



GOLDEN GATE UNIVERSITY

SCHOOL OF LAW

EXTERNSHIP PLACEMENT CERTIFICATION FORM

If you are interested in joining GGU Law's Externship Program, then please complete and return this form to our externship mailbox at externships@ggu.edu. For questions or concerns, please email externships@ggu.edu.

I. Law Office/Organization Information

DATE SUBMITTED: _____

Name of Law Office/Organization _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Number of lawyers in office _____ Website _____

Please check all that apply:

Externs will be directly supervised by a mentor attorney who has been admitted for at least 3 years.

The placement is for credit only; the student will not be paid for work performed as an extern.

The placement offers both pay and credit.

The office will not bill clients or accept remuneration for the work of student externs.

The office will partner with student on completing hours for credit requirements.

The office will provide orientation, training, evaluation, and feedback for student externs.

Student externs will spend the majority of their time working on site at the law office on projects requiring legal skills and judgment.

II. Mentor Attorney Information (attach additional pages if necessary)

ATTORNEY 1 _____

Title/Position _____

Telephone _____ Email _____

Bar Admissions:

State _____ Year _____ In good standing? Yes No

State _____ Year _____ In good standing? Yes No

ATTORNEY 2 _____

Title/Position _____

Telephone _____ Email _____

Bar Admissions:

State _____ Year _____ In good standing? Yes No

State _____ Year _____ In good standing? Yes No

NOTE: Mentor Attorneys must be available to meet weekly in person with externs to assign work and provide them with feedback, instruction, and guidance on that work.

III. Student Extern Criteria

Number of externs sought each semester _____

What is the minimum number of law school semesters the student must have completed? 2 3 4

Upper level course prerequisites/co-requisites _____

Other requirements _____

Contents of student extern application (check all information you require):

- | | |
|--------------|-------------------------|
| Resume | School Transcript |
| Cover letter | Writing Sample |
| References | Other (please describe) |

IV. Description of Organization’s Externship Program

Type of Practice (check as many as apply):

- | | |
|------------------------------------|-------------------------------------|
| Corporate/In-House Counsel | Legislative/Public Policy/Executive |
| Government Agency—Federal | Private Law Firm |
| Government Agency—State/City/Local | Public Interest/Not-for-profit |

Primary practice areas/substantive law areas at this placement _____

Skills that externs may expect to practice (check as many as apply; add your own categories as appropriate):

- | | |
|-------------------------------------|------------------------------------|
| Client Interviewing/Counseling | Problem Solving |
| Fact Investigation | Trial Advocacy/Litigation |
| Legal Presentations/Public Speaking | Transactional document preparation |
| Legal Research | Writing (analytical) |
| Negotiation | Other |

Describe the projects you anticipate assigning to externs _____

Describe the written work product externs will be permitted to redact and take from the placement for possible use as a writing sample _____

Have you previously hosted a GGU Law student extern for academic credit? Yes No

If yes, identify most recent semester as host: _____ Student name: _____