

For Office  
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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.**

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## Part A: Student Information

Name: \_\_\_\_\_

Class:

Gonzaga ID#: \_\_\_\_\_

1L  Accelerated

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

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**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**

## **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:

$$\begin{array}{rcl} & \text{One (1)} & \text{credit for the } \textit{Externship Seminar} \\ + & \underline{\hspace{2cm}} & \text{credits for the } \textit{Externship Field Credits} \\ = & \underline{\hspace{2cm}} & \text{my total } \textit{Externship} \text{ credits for semester}^1 \end{array}$$

## **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?

**Yes** /  **No**

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

**Yes** /  **No**

## **Part G: Non-profit and Government Placements**

Are you applying for a local or distance externship?

**Local** /  **Distance**

Will you receive any form of payment, grant or stipend?

**Yes** /  **No**

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

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*I 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.*

Name of Office: \_\_\_\_\_

Name of Supervising Attorney/Judge: \_\_\_\_\_

Supervisor e-mail: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

## **Part H: Paid, For-profit Placements**

In May 2017, the Academic Affairs Committee unanimously voted to create a one-year pilot program for up to five externships at for-profit institutions. Application does not guarantee placement. All potential sites for consideration will be required to submit to a vetting and selection process. Under this program:

(a) Externs must be paid;<sup>2</sup>

(b) Placements are prohibited from billing its clients for the extern's time;<sup>3</sup>

(c) As is required for existing externships, all placements and supervisors must agree to the responsibilities listed in the Externship Memorandum of Agreement.

Do you have a placement for consideration that satisfies these requirements?  Yes /  No

If yes, please complete the information below:

Name of Office: \_\_\_\_\_

Name of Supervising Attorney: \_\_\_\_\_

Supervisor e-mail: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Updated September 25, 2017

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<sup>2</sup> The Committee understands existing nonregulatory guidance from the Department of Labor requires payment in a for profit externship. The Committee discussed having an exception if an extern's work is restricted to pro-bono activities. Due to concerns about how that would be monitored, the Committee chose not to include that exception in the recommendation for the pilot program but notes that if the pilot program is successful and the faculty chooses to make the change permanent, the faculty might wish to consider such an exception. The Committee reviewed an opinion letter from the U.S. Department of Labor opining that such an arrangement would not violate FLSA.

<sup>3</sup> The Committee considered allowing the externship sponsor to bill clients for the amount of time that the extern works beyond that needed for the credits. This is another issue that the faculty might wish to consider if the pilot program is successful and the faculty chooses to make the change permanent. The committee notes that the externship seminar runs the entire semester and the educational experience is a semester-long one.