

For Office
Use Only:
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Externship Program Application

Applicant: Your application will be accepted once you upload a current copy of your résumé and a 5-10 page writing sample to Symplicity.

Please also attach a copy of your most current transcript printed from ZAGWEB.

Part A: Student Information

Name: _____

Class:

Gonzaga ID#: _____

☐ 1L

☐ 2L

☐ 3L

Part B: Conflict Check

Have you ever worked at/are you currently working at a legal office? ☐ Yes / ☐ No

Please List: _____

Part C: Disclosure and Consent

HAVE YOU EVER BEEN CITED FOR, CHARGED WITH, ARRESTED FOR, CONVICTED OF, OR PLED GUILTY OR NOLO CONTENDERE TO A FELONY OR MISDEMEANOR? THIS QUESTION INCLUDES OPERATING A MOTOR VEHICLE UNDER THE INFLUENCE OF INTOXICANTS OR OTHER SELF-ADMINISTERED DRUGS, BUT NOT MINOR TRAFFIC VIOLATIONS. THIS QUESTION ALSO REQUIRES DISCLOSURE OF ANY JUVENILE COURT OR OTHER PROCEEDING EVEN THOUGH THE RECORD WAS SEALED OR THE MATTER WAS DIVERTED. (IF YOU ARE NOT SURE ABOUT THE NATURE OR THE ULTIMATE DISPOSITION OF A PARTICULAR CHARGE, IT IS YOUR RESPONSIBILITY TO CHECK WITH THE COURTS BEFORE YOU ANSWER.) IF YES, ADDRESS IN A SEPARATE ADDENDUM:

☐ Yes / ☐ No

I HAVE READ AND UNDERSTAND THIS APPLICATION, AND I AGREE TO FOLLOW THE PROGRAM RULES, POLICIES AND PROCEDURES. IN ADDITION, I UNDERSTAND THAT FOR REGISTRATION AND FINANCIAL AID PURPOSES I MAY BE REGISTERED FOR THE EXTERNSHIP PROGRAM PRIOR TO RECEIVING AN OFFICIAL PLACEMENT, AND REGISTRATION IS NOT A GUARANTEE OF THE PLACEMENT OF MY CHOICE. FINALLY, MY SIGNATURE BELOW GRANTS THE EXTERNSHIP PROGRAM PERMISSION TO ACCESS MY ACADEMIC TRANSCRIPT AND TO USE THAT TRANSCRIPT IN AN EFFORT TO PLACE ME IN AN EXTERNSHIP.

SIGNATURE OF APPLICANT

DATED THIS _____ DAY OF _____, 20____

More information on the Externship Program, including a list of potential placements, is available on our website:
<http://www.law.gonzaga.edu/academics/externships/>

Part D: Externship Program Policies

Students are responsible for monitoring their compliance with the following curriculum policies.

- A student cannot enroll in more than 15 total credits of **experiential learning** - this includes any combination of Externship and/or Clinic credits. A student is limited to 2 semesters of externship experience.
- Is this your first or second externship? ☐ **First** / ☐ **Second**
- A student may not receive any compensation¹ for work performed in an externship.
 - Are you/will you be receiving any form of compensation, including stipends or grants? ☐ **Yes** / ☐ **No**

Part E: Registration Information

When would you like to extern?

☐ **Fall** / ☐ **Spring** / ☐ **Summer**

Are you planning to apply for Rule 9 status (or other state equivalent)? ☐ **Yes** / ☐ **No**

If yes, please see the Registrar's office or the Law School website for information.

I understand that I will need to register for both the *Externship Seminar* (1 credit) plus the *Externship Field Credits* (2 to 14 credits fall/spring; 2 to 7 summer). Therefore, the total number of credits I am requesting for the above semester is:

	<u>One (1)</u>	credit for the <i>Externship Seminar</i>
+	_____	credits for the <i>Externship Field Credits</i>
=	_____	my total <i>Externship</i> credits for semester²

Part F: Placement Information

We prefer externship experiences to be in different placements so students are exposed to a variety of law-related work and working environments. However, in some circumstances, where a student can show the work will be substantially different from work previously completed, the Externship Director will consider requests.

Have you ever worked at the placement listed above?

☐ **Yes** / ☐ **No**

If yes, have you obtained and attached the "Addendum for Repeat Externship" form?

☐ **Yes** / ☐ **No**

¹ Interpretation 305-3: A law school may not grant credit to a student for participation in a field placement program for which the student receives compensation. This interpretation does not preclude reimbursement of reasonable out-of-pocket expenses related to the field placement.

² Tuition for externships credits is charged at the same rate as tuition for classroom credits. Therefore, it is necessary to apply for financial aid for externship credits as you would any other law school credits.

Part F: Placement Information (continued)

Are you applying for a local or distance externship?

☐ Local / ☐ Distance

If you have *already* obtained a placement, please complete the information below:

Name of Office: _____

Name of Supervising Attorney/Judge: _____

Supervisor e-mail: _____

Supervisor Phone Number: _____

City and State: _____

If you *do not* have a placement, please list three externship placement choices below. If you are unsure, schedule an appointment to speak with Professor Laurent.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Please do not ask the Registrar's Office for your law school transcript. The one provided to you on ZAGWEB is sufficient. Thank you.