

VERMONT LAW SCHOOL



LEGAL PRACTICUM FOR ACADEMIC CREDIT EXTERNSHIP PROGRAM / SEMESTER IN PRACTICE SITE DESCRIPTION

TO BE COMPLETED BY THE PROPOSED MENTOR

1. Name of Proposed Mentor:

Work address:

City, State, Zip

Phone: _____ Fax: _____

Email:

Mailing address if different from above:

2. Name and title of any person (other than the mentor) affiliated with externship site who will act as a liaison between VLS and the externship (if any):

3. Please check the appropriate category:

Private Sector _____ Public Sector _____ Judicial _____
and briefly describe the nature of your work. (Your firm resume will be fine.)

4. Would you characterize yourself as being paid:

a fee for services rendered _____ through contingency fees
through third party payment _____ or not primarily any of the first three
(e.g. salaried employee of government)

5. The Mentor is the person responsible for direct supervision of the studentextern. Please provide us with some background information about your professional career. You may provide your resume or CV.

6. Students may not earn a salary for work for which academic credit (toward a J. D.) will be awarded. They may receive reimbursement for out of pocket expenses. Is your office able to provide assistance in any of the following areas?

Housing: (consider an extra room in someone's home if the student will not be within commuting distance of South Royalton) \$

Transportation:

- a.) Relocation
- b.) Daily Commute

Cost of Living Allowance:

7. Are there ordinarily other legal externs in your office during:

Fall Semester: August - December
Spring Semester: January - May
(Please note if they are full or part time.)

Will you have supervision responsibility for any other students (e.g. other law student, other graduate students, undergraduates)?

8. If your office has participated in other Externship Programs, please provide the following information:

School Name & Phone Number of School's Contact Person:

Do you anticipate that the VLS student extern will be working at the request of persons other than or in addition to the Mentor? If so, please provide us with this person's/these persons' name(s) and position(s) within the externship site.

9. While each practice is unique, we would like a mix of experience to be incorporated in the externship. The more time a student devotes to the practicum, the wider the variety of experience we expect he/she will participate in. Please indicate whether your placement can offer an opportunity to...

☐ Draft legal instruments	☐ argue motions
☐ Research legal issues	☐ observe oral argument
☐ Draft memoranda	☐ prepare for trial
☐ Write briefs	☐ observe chambers conferences
☐ Attend in-house training	☐ attend C.L.E. activities
☐ Interview witnesses	☐ conduct administrative hearings
☐ Conduct discovery	☐ conduct trials
☐ Work with clients	☐ prepare appellate briefs
☐ Diagnose a client's problem	☐ argue appeals
☐ Observe negotiations &/or mediation	☐ participate in pre-trial or case status conference
☐ Negotiate or mediate	☐ research & draft judicial opinions
☐ Draft legislation	☐ develop case strategy
☐ Participate in organized bar activities	

10. Can you (as Mentor) offer any learning experience available outside of the actual work experience (e.g. seminars, tours, in house training, Bar Association meetings, etc.)? If so, please describe.

11. Could you please describe some examples of your pro bono activities?

Might some of these be appropriate for student participation?

12. Are there law school courses, experiences, or other skills prerequisite to a semester with you?

13. If the option is available, on what time basis would you consider having a student?

- 1.) full time - 5 days per week (13 credits) _____
2.) part time - 2 1/2 days per week (6 credits) _____
3.) fewer than six credits _____

(Select as many as apply.)

14. What are the requirements for student practice in your jurisdiction? Do you anticipate students may make court appearances as part of their semester with you?

15. Please provide any other information that you would like made available to Vermont Law School and potential student externs.

Thank you.

Date: Completed

Please return to:

Christine Cimini, Visiting Professor of Law
Director of Externships
Semester in Practice Program
Vermont Law School
P.O. Box 96, Chelsea St.
South Royalton, VT 05068