VILLANOVA UNIVERSITY SCHOOL OF LAW
SUMMER 2010 EXTERNSHIP REGISTRATION
(Government Offices and Non-Profit Organizations Only; JD candidates only)

Please complete this form if your organization would like to be listed as an "approved externship" in Villanova Law's Externship Program in the Summer of 2010.

CANDIDATES APPLY DIRECTLY TO YOU. Externship hosts are able to select externs who meet their needs. If approved, your organization is listed as an "approved externship" and students are instructed to apply directly to you. You then consider applications independently and contact applicants directly, according to your schedule and needs (provided that students have confirmed their externship in time to register for the Externship Orientation in May). To be listed as an approved externship host, the externship must satisfy the Externship Policy, described below.

EXPECTATIONS OF THE EXTERNSHIP HOST ORGANIZATION: An externship is an opportunity for students to earn academic credit by working onsite in an approved agency, both under the supervision of a lawyer at the host agency and with the guidance of a faculty advisor. To ensure the educational integrity of the externship experience, the externship host agrees to comply with the following conditions:

- The externship host must commit to a minimum total of 168 clock hours onsite over the course of the summer.
- The externship host must designate one attorney as the supervising attorney; however, the student may also work with other attorneys actively involved in the work of the host agency.
- The externship should expose the student to substantive aspects of legal practice in the host agency. The student's time should not be spent on non-legal or clerical work, except to the extent it is a normal incident of work performed by attorneys in the host agency. Externship work should include, but need not be limited to, *several* of the following:
  (1) developing and investigating facts;
  (2) conducting legal research;
  (3) participating in preparation for a hearing or other proceeding;
  (4) drafting legal documents, such as letters, pleadings, orders, briefs, agreements, opinions;
  (5) participating in or attending sessions in which lawyers counsel clients, witnesses, or others associated with the work of the host agency; and
  (6) participating in or attending negotiation sessions, conferences, or other meetings.
- The externship host must complete a short performance evaluation at the conclusion of the externship.
- The externship host must comply with the Law School's Non-Discrimination Policy (see reverse).

EXTERNSHIP HOST INFORMATION:

HOST ORGANIZATION: _____

PERSON COMPLETING FORM: _____

ADDRESS: _____

TELEPHONE: ( ) _____ FAX: ( ) _____

WEBSITE: _____

SUPERVISING ATTORNEY: _____

SUPERVISING ATTY EMAIL: _____ TELEPHONE:( )_____

PREFERRED METHOD OF COMMUNICATION (check one): ☐ U.S. MAIL ☐ FAX ☐ EMAIL

STUDENT CLASS YEAR (no. of years of law school completed before summer begins): ☐ 2L (2 yrs) ☐ 1L (1 yr.)

APPLICATION MATERIALS REQUESTED (check all that apply):
☐ RESUME ☐ TRANSCRIPT ☐ COVER LETTER ☐ WRITING SAMPLE ☐ OTHER: _____

APPLICATION DEADLINE (REQUIRED): **Externs and hosts must confirm their externship arrangement to Villanova by early May, 2010, so please plan application deadline and selection timetables accordingly: MM/DD/YEAR_____

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DESCRIPTION OF EXTERNSHIP: Please describe the work that you anticipate the student would perform.

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_____
_____
_____
_____
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_____

LAW SCHOOL CONTACT INFORMATION: If you would like more information about Villanova's Externship Program, please contact:

David S. Santee, Esquire
Assistant Dean for Trial Advocacy
Programs and Externships
Villanova University School of Law
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Villanova, PA 19085
Phone: (610) 519-6415
Email: santee@law.villanova.edu

Non-Discrimination Policy

Villanova University School of Law does not discriminate on the basis of race, color, age, sex, religion or creed, national/ethnic origin, or non-disqualifying handicap. Villanova Law is committed to the belief that with respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, is to be overcome and eradicated as contrary to God's intent (Vatican Council II, Gaudium et Spes No. 29). As a Roman Catholic and Augustinian institution, the School of Law strongly affirms the teaching of the Church on the rights and dignity of all persons, and hence condemns discrimination on the basis of sexual orientation. This position is consistent with the Church's teaching on human sexuality, which does not endorse homosexual conduct. Villanova University School of Law accordingly reaffirms its commitment to providing an inclusive and supportive community for all, regardless of sexual orientation.

Equal Education Opportunity Agreement

In compliance with the above stated policy, the Villanova University School of Law Externship Program is available only to host organizations whose practices are in compliance with the school's Non-Discrimination Policy. By accepting a Villanova Law extern, your organization acknowledges and agrees that it will comply with this Non-Discrimination Policy.

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