NOT APPLY FOR EXTERNSHIPS IF YOU ARE ALSO APPLYING FOR INTERNSHIPS. IF YOU DO NOT FIND AN INTERNSHIP YOU MAY THEN APPLY FOR AN EXTERNSHIP. YOU MUST REGISTER FOR AN EXTERNSHIP COURSE IF YOU ARE ACCEPTED IN A PLACEMENT.

1. REQUIRED DOCUMENTS.

Please upload all of the following documents to Symplicity under each of the three externship position postings you are applying for (and, thus, have listed on page 2 of this Application). *These documents are due on the same date as your application (this date varies but is typically the last week in January or the first week 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 Instructor by March 15th and you need to coordinate your supervisor's completion and return of the Supervisor Application form, available on the law school's website.*

- Resume along with a list of three references, in PDF format,
- Transcript in PDF format (an unofficial transcript is fine),
- Writing sample, in PDF format, if one is required for the position, and
- Cover letter, written specifically for and addressed to the supervisor listed on the Symplicity posting (*i.e.*, no generic cover letters).

2. STUDENT INFORMATION.

Name: _____ UI Email: _____

Phone #: _____ Current GPA¹: _____

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

Number of Credits (that you wish to take for your externship): _____

Course:

____ 975 - Summer Public Service Externship (classroom credit course)

____ 973 - Summer Public Service Externship (non-classroom course)

Please review the course descriptions at

<http://www.uidaho.edu/law/academics/practical-skills/externships>

for detailed information about each course.

¹ 2.2 minimum GPA required for first year law students.

3. PLACEMENT INFORMATION.

A. EXISTING PLACEMENT.

☐ I have an existing or self-placement² with the following supervisor/agency:

Supervisor Name: _____ # of Years licensed: _____

Agency: _____

Address: _____

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

☐ Request for Placement from Symplicity Options:

Desired Placement Geographic Location (City, State): _____

Second Choice Placement Location (City, State): _____

List three externship choices by organization or practice area and identifying information of supervisor and office, from Symplicity postings.

1st Choice: _____

Supervisor: _____ Office/Agency: _____

2nd Choice: _____

Supervisor: _____ Office/Agency: _____

3rd Choice: _____

Supervisor: _____ Office/Agency: _____

² Please review the supervisor guidelines at

<http://www.uidaho.edu/law/academics/clinicsprofessionalskills/externships>

to make sure your supervisor meets the program's requirements. Remember, you cannot extern for a family member or for a private law firm or entity in the summer program.

Please briefly explain below 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. CERTIFICATION OF RESUME REVIEW & SIGNATURE.

I hereby certify that on _____(date) my resume was reviewed by

_____ Anne-Marie Fulfer (amfulfer@uidaho.edu) or _____ David Church from the Career Development Office. I understand that the Externship Instructor and/or Career Development Office may check the accuracy of this statement and I certify that the information provided is accurate to the best of my recollection.

_____ (Signature of Student)

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.

Submit your completed application via email to **Professor Sunil Ramalingam** at sunilr@uidaho.edu for all summer externships . Remember to upload to Symplicity your resume and any other materials required for a particular externship.

All questions that involve how to post or change 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 or David Church in **the Career Development Office**.