



Extern Program

## EXTERNSHIP SUPERVISOR APPLICATION

### 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 to supervise limited license legal intern) 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 226 Legal Intern License (or equivalent for applicable jurisdiction), etc:

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

<input type="checkbox"/> Resume	<input type="checkbox"/> School Transcript
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Writing Sample
<input type="checkbox"/> References	<input type="checkbox"/> Other – Please describe:

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**3.4 Background Check.** Does your organization run a background check?

Yes       No

If yes, please describe any disqualifying factors:

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**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:

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**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:

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**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.):

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**5. SIGNATURE.**

**My signature, or my delivery via e-mail to the College of Law, signifies my agreement to supervise the student extern(s) according to the College of Law’s Supervisor Guidelines for externship supervision, which I have reviewed.**

Dated: \_\_\_\_\_  
(Signature of Supervisor\*)

\*When returning application via email, no signature is required.

Email your completed application to **law-externships@uidaho.edu**. For any questions, please contact the externship director that would oversee the placement:

- Katie Ball for academic-year Semester In Practice opportunities in the Treasure Valley – [ktball@uidaho.edu](mailto:ktball@uidaho.edu).
- Kristi Denney for academic-year Semester In Practice opportunities outside the Treasure Valley (including Moscow) and all summer externships – [kdenney@uidaho.edu](mailto:kdenney@uidaho.edu).