

SPRING 2018 EXTERNSHIP PROGRAM FACT SHEET: WOULD A SELF-SECURED INTERNSHIP QUALIFY AS AN EXTERNSHIP PLACEMENT?

The University of Miami School of Law Externship Program provides students with an opportunity to receive academic credit for qualified, non-paid legal internships with local, national, and international corporations, government agencies, public interest organizations and the judiciary. **Law firms, of any size, including solo practitioners, do not qualify for the Externship Program.**

Through the Externship Program, students may obtain academic credit for a pre-approved positions secured through the CDO and independent of the CDO, whether through direct contact with an employer, networking, job posting or other means of application. All externship placements, regardless of how obtained, are subject to approval by the Externship Program Committee. The Externship Program Committee will review the placement and determine eligibility.

To apply to pre-approved placements through the CDO for the Externship Program, please see the *Spring 2018 Externship Program - Quick Facts* document for application instructions.

If you obtained your own legal internship and would like to determine whether the position qualifies to be an externship placement, you must complete the following steps:

1. Upload your résumé.
2. Create a word document containing the following information:
 - a. Your contact information: name, graduation month/year, C-number, phone number and email address.
 - b. Employer information: name of the employer with whom you have an existing offer/placement and type of employer (member of the judiciary, public interest organization, government agency or corporate counsel office).
 - c. Supervising attorney information: name, phone number and email address.
 - d. A brief description of where you are in the application process (already submitted application, already received offer, etc.).
3. Log onto Symplicity (<https://law-miami-csm.symplicity.com/students>) and select “Documents” from the top navigation bar.
4. Click on the “Add New” button.
5. Upload your newly created word document. You may label the document however you prefer but you must select the “Other Documents” radio button. Click on “Submit”.
6. Once the document has finished uploading, click on “Recruiting Program and Externship Program” from the top navigation bar.
7. To submit an opportunity for consideration for *spring 2018* select the session titled “Spring 2018 Externship Program: Existing Offers/Placements.” The deadline to submit an opportunity to be considered for spring 2018 will be communicated via email.
8. Click on the “Apply” button.
9. Select your résumé and your newly created document for submission and click “Apply”.

Employers may be contacted directly to gather additional information to determine externship eligibility. Students will be notified via e-mail of the Externship Program Committee’s decision as soon as it becomes available. If your position is accepted as an externship, you will be provided with the steps necessary to finalize the registration process to obtain credit by e-mail.