How to Apply for Externships

**Appalachia Externship**  
Students register for it on NOVO, like any other course.

**Corporate Counsel Externship**  
See web-page for Application Process and Placement Sites. E-mail materials to Coordinator Cathy Kustner; indicate rank-order in email.

**Intercollegiate Athletics**  
Contact Professor Ed Edmonds, edmonds.7@nd.edu.

**Judicial Externship**  
See web-page for Application Process and Placement Sites. E-mail materials to Coordinator Beth Ferrettie; indicate rank-order in email.

**Lawyering Practice Externship**  
See web-page for Application Process and Placement Sites. E-mail materials to Coordinator Cathy Kustner; indicate rank-order in email.

**London Externship**  
Contact Nicholas Brill, nbrill@nd.edu.

**National Immigrant Justice Center**  
Submit a cover letter, resume & informal transcript to Lisa Koop, lkoop@heartlandalliance.org.

**ND Law in Chicago**  
See web-page for Application Process and Placement Sites. Submit an Expression of Interest Form to meet with Professor Bob Jones or Director Katelynn McBride Barbosa. Rolling application process. Students are encouraged to start early in the previous semester. The firm deadline for securing placements is 60 days before the first class day.

**ND Law in D.C. (Spring semester only)**  
See web-page for Application Process and Placement Sites. E-mail materials to Coordinator Theresa Fry; indicate rank-order in email.

**Public Defender Externship**  
Students register for it on NOVO, like any other course.

**Summer Externship**  
Before you leave for the summer, complete the Summer Registration Form, get the requisite signatures, turn form into Anne Hamilton.

**Priority Application Deadlines:**  
Friday after Fall or Spring Break  
(con’t)
Externship Application Guidelines for:
Lawyering Practice Externship
Corporate Counsel Externship
Judicial Externship

- In a given semester, students may not apply to sites in more than one of these courses on the priority application deadline: Lawyering Practice Externship, Corporate Counsel Externship, Judicial Externship. For example, students who apply to sites within Lawyering Practice Externship course may not also apply to sites within other externship courses, such as Corporate Counsel Externship or Judicial Externship.

- If spots remain open in those other courses after priority applications have been considered, students will be notified and will be free to apply for any remaining open slots. Students are also free to apply to other externship courses in later semesters.

- In choosing a potential externship site(s), students can review the listings in the Placement Sites documents, posted on the respective websites, and also, be proactive in identifying other sites. Placements must involve substantial legal work under the careful supervision of an attorney. All placements must be approved by the instructor and must be finalized before a student may be enrolled in the course. Students are encouraged, but not required, to discuss their externship goals and expectations with Professor Bob Jones. He can help students identify the most appropriate opportunities.

- Students may apply to up to (3) externship sites, but shouldn’t feel it’s necessary to choose three. If you want to apply to more than one site within a course, when you email your materials to the Coordinator, be sure to state in the email what your preferences are by putting them in RANK-ORDER.

- Applications will be forwarded to placement sites. At that point, it is up to placement sites to communicate with applicants and conduce screening interviews.

- If you don’t yet have a placement when Registration opens, register for a full set of classes so that you get the ones you want. If you subsequently get a placement, you can drop the class of your choice and we’ll manually register you for the externship.

- **Priority Application Deadlines: Friday after Fall or Spring Break**