

University of Mississippi School of Law Externship Program

Student Application

Please complete this application indicating your interest in participating in the externship program.

Email completed application along with a copy of your resume in PDF format to:

hsinha@olemiss.edu and celeste@olemiss.edu

Stop by room 3080 to introduce yourself and ask any questions you may have.

Hans P. Sinha

Clinical Professor and Director Externship Program.

YOUR NAME

TODAY'S DATE

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YOUR OLE MISS EMAIL ADDRESS

YOUR CELL PHONE NUMBER

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YOUR CURRENT YEAR IN SCHOOL, (1L, 2L or 3L)

CURRENT NUMBER OF CREDIT HOURS

GPA

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SEMESTER YOU WISH TO DO YOUR PLACEMENT

CREDIT HOURS SOUGHT

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YEAR DURING PLACEMENT (2L or 3L)

CREDIT HOURS AT START OF PLACEMENT

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MONTH AND YEAR OF GRADUATION

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PLEASE LIST YOUR DESIRED PLACEMENTS IN ORDER OF PREFERENCE

1	
2	
3	

PLEASE LIST ANY PRIOR EXTERNSHIP PLACEMENTS, SEMESTER AND CREDIT HOURS COMPLETED

PLEASE REVIEW AND INITIAL BELOW REQUIREMENTS

PROGRAM REQUIREMENT

INITIAL

PROGRAM REQUIREMENT	INITIAL
1. Complete and submit extern information form when such is due	
2. Complete and submit placement plan when such is due	
3. Maintain daily logs and submit on a weekly basis	
4. Maintain contemporaneous reflective journal and submit on a weekly basis	
5. Ensure mid-placement extern evaluation is completed and submitted	
6. Ensure final extern evaluation is completed and submitted	
7. Complete and submit assigned Directed Journal Topics when due	
8. When appropriate, read assigned text and submit weekly chapter summaries	
9. Complete and submit final student evaluation form when due	
10. Complete required on-site hours for sought academic hours	
11. Participate in seminar class in person or if appropriate via gotomeeting.com	
12. Read appropriate Rules of Professional Conduct prior to beginning placement	
13. Be mindful of, and comply with, appropriate confidentiality norms	
14. Represent school in professional and mature manner while at placement	

PLEASE PROVIDE ANY ADDITIONAL PERTINENT INFORMATION OR COMMENTS

Empty box for providing additional pertinent information or comments.

APPLICATION CHECK LIST AND INFORMATION

The below points are intended to assist you in successfully completing the application:

- Check to make sure you have completed all fields above.
- If you are confused about what information goes in a particular field, please ask.
- Please submit your application **via email**. To do so, please send **pdf** copies of:
 - (1) the **completed application**, and
 - (2) your (properly labeled – see below) **resume**, to
 - (3) Professor Sinha (hsinha@olemiss.edu), with a copy to
 - (4) Celeste (celeste@olemiss.edu).
- Once you have submitted your application, you must meet with Professor Sinha to discuss your application and selection. Professor Sinha's office is located on the third floor of the law school building, room 3080.
- Once your placement office has been tentatively confirmed, you may be asked to write a cover letter indicating your interest in a particular placement. If and when you do so, please address such letter to the appropriate person at the office.
- The above externship application stays in our files and is used for internal law school purposes; it is not forwarded to your potential placement office.
- Your resume, however, is forwarded to your potential placement office. As such, when you submit it along with your application (in pdf format), please title it as you want your potential on-site supervisor to see it. We recommend you select something simple and professional such as your name and year.
- Some placements will ask for a copy of your law school and or undergraduate transcripts. When this is the case, we will notify you.
- If you are not sure what number of credit hours you wish to earn pursuant to your anticipated externship placement, put an estimated number in the appropriate box above, ("credit hours sought"). We will confirm the final number once your placement is confirmed and prior to formally enrolling you in the course.
- Remember that there is a required accompanying seminar course. This class traditionally meets on Wednesday afternoons. However, check the class schedule for the term (fall or spring) you anticipate doing your externship placement for precise day and times. If you will be placed away from Oxford you will attend the seminar class via gotomeeting.com. During the summer term the class consists of webinar sessions.
- You cannot be enrolled in two clinical courses, including an in-house clinic and an externship placement, in the same semester.
- More information regarding the program as a whole can be found on the Ole Miss Law Clinical web pages.