**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*](mailto: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.