



### How to Find an Externship

Students are responsible for securing their own placement before the start of the semester for the Civil, Criminal, Judicial, and Advanced Externship course. We recommend you begin the application process at the beginning of the semester prior to the one in which you will enroll in an externship course.

Three ways of finding and securing externship placement:

- **On-Campus Interviews:** Office of Career Services hosts semi-annual recruitment programs to promote and provide formal internship and job opportunities
- **OCS-Online:** Office of Career Services also maintains a password-protected website featuring job listings and a database of 7,000 employers. You can find your placement from there. Externs are also required to evaluate their externship placement in this database. You can find out more about externship placement and their work environment. Contact the Office of Career Services at [lawcareer@ggu.edu](mailto:lawcareer@ggu.edu) or call 415.443.6625.
- **Networking:** You can find placements through networking, recommendations from peers and/or professors. Never hesitate to ask for a referral.

*Office of Career Services is available to provide support throughout the job or externship-finding process. For review of job materials or additional questions, set up a meeting with an OCS counselor by contacting [lawcareer@ggu.edu](mailto:lawcareer@ggu.edu) or call 415.443.6625.*