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 contact Prof. Allison Wang, Director of Externship Programs at awang@ggu.edu, or 415.442.6698.

I. Law Office/Organization Information

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

IV. Description of Organization’s Externship Program

Type of Practice (check as many as apply):
- Corporate/In-House Counsel
- Government Agency—Federal
- Government Agency—State/City/Local
- Legislative/Public Policy/Executive
- Private Law Firm
- 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
- Fact Investigation
- Legal Presentations/Public Speaking
- Legal Research
- Negotiation
- Problem Solving
- Trial Advocacy/Litigation
- Transactional document preparation
- Writing (analytical)
- 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: __________