

**EXTERNSHIP REGISTRATION FORM**

Student Name: \_\_\_\_\_ Degree \_\_\_\_\_ Student ID #: \_\_\_\_\_ Class Year: \_\_\_\_\_

Type of Externship (select):  Individual /  AdvancedSemester (select):  Fall 20\_\_ /  Spring 20\_\_ This placement (select):  will /  will not be remoteCredit Hours (not including seminar) (select):  2  3  4*One credit hour = 50 hours externship fieldwork. Credit modifications are not permitted after the end of Drop/Add.*

How many total credits are you registered for?: \_\_\_\_\_

*Please note that you may not exceed a total of 16 credits, including Externship credits.*Have you previously registered for an ad hoc, independent study, or non-law course credit?  Y /  N

If yes, how many such credits have you already taken? \_\_\_\_\_

Have you previously taken a Legal Ethics Rules course?  Y /  NIf no, are you concurrently registered for an ethics course?  Y /  NAre you planning to enroll in a Duke Law Clinic this semester?  Y /  N

If yes, which one? \_\_\_\_\_

Have you obtained permission from both the clinic director and Professor Gordon?  Y /  NIs this an Advanced Externship (i.e. have you previously completed an Externship)?  Y /  N

If yes, how many credits of Externship have you already taken, and at which placement site? \_\_\_\_\_

Are you planning to practice as a certified legal intern (NC State Bar Student Certification)?  Y /  N

Which Externship Seminar do you prefer (this is required for first-time externs)?

- Tuesdays 6-8pm, Aug 23-Oct 4  This is my ONLY available option  
 Thursdays 6-8pm, Aug 25-Oct 6  This is my ONLY available option  
 Either day works for me (thank you!!)

**Externship Host Organization Contact Information:**

Name of Organization/Office (including section or division of the organization/office): \_\_\_\_\_

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

Supervising Attorney's Name: \_\_\_\_\_

Supervising Attorney's Email and phone number: \_\_\_\_\_

**Attach an "offer letter" from your Externship host organization, including an acknowledgement of the number of hours/credits that you are committing in the Externship placement.**

\*\*If you are at Duke with an F or J visa, it is your responsibility to contact the Visa Office to obtain Curricular Practical Training (CPT) or Academic Practical Training (AT), including forms signed by the Dean's Office, before the start of the externship. Address any questions to VisaServicesCPT@duke.edu.