



UNIVERSITY OF BALTIMORE SCHOOL OF LAW  
Legal Externship Program

**FIELD PLACEMENT APPLICATION**

If you are interested in having a student as an extern for the upcoming semester, please complete this form and return it as soon as possible, to Millicent Newhouse, Director of Externships via fax at 410.837.4696 or via email to [mnewhouse@ubalt.edu](mailto:mnewhouse@ubalt.edu). Please review the attached Employer Handbook outlining the program requirements.

Employer:

Name of Student's Supervising Attorney:

\*Please attach a resume for all supervisors.

How many years has the supervisor been practicing law?

Address:

City, State, Zip:

Telephone:

E-mail:

Website:

Are there any special requirements (e.g., fluency in a foreign language) that a student must possess in order to be placed in your office?

Please indicate below the areas of law likely to be experienced by the law student assigned to you. Use the number "1" to indicate "significant exposure," the number "2" to indicate "moderate exposure," and the number "3" to indicate "at least some exposure for the student."

- |                          |                       |                            |
|--------------------------|-----------------------|----------------------------|
| _____ Administrative Law | _____ Elder Law       | _____ Tax                  |
| _____ Bankruptcy         | _____ Family Law      | _____ Trusts/Estates       |
| _____ Commercial Law     | _____ Juvenile Law    | _____ Workers Compensation |
| _____ Contracts          | _____ Malpractice     | _____ Other _____          |
| _____ Corporations       | _____ Personal Injury | _____ Other _____          |
| _____ Criminal Law       | _____ Real Property   | _____ Other _____          |

Below, please provide a brief description of the substantive legal work that an Attorney Extern can expect under your supervision (i.e., research, writing, observation, client contact, etc.). If necessary, please feel welcome to attach an additional page.

Please check the materials would you like applicants to submit:

Resume

Cover Letter

Unofficial Transcript

Writing Sample

List of References