**Vermont Law School**

**JD Externship Program**

**Site Description**

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| --- |
| *To be completed by proposed supervisor**Please email completed form to* *jdexternships@vermontlaw.edu* |
| Supervisor Name: | Click here to enter your name. |
| Supervisor Telephone Number: | Click here to enter your contact number. |
| Supervisor Email: | Click here to enter your email address. |
| Date: | Click here to enter today’s date. |

Organization Name: Click here to enter your organization’s name.

Address: Click here to enter your address.

Website: Click here to enter your website.

1. Please provide a brief description of your organization and the type of work a student can expect while externing with you.

Click here to describe.

1. Select the appropriate organization type:

[ ] Corporate

[ ] Government

[ ] Judicial

[ ] Legislative

[ ] NGO

[ ] Private

[ ] Other (please specify): Click here to enter your organization type.

1. Select the appropriate type(s) of practice:

[ ] Administrative [ ] Immigration

[ ] Animal [ ] International

[ ] Appellate [ ] Judicial Federal

[ ] Bankruptcy [ ] Judicial State

[ ] Civil [ ] Labor/Employment

[ ] Civil Rights [ ] Land Use

[ ] Criminal [ ] Legal Services

[ ] Education [ ] Lobbying

[ ] Environmental [ ] Non-Profit

[ ] Family [ ] Social Justice

[ ] Health [ ] Sports

[ ] Human Rights

[ ] Other (please specify): Click here to enter other types of practice you engage in.

1. Would you characterize yourself as being paid:

[ ] Fee for services rendered

[ ] Through contingency fee

[ ] Through third-party payment

[ ] None of the above

1. Vermont Law School seeks experienced attorneys to serve as site supervisors. The site supervisor is the attorney, judge, or legal professional responsible for direct supervision of the student/extern. Where an active license to practice law is not required for the work of certain legal professionals, we can approve policy-focused and other externships as long as the supervisor has a JD or non-US equivalent degree. Under most circumstances we seek supervisors with at least five years of law practice experience. Please provide us with some background information about your professional career. **Please also provide your CV or resume.**

Do you have an active license to practice law? [ ] Yes / [ ] No

State issuing license. Click here to enter state.

Years of law practice experience. Please describe. Click here to describe your experience.

1. Only with express approval of the Director of JD Externships may students receive any form of compensation for externship work. Without approval, they may receive reimbursement for some expenses, as defined by the American Bar Association. Is your office able to provide assistance in any of the following areas?

[ ] Housing If so, what amount? $Click here to enter amount.

[ ] Relocation If so, what amount? $Click here to enter amount.

[ ] Daily commute/parking If so, what amount? $Click here to enter amount.

[ ] Compensation/stipend If so, what amount? $Click here to enter amount.

1. Are there ordinarily other legal externs in your office, and if so on what basis?

[ ] Fall Semester: [ ] Full-time [ ] Part-Time [ ] Either

[ ] Spring Semester: [ ] Full-time [ ] Part-Time [ ] Either

[ ] Summer: [ ] Full-time [ ] Part-Time [ ] Either

1. Will you have supervisor responsibility for any other students (e.g., other law students, graduate students, or undergraduate students)?

Click here to describe.

1. If your office has participated in other externship programs, please provide the school name(s).

Click here to describe.

1. While each practice is unique, we would like a mix of experience to be incorporated in the externship. The more time a student devotes to on-site work, the wider the variety of experience we expect he/she will participate in. Please indicate whether you can offer a student an opportunity to:

[ ] Draft legal instruments [ ] Argue motions

[ ] Research legal issues [ ] Observe oral arguments

[ ] Draft memoranda [ ] Prepare for trial

[ ] Write briefs [ ]  Observe chambers conferences

[ ] Attend in-house training [ ]  Attend CLE activities

[ ] Interview witnesses [ ] Conduct administrative hearings

[ ] Conduct discovery [ ] Conduct trials

[ ] Work with clients [ ] Prepare appellate briefs

[ ] Diagnose a client’s problem [ ] Argue appeals

[ ] Observe negotiations and/or mediation [ ] Participate in pretrial conferences

[ ] Negotiate or mediate [ ] Develop case strategy

[ ] Participate in organized bar activities [ ] Research and draft judicial opinions

[ ] Draft legislation [ ] Observe or shadow hearings

[ ] Other (please specify): Click here to enter text.

1. Can you offer any learning experience available outside of the actual work experience (e.g., seminars, tours, in-house trainings, bar association meetings, etc.)?

Click here to specify.

1. Please describe some examples of your pro bono activities. Would some of these be appropriate for student participation?

Click here to specify.

1. Do you require any law school courses, experiences, or other skills as a prerequisite for a semester with your organization?

Click here to specify.

1. On what time basis would you consider having a student?

[ ]  Full-Time (40+ hrs/week) / [ ]  Part-Time (min. 12 hrs/week) / [ ]  Either

1. Do you anticipate students may make court appearances as part of their semester with you under student practice rules in your jurisdiction?

Click here to specify.

1. Please provide any other information that you would like made available to Vermont Law School and potential student externs.

Click here to specify.