**AD HOC EXTERNSHIP PROPOSAL FORM (Spring 2023)**

The Law School’s experience over the last several semesters has shown that working in person at an externship placement site generally provides a superior learning experience for students.

**As a result, for Spring 2023, the Law School’s Externship program will require students to complete their placements in person to the maximum extent allowed by the placement site. It will consider externships with a remote component only if the placement site requires students to work remotely.**

* *Students seeking approval of a proposed* ***Ad Hoc Externship*** *during the Spring 2023 semester must email this Proposal form to* [*externships@law.upenn.edu*](mailto:externships@law.upenn.edu) *before the* ***November 13, 2022*** *deadline.* ***Students must submit this Proposal before the deadline even if they have not received an offer yet or been contacted by their proposed placement site. Late Proposals will not be considered.***
* *Once an offer is received, students must complete the “Statement of Understanding” DocuSign form found on the Externship website. This DocuSign form must be signed by the student, the faculty supervisor and the externship placement supervisor. The Statement of Understanding must be received by the* ***December 1, 2022*** *deadline.*
* *Externships are considered co-curricular credit. All students should consult the Law School’s co-curricular credit requirements* [*here*](https://www.law.upenn.edu/academics/jd-requirements.php) *before enrolling in an Ad Hoc Externship.*
* *Externships run from the first week of the semester through the Law School’s examination period.*

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## Student’s Name:

1. **Anticipated Year of Graduation from Penn Law:**
2. **No. of Credits Desired (4, 5 or 7)[[1]](#footnote-2):**
3. **Name of Proposed Externship Organization(s): (*Please use this form for government and non-profit placement sites only. For externships with federal, state or administrative law judges, please complete the*** [***Judicial Externship Proposal Form***](https://www.law.upenn.edu/clinic/ad-hoc-externships.php)**). You can list multiple Ad Hoc externship placements you have applied to on the same Ad Hoc Externship Proposal form, but please submit a Judicial Externship Proposal Form for all judicial placements.**

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

**\_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(s).**
2. For Spring 2023, the Law School’s Externship program will require students to complete their placements in person to the maximum extent allowed by the placement site. It will consider externships with a remote component only if the placement site requires students to work remotely. **Please describe your anticipated in-person, remote, or hybrid work arrangements for the externship(s) you are proposing and explain how those arrangements will fit within the Law School’s policy.**
3. **Statement of Interest (*Describe in detail in 2 to 4 paragraphs what your goals are for enrolling in this externship. List a statement of interest below for each organization you listed in #4 above).***

## List the Faculty Supervisor you have secured (or hope to secure before the December 1, 2022 deadline for submitting your Statement of Understanding) to supervise your externship and bi-weekly tutorial sessions. Or, please indicate here if you intend to enroll in the Externship Seminar 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, Professor Deborah Shore, 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 their experiences. You will need to ensure that you are available to meet during the seminar’s bi-weekly (every other week) meeting time – Tuesday’s 6:00 PM – 7:00 PM. If you have previously been enrolled in this seminar, you are not able to enroll again in the seminar and must secure an individual faculty supervisor.

1. Please provide any additional other information that you believe is relevant to your externship proposal.
2. If you are an International JD Student, please indicate that here, and be aware that you will need to seek CPT for the externship (email [externships@law.upenn.edu](mailto:externships@law.upenn.edu) for more information).

1. Externships are approved for 4 credits (12 hours per week), 5 credits (15 hours per week) or 7 credits (21 hours per week). [↑](#footnote-ref-2)