Externship Program

The Externship Program provides students hands-on lawyering experience working with and as lawyers in real office settings. Improve your research, writing, and legal analysis skills. Learn how to identify and adapt to the culture and practice of a law office. Explore a substantive area for potential future practice and reflect upon your learning experience.

We have over 40 placements participating with our Externship Program. Placement areas include government offices, public interest/legal aid offices, judicial placements, and university placements.

1L and 2L are eligible to apply for an Externship for the summer and/or their second or third year.

Program Options

Full Academic Year (Fall - Spring)

4 - 5 credits per semester*:

- 2 cr Externship Seminar (LAW 920)
  graded A-F, not on curve
- 2 cr Externship Placement (LAW 921)
  pass/fail, 112 hours (8 hours/week avg.)

-OR-

- 2 cr Externship Seminar (LAW 920)
  graded A-F, not on curve
- 3 cr Externship Placement (LAW 921)
  pass/fail, 168 hours (12 hours/week avg.)

Summer (Local and Away)

3 - 4 credits:

- Local (placed through our program)

- 1 cr Externship Seminar (LAW 915 M001)
  graded A-F, not on curve
- 3 cr Externship Placement (LAW 921)
  pass/fail, 168 hours (21 hours/week avg.)

- Away* (placement outside of our program)

- 3 cr Externship (LAW 915 M002)
  pass/fail, 168 hours (21 hours/week avg.)

Pre-/Co-Requisites:
Professional Responsibility

Notes:
1. Academic year externships are not available for single semester duration.
2. An Externship Away placement must be approved by the Externship Program Coordinator prior to registration. The placement must agree to comply to the Externship Program rules and guidelines.
3. Private firms are not eligible for Externship placement.
4. If you have not already taken PR prior to the start of an academic year Externship, you must enroll during the Fall semester. If you are doing an Externship Away and have not taken PR, you must enroll (and provide proof of enrollment and completion) at an ABA accredited law school to complete PR concurrently with your Externship.
Exterenship Application Process

**Step 1: Choosing appropriate placements to apply to.**
Read through the placement lists and description booklet to learn what placements are available and what type of work and experience each might have to offer. Talk to the Externship Program staff, Coordinator, and former Externship students to learn more about placements or Externship Program details.

**Step 2: Complete and submit your application.**
The application process has two parts. You will need to submit a paper application (downloaded from the web) as well as apply online through Symplicity. You may apply to up to 4 placements for the academic year and up to 4 for the summer. In order to submit an application online, you must have a cover letter for each placement, a writing sample, a grade sheet, and a resume uploaded to Symplicity.

**Step 3: Interview selection and Interviews.**
Once the application deadline has expired, all applications will be sent out to the placements. They will review them and select students to interview. If selected, you will be notified to log in to Symplicity to select an interview time. After your interviews, please take time to weigh your options and decide which placement you might want to accept should you receive an offer.

**Step 4: Offers and acceptance.**
Once the interviews are completed, you will be notified by the externship staff whether or not you have received any offer(s). To accept an offer, you will need to come into the Externship Office to sign a letter of commitment no later than 24 hours after being notified of your offer(s).

**Step 5: Register**
If you’ve accepted an offer, you will need to register for the Externship Seminar and the Externship Placement when you register for your classes.

Applications packets are available on Blackboard and MyLaw. Applications are due by Mar. 2 by noon.

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<th>Application Time line</th>
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<td><strong>February 17:</strong></td>
<td>MyLaw</td>
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<td>—Applications available</td>
<td>&gt;Clinical &amp; Experiential Education</td>
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<td><strong>March 2:</strong></td>
<td>&gt;&gt;Central NY Externship</td>
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<td>—Applications due by noon</td>
<td>Blackboard</td>
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<td><strong>March 16-25:</strong></td>
<td>&gt;Organizations</td>
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<td>—Interviews</td>
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<td><strong>March 25:</strong></td>
<td>—Notifications of offers to begin</td>
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