

UNIVERSITY OF MARYLAND FRANCIS KING CAREY SCHOOL OF LAW

Externship Application

This externship application and all required attachments should be submitted to Teresa Schmiedeler, Senior Managing Director, Public Service & Externships, Room 208 or via email at tschmiedeler@law.umaryland.edu and to the appropriate law school program administrator.

Application deadlines for externships may vary. Contact the appropriate law school program administrator for details. Generally speaking, deadlines are at least four to six weeks prior to the start of each semester. Externship applications should be submitted by August 1 for the Fall Semester, November 15 for the Spring Semester, and April 15 for the Summer Session. Students are strongly advised to begin early to develop a strong application. Students also are advised to plan early because many employers move slowly when deciding whether to accept a proposed extern. Please read the online Policy Statement on [Externships](#) before completing this application.

Students should be aware that enrollment in an externship must be paired with enrollment in the corresponding workshop during the semester of externship enrollment. In lieu of the corresponding workshop, a faculty tutorial may be considered on a limited case-by-case basis. The Office of Registration & Enrollment will be contacted by either the Senior Managing Director, Externships or designated program director for the final approval and registration for the externship and externship workshop. Please note students do not self-register for the externship program or for the externship workshops.

1. Name: _____ 2. E-mail Address: _____

3. Check one:

- | | |
|---|---|
| <input type="checkbox"/> Alternative Dispute Resolution, Center for Dispute Resolution at the University of Maryland (C-DRUM)
Contact: Lisa Mebane
lmebane@law.umaryland.edu | <input type="checkbox"/> Health Law
Contact: Rebecca Hall
r.hall@law.umaryland.edu |
| <input type="checkbox"/> Asper Judicial
Contact: Teresa Schmiedeler at
tschmiedeler@law.umaryland.edu | <input type="checkbox"/> Intellectual Property
Contact: Heather Terech
hterech@law.umaryland.edu |
| <input type="checkbox"/> Business Law
Contact: Heather Terech
hterech@law.umaryland.edu | <input type="checkbox"/> International Law (includes South Africa Externship)
Contact: Crystal Edwards
cedwards@law.umaryland.edu |
| <input type="checkbox"/> Center for Health and Homeland Security
Contact: Ben Yelin
byelin@law.umaryland.edu | <input type="checkbox"/> Maryland Legislative
Contact: Professor Susan Leviton
sleviton@law.umaryland.edu |
| <input type="checkbox"/> Criminal Law Prosecution
Contact: Teresa Schmiedeler
tschmiedeler@law.umaryland.edu | <input type="checkbox"/> Public Interest
Contact: Teresa Schmiedeler
tschmiedeler@law.umaryland.edu |
| <input type="checkbox"/> Environmental Law
Contact: William Piermattei
wpiermattei@law.umaryland.edu | <input type="checkbox"/> U.S. Legislative/Congressional
Contact: Michael Beland
mbeland@law.umaryland.edu |

4. Status during proposed externship: _____ (LD2 = 2 day LE2 = 2 eve LD3 = 3 day LE3 = 3 eve LE4 = 4 eve LLM)

5. A. Semester/Summer Session of proposed externship: _____ Fall _____ Spring _____ Summer _____

B. Do you plan to take multiple experience-based courses (Externship, Practicum, Clinic) in the same semester? _____ Yes
_____ No *Students responding "yes" must have approval from Teresa Schmiedeler, Senior Managing Director, Public Service & Externships.

6. Workshop Instructor /Faculty Supervisor: _____
(See course catalog for scheduled externship workshops.)
7. Proposed externship work hours per week and start and end dates: _____
8. Law school credits requested*: _____ (For workshops, please note 1 to 2 credits in addition to externship credits).
9. Total law school credits already taken in Asper, Externships, Practicums, Journals, Moot Court, Graduate Courses: _____
(Students may take no more than 20 credits in this combination of courses; see Graduation Requirements.)
10. Name of sponsoring organization and website: _____

11. Supervising attorney or field placement director, e-mail address, and phone number:

12. Law school courses taken in preparation for externship:

13. On a separate page, describe briefly:

- A. The work of the sponsoring organization and the work that you will do in connection with this externship.
- B. Why this externship offers a unique learning opportunity that cannot otherwise be satisfied under the law school curriculum and how this opportunity fits with your law school academic and career goals.

14. Have you previously volunteered, worked or received academic credit in this office or in an office within this organization? ____Yes ____No. If yes, please explain how this proposed externship will differ.

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15. REQUIRED ATTACHMENTS. A completed application requires the following checklist information to be attached to this Application. Applicants must submit a completed application by the deadline stated above.

- A. ☐ A copy of the letter or other communication offering you this position.
- B. ☐ A description of the externship program or experience to be provided at the sponsoring organization. The description of the externship program should be prepared by the sponsoring organization on their letterhead and should address the requirements set forth for sponsoring organizations in our Policy on Statement on Externships.
- C. ☐ A copy of the bio such as a LinkedIn profile, web site profile or resume of the field placement director at the sponsoring organization and the attorney who will be your immediate supervisor (unless we already have it). PLEASE ASK THE LAW SCHOOL PROGRAM CONTACT IF WE HAVE A RESUME ON FILE. ASPER JUDICIAL EXTERNS MAY OMIT THIS ATTACHMENT. Judge does not need to provide this documentation for the application process.
- D. ☐ A copy of your current resume and current law school grade report.
- E. ☐ I understand that I must enroll in a concurrent externship workshop or provide a copy of the tutorial plan and reading list approved and signed a faculty supervisor.
- F. ☐ I understand that, if approved, I will provide a copy of the signed [Externship Agreement](#) after meeting with my faculty supervisor.
- G. ☐ I understand that, if approved, a copy of the completed application and supporting documents must be submitted to the appropriate law school externship contact and emailed to [externships@law.umaryland.edu](mailto:externships@law.umaryland.edu)

I have reviewed the Externship Policy thoroughly and with care; and by signing and submitting this form, I certify that I have provided all of the required information and documentation as detailed on this application.

16. \_\_\_\_\_  
Signature Date

|  |             |
|--|-------------|
|  | Externships |
|--|-------------|

| # Credits                | 2  | 3    | 4    | 5    | 6    | 7    | 8    | 9    | 10   | 11   |
|--------------------------|----|------|------|------|------|------|------|------|------|------|
| TOTAL HOURS TO BE WORKED | 96 | 144  | 192  | 240  | 288  | 336  | 384  | 432  | 480  | 528  |
| PER WEEK                 |    |      |      |      |      |      |      |      |      |      |
| FALL/SPRING (12 WEEKS)   | 8  | 12.0 | 16.0 | 20.0 | 24.0 | 28.0 | 32.0 | 36.0 | 40.0 | 44.0 |
| SUMMER (8 WEEKS)         |    | 18.0 | 24.0 | 30.0 | 36   | -    | -    | -    | -    | -    |
| SUMMER (9 WEEKS)         |    | 16.0 | 21.3 | 26.7 | 32   | 37.3 | -    | -    | -    | -    |
| SUMMER (10 WEEKS)        |    | 14.4 | 19.2 | 24.0 | 28.8 | 33.6 | 38.4 | -    | -    | -    |

1 credit = 48 hours