

## **INSTRUCTIONS FOR APPLYING FOR SUMMER 2019 EXTERNSHIPS and JUDICIAL EXTERNSHIPS**

**In order to be permitted to be placed and earn academic credit for work performed for a governmental or not-for-profit law office or for a judicial externship during the SUMMER semester, you must FIRST receive prior approval from Vice Dean Melinda Saran.** Although for the summer program only students may solicit and secure their own placements throughout the country, **you cannot be enrolled in an externship or judicial externship for credit unless the placement is approved by the instructor.** Approval is contingent upon the placement meeting University at Buffalo School of Law standards for the activities and supervision necessary for a credit-bearing externship. The Law School's externship and judicial externship standards can be found in the University at Buffalo School of Law "Externships and Judicial Externships: Policies and Procedures."

**A. By applying, you are committing to complying with all externship or judicial externship requirements.**

**B. Submit:**

1. Application form - attached
2. Cover letter – addressed to Ms. Dawn Skopinski, Externship Program Administrator or Vice Dean Melinda Saran, Director of the Externship Program. Indicate where you have secured your own placement and include your interests and experience. If you are requesting to be placed in one of the externships and/or judicial externships that are usually offered during the school year, you can include all three choices in one letter.
3. Resume
4. Unofficial transcript – download from hUB with current classes listed
5. Brief legal writing sample – 2-page minimum (ideally no more than 8-10 pages)
6. Conflict of Interest Inventory and Acknowledgement
7. Externship/Judicial Externship Agreement – please submit the appropriate form: (1) Externship or Judicial Externship; (2) Intensive Judicial Externship.
8. Optional: If there is any information that is not included in your resume or transcript that you wish to bring to our attention, please attach a separate sheet of no more than one page, double-spaced, with the additional information.

**C. Please paper clip all of the above materials together and return in person to: Dawn Skopinski, 610 O'Brian Hall, 645-6261; [skopinsk@buffalo.edu](mailto:skopinsk@buffalo.edu).**

**D. Schedule an appointment to review and discuss your application with Dawn Skopinski.**

**Please note:**

Interviews of the candidate at the following agencies' offices will be required to finalize this placement.

Assigned Counsel Program  
Buffalo Board of Education – Office of General Counsel  
Equal Employment Opportunity Commission  
Erie County Attorney's Office  
Monroe County District Attorney's Office  
New York State Inspector General (background check also required)  
New York State Liquor Authority  
Niagara County District Attorney's Office  
Niagara County Public Defender's Office  
Niagara Frontier Transportation Authority (drug test also required)  
Prisoners' Legal Services  
And some Judicial Externship placements

**APPLICATION DEADLINE: on a rolling basis**

**APPLICATION FOR SUMMER EXTERNSHIP OR JUDICIAL EXTERNSHIP**

**Name:** \_\_\_\_\_ **Current Class:** 1L \_\_ 2L \_\_ 2 yr. JD \_\_ LLM \_\_

**Person Number:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Citizenship:** U.S. \_\_\_\_\_ Dual Citizenship \_\_\_\_\_ Other: \_\_\_\_\_

**Have you applied for or been awarded summer funding?**  
(BPILP, Catalyst, alumni-funded fellowship, or other)?

\_\_\_\_\_

**Currently working?** Yes \_\_ No \_\_ **Name of Office/Firm:** \_\_\_\_\_  
Will you continue to work in this office during your externship/judicial externship? \_\_\_\_\_

**Have you set up your own externship/judicial externship for summer?**

Office: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Tel. no.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Start date: \_\_\_\_\_

Attach a description of the job duties you will have and the type of supervision you will receive.

Have you been accepted by this office? \_\_\_\_\_  
Please attach your letter or email of acceptance.

**Do you want the University at Buffalo School of Law to place you in one of the externships and/or judicial externships that are usually offered during the school year? If so, please list the externship(s) and/or judicial externship(s) below for which you are applying, in order of preference.** Some placements offered during the academic year have their own summer hiring programs (e.g., Federal judges, US Attorney’s Office, NYS Attorney General, Erie County DA’s Office); the Law School will not be able to place students in these offices.

**Please note: for Judicial Externships:** Law School placements are available in state, county and city courts only for the summer, and may be limited dependent on whether or not the judge participates in the NYS Unified Court System Summer Judicial Internship Program. We are unable to take requests for a specific level of court or judge, however we can take requests if you have a preference for an area of interest (civil, criminal, family, surrogate, commercial), but placement in a particular court cannot be guaranteed. **See Limited Waiver for Summer Judicial Externships for Students Completing the First Year of Law School on page 5.**

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

**Will you be enrolled in another class or clinic for the summer?** Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please list which class/clinic \_\_\_\_\_

**Have you previously received law school credit for an Externship or Judicial Externship?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please list the Externship or Judicial Externship location, year & semester \_\_\_\_\_

**Please read the following information and answer the following questions:**

Externships and Judicial Externships require you to work at your placement office on a regular schedule as follows:

<u>Summer Externship or Judicial Externship:</u>	3 credits	135 total hours
<u>Summer Intensive Judicial Externship:</u>	5 credits	225 total hours

*Some externships and judicial externships do not accept students with arrests, convictions and/or academic or other school discipline due to the need for security clearance or other requirements for the externship. While this is not an automatic rejection, we expect your honest answers to these questions.*

- 1. Have you ever been convicted of a felony?** Yes \_\_\_ No \_\_\_
- 2. Have you ever, as an adult or as a juvenile, been involved with, charged, arrested for or convicted of a violation of any civil or criminal law other than a parking violation or speeding ticket?**  
Yes \_\_\_ No \_\_\_
- 3. Have you ever been discharged or requested to resign from employment?** Yes \_\_\_ No \_\_\_
- 4. Have you ever been found to have engaged in academic dishonesty (cheating or plagiarism) at any time?** Yes \_\_\_ No \_\_\_
- 5. Have you ever been dismissed from a college for nonacademic reasons?** Yes \_\_\_ No \_\_\_
- 6. Have you ever been dismissed or prohibited from the programs or properties of a college or university?** Yes \_\_\_ No \_\_\_

Note: Being prohibited from the programs or properties of a college or university is defined as permanent separation from an institution of higher education on the basis of conduct or behavior. An affirmative response to this question will not automatically prevent you from obtaining an externship or judicial externship, but you will be asked to provide additional information.

**IF YOU HAVE ANSWERED YES TO ANY OF QUESTIONS 2 – 7 PLEASE SUBMIT AN EXPLANATION OF THE CIRCUMSTANCES AND DOCUMENTS REFLECTING THE RESOLUTION OF THE ISSUE.**

- 7. Are you a party in any current litigation in any court?** Yes \_\_\_ No \_\_\_  
If so, please attach the complaint and a statement regarding the current status of the litigation.

- 8. Please sign the affirmation below and date this application.**  
**I grant permission to the University at Buffalo School of Law to forward part or all of this application to a placement office upon request. I affirm that the information provided in this application is accurate and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LIMITED WAIVER FOR SUMMER JUDICIAL EXTERNSHIPS FOR STUDENTS  
COMPLETING THE FIRST YEAR OF LAW SCHOOL**

This limited waiver allows students who have completed at least a full year at the University at Buffalo School of Law to receive credit during the summer semester only through the University at Buffalo School of Law judicial externship program under the following conditions:

1. The student has independently secured an offer to extern for a judge during the summer semester only; the Law School will not seek placements for students who have not completed their second year of Law School;
2. the student has documentation from a judge or administrator indicating acceptance as a judicial extern;
3. the student provides contact information to the Externship Director so that he or she can verify the nature of the student's job and the willingness of the student's supervisor to provide evaluations and other feedback on the student;
4. the Externship Director is able to verify all the pertinent information.
5. the student's externship duties meet all the requirements of the judicial externship program, including supervision by an attorney, working primarily on legal tasks, and working the minimum total hours required for the 6-week summer session; and
6. the student fulfills all the requirements of a judicial externship, including the filing of weekly reflection journals and time entries.

**UNIVERSITY AT BUFFALO SCHOOL OF LAW  
EXTERNSHIP AND JUDICIAL EXTERNSHIP**

**CONFLICTS OF INTEREST INVENTORY AND ACKNOWLEDGMENT**

Name \_\_\_\_\_

*The information you provide here will help you and your faculty and field supervisors to identify any actual or potential conflicts of interests that would jeopardize the confidentiality and loyalty you owe to your prospective externship or judicial externship placement. Please take your time to answer these questions thoughtfully and completely. (Attach additional sheets if necessary).*

1. Are you now working or volunteering, or have you worked or volunteered for a law firm, legal services office, corporation legal department, governmental agency, judge, hearing examiner, or in the securities industry (legal or non-legal) prior to enrolling in the Externship Program?

Yes [  ]      No [  ]

If yes, where are you working/have you worked? [List all, starting with most recent and providing dates and locations.]

On what type(s) of cases did you work at each location?

2. Are you planning on being employed or volunteering at any office in any of the categories listed in question #1 during your externship semester?

Yes [  ]      No [  ]

If yes, where will you be employed or volunteering?

On what type of cases are you (will you be) working?

3. Are you planning on maintaining any other non-legal employment, board affiliation, or volunteer activity during your externship semester?

Yes [  ]      No [  ]

If yes, where will you be employed, serving as a board member, or volunteering?

What type of work will you be doing?

4. Please list any entries to which you have applied for future employment, including law firms, legal services offices, corporation legal departments, governmental agencies, judges, hearing examiners, or

employers in the securities industry (legal or non-legal). You need not include a prospective employer from whom you have received either a “no-thank-you” letter or an offer of employment which you have declined. If, between now and the completion of your externship, you contact any other prospective employer not listed on this form to explore a potential employment relationship, or if any prospective employer contacts you for that purpose, you must update this form to include that prospective employer.

5. Are there any other personal, financial, or family interests that could present conflicts of interests for you at your proposed placement(s)? If so, please identify them here.

6. Have you been enrolled in the Law School’s Externship Program or in an In-house Clinic before?

Yes [ ]      No [ ]

If yes, please indicate the semester(s) in which you were enrolled (including summer sessions), and identify your clinic and/or externship program and placement below.

**Conflicts of Interest**

I understand that if I work at any legally-related job in addition to my externship or judicial externship office, prior to starting my externship or judicial externship, I must disclose the nature of that job to my supervisor at the externship or judicial externship AND I must disclose that I am working at an externship or judicial externship to my other job’s supervisor. I understand that I also must disclose this job to the Externship Program Director at the University at Buffalo School of Law or to the professor who oversees my externship or externship.

In addition, I understand that if there is even a mere possibility of a conflict of interest with my externship or judicial externship due to any job, personal or professional relationship, or any other reason, I must disclose that potential conflict to my externship or judicial externship supervisor immediately. This is an ongoing obligation. I also must disclose this potential conflict to the Externship Program Director at the University at Buffalo School of Law or to the professor who oversees my externship or judicial externship.

***NOTE: YOU HAVE AN OBLIGATION TO UPDATE THIS FORM TO REFLECT ANY CHANGE IN CIRCUMSTANCES PRIOR TO YOUR BEGINNING WORK AT YOUR EXTERNSHIP OR JUDICIAL EXTERNSHIP PLACEMENT AND/OR DURING THE SEMESTER(S) IN WHICH YOU ARE ENROLLED IN THE EXTERNSHIP OR JUDICIAL EXTERNSHIP PROGRAM.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name

## UNIVERSITY AT BUFFALO SCHOOL OF LAW

### AGREEMENT TO PARTICIPATE IN AN EXTERNSHIP or JUDICIAL EXTERNSHIP

#### SUMMER

1. If I am accepted into the externship or judicial externship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.
2. I will work a minimum of 135 total hours for the office to which I am assigned. This work will generally be at the placement's office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.
3. I will maintain the schedule that I work out with my externship/judicial externship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/judicial externship supervisor.
4. I will complete weekly reflections and submit my hours each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.
5. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.
6. I will not contact any office that hosts externs or judicial externs concerning my application for an externship/judicial externship, to arrange my own placement, to persuade an office to accept me as an extern/judicial extern, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or judicial externships to Vice Dean Melinda Saran, Director of the Externship Program, or Dawn Skopinski, Administrator of the Externship Program.
7. If I have missed 67.5 hours or more in my externship/judicial externship office after 3 weeks, I will resign from the course or will be administratively withdrawn.
8. I understand that the externship/judicial externship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/judicial externship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.
9. I will attend the mandatory externship/judicial externship class meeting and I understand that my attendance is a condition of my completion of the externship/judicial externship. I also understand that the time spent in that class meeting can be added to my overall hours spent on the externship/judicial externship for that week.
10. I will not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.
11. I understand that I must keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.



- 12. Only with my Supervising Attorney’s express permission, in writing, will I use a properly redacted document as a writing sample.
- 13. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.
- 14. I will not take office files from the premises without permission from the Supervising Attorney. In cases where permission is granted, I will take only copies and not the original files off-site, unless otherwise permitted by the Supervising Attorney. I will return all documents, originals and copies, to the placement office. Any field placement information or files residing on my personal electronic devices or in Cloud storage will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or Cloud.
- 15. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.
- 16. I will dispose of confidential information according to the placement’s office policies including shredding or proper disposal of electronic copies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

**UNIVERSITY AT BUFFALO SCHOOL OF LAW**

**AGREEMENT TO PARTICIPATE IN A JUDICIAL EXTERNSHIP - INTENSIVE**

**SUMMER**

1. If I am accepted into the externship or judicial externship program, I know that although the Law School will consider my interests to the extent possible, the Law School will assign me to one of the available offices (depending upon the program for which I have applied) and that I must accept the placement that the Law School provides me.
2. I will work a minimum of 225 total hours for the office to which I am assigned. This work will generally be at the placement's office. Although I may work outside the office from time to time if the office requires it due to the nature of an assignment, I understand that working from home or from another location on a regular basis is not permitted.
3. I will maintain the schedule that I work out with my externship/judicial externship placement. I will treat this schedule the same as any other class schedule and not vary it unless absolutely necessary due to an unavoidable conflict or illness. For any such situation, I will provide advance notice as early as possible by phone and email or in person to the office where I work. I will make up any missed work as approved by my externship/judicial externship supervisor.
4. I will complete weekly reflections and submit my hours each week to the law school as required in accordance with the posted schedule. I will timely complete any additional assignments listed in the syllabus or otherwise assigned.
5. I will maintain a professional demeanor at work, which includes wearing appropriate professional attire, communicating with all personnel respectfully and on a professional level, and refraining from doing any personal business or school work at the office.
6. I will not contact any office that hosts externs or judicial externs concerning my application for an externship/judicial externship, to arrange my own placement, to persuade an office to accept me as an extern/judicial extern, to dispute a decision that removes me from consideration for a placement in an office, to dispute a grade, or for any other matter, except concerning work assignments performed for an office at which I am placed. Except for those communications related to the work I am performing at an office at which I am placed, I will make all communications concerning externships or judicial externships to Vice Dean Melinda Saran, Director of the Externship Program, or Dawn Skopinski, Administrator of the Externship Program.
7. If I have missed 112.5 hours or more in my externship/judicial externship office after 3 weeks, I will resign from the course or will be administratively withdrawn.
8. I understand that the externship/judicial externship is a class with regularly scheduled hours. Because of the disruption that changes in schedules can cause the externship/judicial externship office, I will NOT rearrange my scheduled time in the office to accommodate non-emergency interviews, travel, etc.
9. I will register for, attend and complete the co-requisite class, "Judicial Externship Skills" and will also attend the mandatory externship/judicial externship class meeting. I understand that my attendance is a condition of my completion of the judicial externship. I also understand that the time spent in that class meeting (but not the "Judicial Externship Skills" class) can be added to my overall hours spent on the judicial externship for that week.
10. I will not disclose or release any information designated as confidential, or that may identify a party, client, case or matter that is served by or brought to the placement office, without the express, advance authorization of my Supervising Attorney, except to the extent the information is publicly filed and not subject to any other confidentiality order.

11. I understand that I must keep confidential any information received from a client whether or not it pertains to a pending case. This legal obligation continues beyond the period of the externship.
12. Only with my Supervising Attorney's express permission, in writing, will I use a properly redacted document as a writing sample.
13. I recognize my placement office will have certain policies and procedures regarding visitors. I understand no one other than Field Placement staff should be permitted in the offices without permission and I should receive permission from the Supervising Attorney or staff before inviting guests or unpermitted persons into the placement office.
14. I will not take office files from the premises without permission from the Supervising Attorney. In cases where permission is granted, I will take only copies and not the original files off-site, unless otherwise permitted by the Supervising Attorney. I will return all documents, originals and copies, to the placement office. Any field placement information or files residing on my personal electronic devices or in Cloud storage will be electronically provided to the placement office at the end of my externship and then deleted from my electronic devices and/or Cloud.
15. I promise to use special care to preserve confidentiality when communicating with a supervisor, co-worker, client or others regarding a case.
16. I will dispose of confidential information according to the placement's office policies including shredding or proper disposal of electronic copies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name