



## **Externship Application Instructions**

**Students must submit all application materials to  
Stephanie Nye, Director of Externships and Special Academic Programs, [nyes@law.sc.edu](mailto:nyes@law.sc.edu)**

**In addition to the attached application, please submit:**

- 1. Resume**
- 2. Transcript (either a grade sheet or unofficial transcript)**
- 3. Please attach the documents in this order: Application, Resume, and Transcript.**



## Externship Application

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

Please indicate the externship you are applying for:

- Administrative     Children's Law     Criminal     Designing Access to Justice Technology  
 In House Counsel     Judicial     Legislative

During which semester would you like to participate? \_\_\_\_\_

Do you have a particular placement that you would like to work with? (if yes, please indicate which one): \_\_\_\_\_

Are you currently employed outside of the law school? (If yes, please indicate where):  
\_\_\_\_\_

Are you in or registered for a clinic and/or capstone course? (If yes, please indicate which one):  
\_\_\_\_\_

Have you taken PPR or PR? If not, when do you plan to take it? \_\_\_\_\_

Have you taken an externship before? (If yes, please indicate which one):  
\_\_\_\_\_

### RELEASE

I realize that in order to receive credit I must comply with all of the requirements of the University of South Carolina School of Law externship program. Should I not comply with all the requirements for extern credit, I am aware that credit may be withheld.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* The University of South Carolina School of Law does not guarantee a placement for all externship applicants.



## **Application Process for Externships**

### **Step 1: Attend an Externship Information Session**

- Externship information sessions are offered at the beginning of the fall and spring semesters.

### **Step 2: Understand the Requirements**

- Students may apply for an externship course beginning the second semester of their second year.
- Students may not participate in more than two (2) externship courses and may not earn more than six (6) academic credits from externships. If a student participates in more than one externship, the externships must be in different areas.
- Students may not take an externship course along with either a capstone or clinic course during the same semester.

### **Step 3: Understand the Commitment**

- During the fall and spring semesters, students are expected to work a minimum of eight (8) hours per week for thirteen (13) weeks at the externship site to earn two (2) hours of academic credit.
- During the summer session, students are expected to work a minimum of thirty (30) hours per week for seven (7) weeks at the externship site to earn four (4) hours of academic credit.

### **Step 4: Research Externship Opportunities**

- Browse the [list of pre-approved field placement opportunities](#).
- If you would like an externship at an office not on the list, contact the Director of Externships and Special Academic Programs for approval.

### **Step 5: Schedule an Interview with the Director of Externships**

- Schedule an appointment to discuss your goals and expectations so that the Director can work with you to identify the best field placement.

**Step 6: Apply**

- Applications are available in the Office of Law Registrar and Academic Services and should be submitted to the Director of Externships and Special Academic Programs (Room 432).

**Step 7: Prepare for the Interview**

- The field placement may reach out to you directly to schedule an interview once materials are sent. Respond promptly and prepare for the interview.

**Step 8: Interview with the Placement**

- Dress professionally and arrive early.
- Understand the work of the office and prepare questions to ask about the experience.