



LL.M. Externship Request Form

MSU College of Law ♦ Office of Student Affairs ♦ 648 N. Shaw Lane, Rm. 308, East Lansing, MI 48824

Phone Number: 517-432-6835 ♦ Fax Number: 517-432-6855 ♦ Email: osalaw@law.msu.edu

Print First & Last Name (Surname): _____ PID: _____

MSU Email Address: _____@msu.edu Phone Number: _____

Expected Graduation Date: _____ Level: LL.M.

Externship Semester: Fall 20____ Spring 20____ Summer 20____

Is this a 3-credit externship? Yes No

Are you planning to take a bar exam? Yes No

Externship Title: _____ Location: _____

An externship site must provide students with substantial lawyering experience primarily to benefit the student. Students must perform legal tasks such as research, analysis, investigation, counseling, or legal writing. Students may not receive academic credit for positions that consist primarily of clerical activities. Non-legal clerical or other tasks should be kept to a minimum.

Keeping this in mind, please provide a short description detailing how the externship will complement the academic goals of your degree:

The Assistant Dean for Student and Academic Affairs must sign this form before the Externship Director. Note: this form **does not** replace the externship application. As such, it is important to complete this request form well before the externship application deadline in order to account for processing time.

This form may be submitted via mail, fax, email, and in person to the address listed at the top of this form. I understand that the Office of Student Engagement requires at least 24-48 hours to process all requests.

Student Signature: _____ Date: _____

Assistant Dean for Student and Academic Affairs: _____ Date: _____

Externship Director Signature: _____ Date: _____