
EXTERNSHIP APPLICATION

Name: _____ Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail address: _____

Panther I.D. Number: _____

Externship Site for which you are applying: _____

I want the above-listed Externship Site to consider my application for a placement in: **[Your application will not be accepted unless you designate the semester(s) for which you are applying.]**

Spring Semester _____ Fall Semester _____ Summer Semester _____

Summer and Fall Semester Externships: Have you successfully completed all required first-year, first-semester courses (Civil Procedure, Contracts, Legal Bibliography, Property, RWA, and Torts) and have you successfully completed or are you currently enrolled in all required first-year, second-semester courses (Civil Procedure, Contracts, Criminal Law, Property, RWA, and Torts)? _____

Spring Semester Externships: Have you successfully completed all required first-year courses (Civil Procedure, Contracts, Criminal Law, Legal Bibliography, Property, RWA, and Torts)? _____

Do you have a minimum G.P.A. of 2.3? _____

By the end of the current semester, I will have completed _____ credit hours of my JD requirement.

I am a Part Time _____ Full Time _____ Student.

By the end of the current semester, will you have satisfied the prerequisite(s) for this externship (see course description)? _____

Have you previously participated in the Externship Program? _____ If yes, which one and what semester/year? _____

Note: Externships are graded on a Satisfactory/Unsatisfactory basis. A maximum of 11 credit hours of S/U work (excluding Litigation) can be applied toward graduation. No more than 12 credit hours of clinical course work and externships **combined** or 6 externship hours alone can be applied toward graduation. Some externships require students to complete 58 hours of the JD requirement. For those externships, transfer students must check with the registrar before applying to ensure sufficient transfer credit hours.

I certify that the information reported on this Externship Application is accurate and that I have read and signed the Externship Contract.

Printed Name: _____ Date: _____

Signature: _____

Externship Contract

As a condition of participating in the Externship Program, I agree to the following:

1. I will absolutely honor the Externship Program's confidentiality requirements.
 2. I certify that I have met the prerequisites of the Externship Program and any specific prerequisites identified in the course description of the externships for which I am applying. I understand that I may be removed from the program at any time if it is determined that I have not satisfied these prerequisites or obtained a written waiver from a Faculty Co-Director.
 3. I will complete the full term of the externship as stated in the course description unless I am granted an exception by a Faculty Co-Director. My failure to complete an externship will result in my receiving a grade of "WF" for each semester of enrollment in the externship. I understand that if I am enrolled in a two-semester externship, I will not receive any credit unless I complete both semesters absent significant hardship. I understand that I will receive a grade of "IP" ("In Process") after the successful completion of the first semester of a two-semester externship. When I complete the final semester of the externship, "IP" will be changed to an "S."
 4. I will work a minimum of 140 hours per semester at a rate of ten (10) hours per week during the fall and/or spring semester or twenty (20) hours per week during the summer semester. I understand that my failure to do so will result in my receiving a grade of "WF" for that semester. I understand I must work at least thirteen (13) weeks during the fall and/or spring semester or at least seven (7) weeks during the summer semester. If I have completed 140 hours by the end of the thirteenth (13th) week of the semester during the fall and/or spring semester, I will not conclude my externship unless I obtain approval of both the Faculty Co-Director and my Externship Supervisor. If I intend to work less than ten (10) hours over a two-week period anytime during the fall and/or spring semester or twenty (20) hours over a one-week period anytime during the summer semester, I will first obtain permission from both the Faculty Co-Director and Externship Supervisor.
 5. I will complete and timely submit all of the written requirements of the Externship Program, including a Goals Form, bi-weekly (fall and/or spring semester) or weekly (summer semester) Work Summary Forms, and mid-semester and end-of-semester papers. I understand that my failure to complete any assignment required by the Externship Program in a timely fashion will result in my mandatory withdrawal from the externship and a grade of "WF".
 6. I will participate in the academic (classroom) component of the Externship Program unless I have already done so in a prior semester. I understand these classes will be provided either at the externship site or at the College of Law. I am aware that the time required by the academic component is in addition to the hours required by Paragraph 4, above, unless the component is provided on-site at the externship and not taught by GSU faculty.
 7. I will complete an externship evaluation and a site evaluation form on or before the last day of classes for the semester in question. My failure to submit these evaluations by the due dates will result in a grade of "WF" for that semester.
 8. I will meet with a Faculty Co-Director during my externship at mid-semester and immediately upon completion of each semester of my externship (no later than the last day of examinations for that semester). If I fail to do so, I will receive a grade of "WF" for that semester.
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9. **I understand that I will not be permitted to drop an externship, either before or during the externship, in the absence of significant hardship and with the express approval of a Faculty Co-Director.** I understand that securing a paid position elsewhere will almost never qualify as grounds to withdraw from the program. I agree that when I accept an offer, I am making a commitment to the externship site and may be taking a position another student wanted. The site will be expecting my assistance during the semester, and my professional reputation, as well as that of the College of Law, depends on my meeting those expectations. **I understand that if I nevertheless drop my externship, I will have a letter of reprimand placed in my permanent file and will not be allowed to participate in the Externship Program in the future.**
 10. I understand that I cannot receive payment for performing the externship.
 11. By signing below, I acknowledge that I have read and understood O.C.G.A. §§ 15-19-50, 15-19-51 and 15-19-56 regarding the unauthorized practice of law. I will not engage in any behavior which constitutes the unauthorized practice of law during the course of any externship into which I am accepted.
 12. By signing below, I acknowledge that certain externships present a risk of bodily harm and possibly even death. I agree that I had a choice of various externships, some of which pose less risk of physical harm than others. I accept participation in the Externship Program understanding that I may be at risk of bodily harm or even death, and I voluntarily accept such risks. Further, I understand that while performing this externship, I may refuse a particular work assignment if it subjects me to a dangerous situation.

I have read and fully understand the terms above and agree to be bound by these terms should I be accepted as an extern.

Printed Name: _____ Date: _____

Signature: _____