

## EXTERNSHIP APPLICATION INSTRUCTIONS

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 in 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. Cover letter for each placement you apply.

Before clicking on the apply button, ensure that in the **Preferred Location** box it is **clearly** indicated either **Summer 2009 Semester** or **2009-10 Academic Year**.

The following documents must be either delivered to The Office of Clinical Legal Education, Room 306 MacNaughton or emailed to [ae hunt01@law.syr.edu](mailto:ae hunt01@law.syr.edu) or [sedavie@law.syr.edu](mailto:sedavie@law.syr.edu).

1. Externship Selection Placement Form (which includes a list of the four placements you have submitted on your application).
2. Conflict of Interest Form
3. Resume
4. Grade sheet or Official Transcript
5. Externship Program Compliance and Cancellation Agreement

**Forms are located at:**

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

### After the Application Process

1. Check your email regularly for notification of interviews.
2. Following the last day of Interviews (March 27<sup>th</sup>). Please check your email for notification of offers.
3. Notify the office by 10 a.m. on April 2<sup>nd</sup> of which offer you will accept.
4. Come to Externship Office to sign your letter of commitment no later than April 2 at 2 p.m.
5. Register for Externship beginning April 6<sup>th</sup>.

DEADLINES

<b>MANDATORY</b> Pre Registration Meeting	Monday, February 23 <sup>rd</sup> 4:00 pm Tuesday, February 24 <sup>th</sup> 12:00 pm
Athletic Compliance Externship Applications Due	Thursday, February 26 <sup>th</sup> by 4PM
Athletic Compliance Student Interviews with Supervisors	Monday, March 2 <sup>nd</sup> and Tuesday, March 3 <sup>rd</sup>
Externship Applications Due	Monday, March 9 <sup>th</sup> by 4PM
Applications Reviewed and Sent to Supervisors	Tuesday, March 10 <sup>th</sup> and Wednesday, March 11 <sup>th</sup>
Supervisors select students to Interview	Thursday, March 12 <sup>th</sup> and Monday, March 16 <sup>th</sup>
Student Interviews with supervisors	Thursday, March 18 <sup>th</sup> through Thursday, March 27 <sup>th</sup>
Offers from Supervisors	Monday, March 30 <sup>th</sup>
Extern Commitment Letters Due	Thursday, April 2 <sup>nd</sup> by 2 p.m.
College of Law Registration	Monday, April 6 <sup>th</sup> through Monday, April 13 <sup>th</sup>

Externship Program Application Checklist  
(Academic Year & Summer)

- \_\_\_ Maintain good academic standing (2.2 GPA)
- \_\_\_ Completed Pre-Requisite: Professional Responsibility or
- \_\_\_ Taking Professional Responsibility as a Co-Requisite to the Externship Program
- \_\_\_ Attend one of the Mandatory Pre Registration Meeting

**Uploaded the following on Symplicity:**

- \_\_\_ Current Resume
- \_\_\_ Writing Sample
- \_\_\_ Grade Sheet
- \_\_\_ Cover Letters

**Turned in the following to the Office of Clinical Legal Education to Art Hunt or Ann Pfeiffer (306 MacNaughton Hall), or email to [ahunt01@law.syr.edu](mailto:ahunt01@law.syr.edu) or [sedavie@law.syr.edu](mailto:sedavie@law.syr.edu):**

- \_\_\_ Current Resume
- \_\_\_ Transcript or Grade sheet (Transcripts can be obtained in the Registrar's office at Steele Hall)
- \_\_\_ Externship Selection Placement Form
- \_\_\_ Conflict of Interest Form
- \_\_\_ Externship Program Compliance and Cancellation Agreement

**The above checklist must be completed no later than  
March 9<sup>th</sup>, 2009 at 4 p.m.**