

OFFICE OF **CLINICAL LEGAL EDUCATION**

EXTERNSHIP PROGRAM

Academic Year 2010 – 2011

Summer 2010

EXTERNSHIP PROGRAM

APPLICATION INSTRUCTIONS

IMPORTANT NOTE:

The externship application is a **two part process**. Your application will not be complete unless you complete both parts.

PART I

In order to apply to the Externship Program, please access the Office of Professional and Career Development's **Symplicity Program**.

You may apply to no more than **four (4)** externship placements through the Symplicity application process for the academic year and **four (4)** externship placements for the summer.

Proceed by uploading the following documents on to Symplicity:

1. Your resume – *Pre-approved by the Office of Professional and Career Development
2. Your writing sample
3. Your transcript (unofficial grade sheet)
4. A cover letter for each placement you are applying to

IMPORTANT NOTE:

Before clicking on the apply button, ensure that in the **Preferred Location box** it is **clearly** indicated either **Summer 2010 Semester** or **2010-11 Academic Year**.

PART II

The following documents/forms must be delivered to The Office of Clinical Legal Education, Room 306 MacNaughton Hall.

1. A copy of your resume.
2. Transcript.
3. Externship Selection of Placement Form (which includes a list of the four placements you have submitted on your application). Two alternate placements can also be selected on this form.
4. Conflict of Interest Form

REMINDER:

Your application is **not complete** until these forms have been submitted to our office.

Forms are located at: <http://www.law.syr.edu/academics/clinicaleducation/index.aspx>

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After the Application Process

1. Check your email regularly for notification of interviews.
2. Following the last day of Interviews (March 31st), please check your email for notification of offers.
3. After offers are made please notify the office as soon as possible which offer you will accept.
4. Come to the Externship Office to sign your letter of commitment no later than April 5th at 9 a.m.
5. Register for Externship beginning April 6th

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IMPORTANT DEADLINES:

Mandatory pre-registration meetings	February 22 nd & 23 rd
Externship application deadline	March 4 th
Applications reviewed	March 5 th – March 8 th
Applications forwarded to supervisors	March 9 th
Supervisor's deadline to select students to interview	March 12 th
Student Interview Period	March 22 nd – 31 st
Offers from supervisors	April 1 st
Extern commitment letters due	April 5 th
College of Law registration dates:	
Fall 2010	April 5 th – 13 th
Summer 2010	April 21 st – 30 th

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**Externship Program Application Checklist
(Academic Year & Summer)**

I am in good academic standing (2.2 GPA).

Completed Pre-Requisite: Professional Responsibility **or**

I will take Professional Responsibility as a Co-Requisite to the Externship Program.

I attended **one** of the Mandatory Pre-Registration Meetings.

Uploaded the following on Career Link / Symplicity:

Current Resume

Writing Sample

Transcript (unofficial)

Cover Letters

Turned in the following to the Office of Clinical Legal Education (306 MacNaughton Hall):

Application Form.

Resume.

Transcript.

Externship Selection of Placement Form.

Conflict of Interest Form.

**The above checklist must be completed no later than
March 4th, 2009.**

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Check One of the following:

Academic Year 2010-11 _____

Summer 2010 _____

Both _____

APPLICATION FORM

Please answer the questions below and submit this application along with one of the following:

- Current resume
- Official transcript
- Conflict of Interest Form
- Selection of Placements Form

Application packets are due no later than 4:00 P.M. on Friday, March 4th, 2010 to the Externship Office (306 MacNaughton Hall).

If you have any questions or need more information, please contact Ann Pfeiffer, Externship Coordinator, aepfeiff@law.syr.edu.

CONTACT INFORMATION

Name: _____

E-Mail Address: _____

Month/Year of Graduation: _____

Local Address: _____

Local Phone: _____

Permanent Address: _____

Permanent Phone: _____

E-Mail Address where you can be reached over Spring Break:

Phone Number where you can be reached over Spring Break: _____

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EXTERNSHIP

CONFLICT OF INTEREST FORM

ACADEMIC YEAR 2010-11

SUMMER 2010

NAME: _____ DATE: _____

The purpose of this form is to determine if there are any real or potential conflicts of interest which would jeopardize the confidentiality and loyalty required of you in the clinic. Therefore, please take your time to answer these questions thoughtfully and completely. (Attach additional sheets if necessary.) You are obligated to submit any updates or changes to this form while enrolled in the Clinical Program.

1. Have you worked or volunteered for a law firm, legal services office, corporate legal department, governmental agency, judge, hearing examiner, or in the securities industry legal or non-legal entity prior to applying for the clinic?

[Yes]

[No]

2. If yes, where have you worked? [List **all**, starting with most recent. Give dates and locations.] For each position, indicate whether or not it is in the Third¹ or Fourth² Judicial Department.

Office	Location (City and State)	Dates	3rd/4th Dept.

¹ Third Judicial Department includes the following counties: Albany, Broome, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Madison, Montgomery, Otsego, Rensselaer, St. Lawrence, Saratoga, Schenectady, Schoharie, Schuyler, Sullivan, Tioga, Tompkins, Ulster, Warren, and Washington.

² Fourth Judicial Department includes the following counties: Allegany, Cattaraugus, Cayuga, Chautauqua, Erie, Genesee, Herkimer, Jefferson, Lewis, Livingston, Monroe, Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, Seneca, Steuben, Wayne, Wyoming, and Yates.

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3. On what type of cases did you work at each location?

4. Are you **presently** employed or volunteering at any of the offices listed in question #1 or are you planning on being employed or volunteering at **any** office during the semester(s) you hope to enroll in clinic?

[Yes]

[No]

5. If yes, where are you (or will you be) employed or volunteering? Indicate if this is in the 3rd or 4th judicial department.

3rd Dept.

4th Dept.

6. On what type of cases are you (will you be) working?

7. Please state any entities to which you have applied for future employment, including law firms, legal services offices, corporate legal departments, governmental agencies, judges, or hearing examiners, and legal or non-legal entities in the securities industry. If you have had any communication beyond sending your resume, please list them. (You do **not** need to include potential employers to whom you have sent a resume but heard nothing further. If you hear from them subsequently, you are required to update this form.)

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8. Are there any other personal, financial, or family interests that could present conflicts of interest for you in the clinic? If so, please identify them here.

-
9. Have you been enrolled in the Syracuse University College of Law Externship Program or the Clinical Program before?

[Yes]

[No]

10. If yes, please indicate the semester(s) in which you were enrolled (including summer sessions) and the clinic or the location of your placement below.

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11. Please state any other non-legal job, volunteer position or Board affiliation you will hold during the upcoming spring semester while enrolled in the Clinical Program.
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Please Note: You have an obligation to submit any updates or changes to this Conflict of Interest Form anytime during which you are enrolled in the Clinical Program. Contact Ann E. Pfeiffer at aepfeiff@law.syr.edu with any questions or updates.

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SELECTION OF PLACEMENT FORM

Name: _____

Email: _____

Current Year: (Circle One) 1L 2L

Cell Phone #: _____

Please list the four placements for which you have applied via symlicity. Please note, if you apply to more than four placements your other choices will be deleted. Please return this form to the Office of Clinical Legal Education, MacNaughton Hall, Room 306 no later than **March 4th, 2009 at 4PM.**

Placement descriptions are online at:

<http://www.law.syr.edu/academics/clinicaleducation/externships1.aspx>

Academic Year 2010-11

Please rank your top 4 placements, with 1 being your first choice if offered.

1. _____

2. _____

3. _____

4. _____

Please add alterante choices in case you do not receive any offers from your top 4.

5. _____

6. _____

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If you are also applying for summer or only summer fill the placements below.

Summer 2010

Please rank your top 4 placements, with 1 being your first choice if offered.

1. _____

2. _____

3. _____

4. _____

Please add alterante choices in case you do not receive any offers from your top 4.

5. _____

6. _____

Please state in a sentence or two the major interests that motivated your application to an externship (i.e. to work in family law doing work with domestic violence victims).

For the 2010 summer semester, if both the Externship Program and the Clinic were offered to you please check below the one that you would prefer to be involved in.

Externship Program _____

Clinic _____