



WE ARE NEW YORK'S LAW SCHOOL

(Updated May 2023)

EXTERNSHIP PLACEMENT REGISTRATION FORM

For completion by law offices/legal organizations

- If you are interested in having a New York Law School student extern at your office, complete this form and return it to externships@nyls.edu.
- For more information, read [Externship Mentor Guidelines](#).
- If you have questions about posting an externship position, contact career@nyls.edu.

I. OFFICE INFORMATION

Name of office/organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Fax: _____

Number of lawyers in the office: _____ Website: _____

II. MENTOR ATTORNEY INFORMATION *(Attach additional pages if necessary.)*

Note: Mentor Attorneys must be available to meet weekly with externs to assign work and provide feedback, instruction, and guidance on that work. Mentor Attorneys must be admitted to practice for at least three years except where approved by the Externship Director in special circumstances.

ATTORNEY 1 _____

Title/position: _____ New York Law School alum? ☐ Yes ☐ No

Phone: _____ Email: _____

Bar admissions

State: _____ Year: _____ In good standing? ☐ Yes ☐ No

State: _____ Year: _____ In good standing? ☐ Yes ☐ No

ATTORNEY 2 _____

Title/position: _____ New York Law School alum? ☐ Yes ☐ No

Phone: _____ Email: _____

Bar admissions

State: _____ Year: _____ In good standing? ☐ Yes ☐ No

State: _____ Year: _____ In good standing? ☐ Yes ☐ No

EXTERNSHIP COORDINATOR (provided as an additional contact)

Name: _____

Phone: _____ Email: _____

III. STUDENT EXTERN CRITERIA

Number of externs placement is seeking for each semester: _____

Minimum number of law school semesters the extern must have completed: ☐ 2 ☐ 3 ☐ 4

Upper-level course prerequisites/co-requisites:

Other requirements:

IV. ORGANIZATION'S EXTERNSHIP PROGRAM

Type of practice *(Check all that apply)*:

- ☐ Corporate/in-house counsel
- ☐ Legislative/public policy/executive
- ☐ Government agency-federal
- ☐ Government agency-state/city/local
- ☐ Private law firm
- ☐ Public interest/not-for-profit

Primary practice areas/substantive law areas at this placement:

Skills that externs may expect to practice *(Check all that apply; add your own categories if needed)*:

- ☐ Client interviewing/counseling
- ☐ Fact investigation
- ☐ Legal presentations/public speaking
- ☐ Legal research
- ☐ Negotiation
- ☐ Problem solving
- ☐ Trial advocacy/litigation
- ☐ Transactional document preparation
- ☐ Writing (analytical)
- ☐ Other skills: _____

Describe projects you anticipate assigning to externs:

Describe the written work product externs will be permitted to redact and take from the placement for possible use as a writing sample:

Will the externship be _____in-person _____in-person and remote _____fully remote

Do you expect to provide compensation to the extern? ☐ Yes ☐ No

Paid externships are permitted under certain circumstances. For compensated placements, Mentor Attorneys must certify that no student time will be billed to clients, that all assigned work will be substantive legal work and that the placement will comply with all other program guidelines. The externship program is a credit-bearing academic program and NYLS will take explicit steps to ensure that the student's educational experience is paramount.

Have you previously hosted a New York Law School student extern? ☐ Yes ☐ No

Commitment to Harassment and Discrimination Free Workplace. We have reviewed and agree to abide by NYLS policies relating to Sexual Misconduct and Harassment and Discrimination. These policies may be found here: www.nyls.edu/policies ☐ Acknowledged