# AD HOC EXTERNSHIP PROPOSAL FORM

**Spring 2021**

**Instructions:**

* *Students seeking approval of a proposed* ***Ad Hoc Externship*** *during the Spring 2021 semester must email this Proposal form to* *externships@law.upenn.edu* *before the deadline posted on the Externship website.* ***Students must submit this Proposal by this time even if you have not received an offer yet or been contacted by your proposed placement site.***
* *Once an offer is received, students must complete the “Statement of Understanding” form found on the Externship website. This form must be signed by the student, the faculty supervisor and the externship placement supervisor. The Statement of Understanding must be received by the Externship Program by the deadline posted on the Externship website.*

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## Student’s Name:

1. **Anticipated Year of Graduation from Penn Law:**
2. **No. of Credits Desired (4 or 7)[[1]](#footnote-1):**
3. **Name and Address of Proposed Externship Organization: (*Please note that Penn only approves government and non-profit placement sites*).**

## Have you received an externship offer from your proposed Organization?

 **\_Yes Not Yet**

1. **If you have not received an offer yet, please state the date that you applied, and your understanding of the status of your application.**
2. **Statement of Interest (*Describe why you would like to pursue this ad hoc externship):***

##  List the Faculty Supervisor you have secured (or hope to secure before the deadline for submitting your Statement of Understanding) to supervise your externship and bi-weekly tutorial sessions. Or, do you intend to enroll in the Externship course that is described below?

(We offer an Externship seminar course that can take the place of the bi-weekly tutorial sessions, and the instructor would serve as your faculty supervisor. This seminar class will complement the students’ fieldwork and offer students opportunities to place their fieldwork in a larger framework and reflect on some of the issues presented by the work).

1. Please provide any additional other information that you believe is relevant to your externship proposal:
1. Externships are approved for 4 or 7 credits. [↑](#footnote-ref-1)