



Organization Application for Law Student Externship Placement

University of Wisconsin Law School Rules and American Bar Association Standards for Approval of Law Schools allow UW Law School students, under certain circumstances, to receive academic credit for participation in unpaid externships outside the Law School.

Organizations interesting in hosting law student externs are asked to complete each Item below. Please feel free to direct any questions about this Application or the Externship Placement process to Jane Heymann, Externship Director, at jheyman@wisc.edu or at (608) 262-6413.

I. Organization/Site Information

1. Name of Organization (if governmental, please indicate Agency, Department, etc.):

2. Street Address: _____

City

State

ZIP Code

3. Nature of Organization: _____

4. Individual completing this Application: _____

Name

Position (Title)

E-mail

Phone

5. Name/Position of Individual(s) who would be Immediate Supervisor(s) of UW Law School extern(s): _____

Name

Position (Title)

E-mail

Phone

Is the Immediate Supervisor a licensed attorney? Yes No

If yes, licensed in what jurisdiction(s)? _____

6. If the Individual completing this Application would not be the Immediate Supervisor, are you authorized to make commitments on behalf of the Immediate Supervisor?

Yes No Comment: _____

II. Educational & Supervisory Requirements

UW Law School Rules require law student externs to devote no less than 45 hours per semester on externship work for each academic credit awarded. (A typical semester lasts approximately 13-14 weeks.) Thus, in order for a student to earn one credit over 13 weeks, the student must devote about 3½ hours per week to externship duties. Another example: if an externship lasted 10 weeks and the student devoted 9 hours per week, for a total of 90 hours, the student would earn 2 credits. (Total hours worked divided by 45 yields credits earned.)

1. Please estimate (a) how many hours per week and (b) for how many weeks a law student extern at your Organization would be expected to work in the proposed Externship:

2. How many academic credits do you anticipate the student extern would have earned by the conclusion of the semester? (If the credit-level would be variable based on student availability, please explain.)

3. This Externship Placement would be for the following:

Fall Semester	Spring Semester	Summer Session
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4. Number of UW Law School externs per semester your Organization could accommodate:

5. A description of the work a law student would be performing in the proposed Externship Placement is necessary. In doing so, please describe:

- (a) the work a law student would do;
- (b) how the student would receive significant exposure to both the practice of law and to skills and activities typically performed by attorneys;
- (c) the level and frequency of interaction with attorneys other than the Immediate Supervisor the student could expect;
- (d) other legal educational aspects to the proposed Externship Placement.

6. Why does your Organization wish to have law student externs?

7. Please confirm that a law student extern would receive no form of compensation:

8. A description of the level and nature of supervision a law student would be subject to in the proposed Externship Placement is necessary. In doing so, please describe:
- (a) how closely the student would work with the Immediate Supervisor;
 - (b) the frequency and depth of the substantive feedback the student would receive from the Immediate Supervisor throughout the externship;
 - (c) the feedback the student will likely receive from other attorneys;
 - (d) the general method to be used to record student completion of required work hours.

9. Some interaction between your Organization and the UW Law School Externship Director and/or Faculty Advisor will be necessary. Does your Organization agree that the Immediate Supervisor (and other Organization personnel as warranted) will work with the Law School as needed throughout the Externship Placement? Yes No

10. Does your Organization agree to occasional on-site visits by the UW Law School Externship Director and/or Faculty Advisor? Yes No

11. Will the Immediate Supervisor provide the Law School with written comments on each student's performance, as well as the total number of hours worked, at the conclusion of the Externship Placement? Yes No

III. Confidentiality

The Law School requires student externs to engage in formal opportunities to reflect on their externship experience. This might take the form of a Law School seminar, a regularly scheduled tutorial, or some other means of guided reflection.

Additionally, the Law School will likely need to evaluate a student's written work and/or research to assess meaningfully the educational benefit to the student of the Externship Placement.

The Law School is aware, however, that confidentiality requirements might prevent a law student extern from disclosing certain information about work-in-progress and/or providing written work completed as part of the externship.

1. Is it likely that confidentiality concerns will so limit a student extern placed at your Organization? Yes No
Please explain:

2. Are there readily available measures that would alleviate confidentiality concerns? (For example: redacting/ non-identification of party names; short delay in substantive discussion or information sharing, etc.). Yes No
Please explain:

3. If confidentiality is a concern and remedial measures are not available or practicable, please provide suggestions about how the Law School could otherwise meaningfully evaluate a student's work in the Externship Placement.

IV. Student Application Materials

Should the proposed Externship Placement be approved, please indicate what materials you will require UW Law School students to submit in order to apply. Please include point-of-contact information.

Thank you for completing this Application. Please save and e-mail the completed pdf file to jhey mann@wisc.edu. Again, should you have any questions about the Application or the Externship Placement process please contact Jane Heymann, Externship Director, at the above e-mail address or by phone at (608) 262-6413.