

**CIVIL PRACTICE ACADEMIC EXTERNSHIP:  
LAWYERING SKILLS & PROFESSIONAL VALUES SEMINAR  
(Prof. Elizabeth Dennis)**

**Student Information and Acknowledgments Form**

(Must have completed a *minimum* of 30 credit hours prior to beginning the externship)

Printed Name (last name first) \_\_\_\_\_

Email: \_\_\_\_\_ Ph/Cell Number: \_\_\_\_\_

**Check box below to confirm you've read:**

- Semester and Year you are: Registering \_\_\_\_\_ Participating \_\_\_\_\_ Seminar Component \_\_\_\_\_
- Number of credit hours I am registering for  2  3  4  
(For each credit hour, you are required to work 50 hours at your externship placement.)
- The seminar component and the work performed at your placement must be undertaken in the same semester for which you are enrolled. Any exceptions must receive prior written approval from Dean Dennis.
- Have you ever had a clinical or externship placement before? Yes\_\_\_ No\_\_\_ . List: \_\_\_\_\_  
Be aware that you may have an aggregate maximum of nine credit hours in Clinics and Externships.
- Summer registrants are charged an hourly tuition rate for this course. Spring and Fall registrants, check with Accounting to see how this affects your tuition.
- Placements must be an alumni solo or small firm. All placements must be approved by Dean Dennis prior to registration.
- You may NOT receive compensation for your externship.
- Your externship work may begin one week prior to the beginning of the semester.
- In order to receive credit, student journals and time sheets must be submitted weekly, contemporaneously with your work. **NO** credit will be given for work done in a prior semester without prior written approval from Dean Dennis.
- Students must work a minimum of 10 weeks at their externship placement during the fall and spring semesters. During the summer semester, students must work a minimum of 6 weeks at their placement.
- Additional requirements will be discussed at that **first** seminar meeting of the semester. **Attendance is mandatory.** No Absences are allowed in the summer semester.
  - I agree to abide by these rules and understand that the information I provide will be verified by the Registrar before classes begin, and that if I do not qualify, I will be dropped and my place offered to an eligible student.
  - I confirm that I have read the mission, policies and procedures of my placement and understand what will be required of me.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registrar

\_\_\_\_\_  
Date

**EMAIL THIS FORM AND AN UNOFFICIAL COPY OF YOUR TRANSCRIPT TO  
bsantillan@stcl.edu**