

Proposing Your Own Externship

- [What if I want to do my externship at a site that is not on the database?](#)
- [What do I tell a potential field supervisor who might consider me for an externship?](#)
- [Will someone from Cooley contact the potential field supervisor?](#)
- [What are the minimum requirements to get a site approved?](#)
- [What is the process to get a site approved?](#)

- **What if I want to do my externship at a site that is not on the database?**

Each site on the database is a site that has already hosted a Cooley extern. It is very easy to add new sites. Talk to the Director of Externships for information about your specific situation.

- **What do I tell a potential field supervisor who might consider me for an externship?**

Let the attorney know that this is a graduation requirement, and that you would be working for free. Let them know that there is minimal administrative paperwork for the attorney supervisor. You will be assigned a faculty supervisor who does the administrative paperwork. The attorney supervisor is responsible for overseeing all of your work. The other requirements are that they sign the externship agreement and complete a mid-term evaluation and an end-of-term evaluation. In most cases, a faculty member will travel to the site to personally meet with the supervisor during the term.

The Office of Planning, Programs, and Assessment can send a packet of information to the attorney or you can suggest that the attorney contact Marianne Flinn, the Director of Externships if they have specific questions.

- **Will someone from Cooley contact the potential field supervisor?**

When a student has a commitment from a new site, the Director of Externships will contact the attorney supervisor to talk about the program and to get a description of what the extern will be doing at the firm. Of course, if the attorney supervisor has any questions prior to making commitment, the Director of Externships is available to answer those questions.

- **What are the minimum requirements to get a site approved?**

The attorney supervisor must be in good standing and licensed for at least three years. The placement must have malpractice insurance that covers the extern. The site must have sufficient legal work for the student to ensure a good learning experience.

- **What is the process to get a site approved?**

Students approach a potential site for an externship placement. The site will go through a selection process, which might include an interview. Once the site commits to the student, they must send an e-mail or a letter confirming that they expect the student at the beginning of the term. The communication can be sent to the student or to externs@cooley.edu. The student must then complete the commitment form. Only then will the site be preferred to the faculty committee for approval. Once approval is obtained, the student is notified by e-mail.