Externships – Frequently Asked Questions

1. **When are applications due?**
   
   **Wednesday, April 8, 2016** (for the summer 2016 and fall 2016 semesters). *Tentative deadline, watch your emails for updates/confirmation.*

2. **Where do I get the application?**
   
   The application is on the UW College of Law website: [www.uwyo.edu/law](http://www.uwyo.edu/law)
   
   Click on “Experiential Learning”
   
   Click on “Legal Externships”
   
   Click on “application form”


3. **How soon will I hear back about whether I got the externship I wanted?**
   
   For the summer semester, the externship program director Ashli Tomisich will begin placing students once the application deadline closes. Since Director Tomisich coordinates with attorneys with busy practices, it may take 2-3 weeks to confirm a placement.

4. **How likely is it that I will be accepted by my first choice of externship placements?**
   
   Most students are placed in their first choice. Occasionally the externship coordinator has more than one student applying for a specific externship in which case the determination is made by the supervisor in the placement field.

5. **Where do I find the list of externships available?**
   
   [www.uwyo.edu/law](http://www.uwyo.edu/law)
   
   Click on “Experiential Learning”
   
   Click on “Legal Externships”
   
   Click on the links “click here” for a complete list, or “Judicial Externships,” “Governmental Agency Externships,” or “Non-Profit Organization/Public Interest Externships” for specific lists and an articulation of each placement.

6. **What if I want to set up an externship with an employer that is not on the list?**
   
   If the employer meets the criteria for an externship placement, the supervising attorney will need to fill out an application before the externship can be approved. Please go through Director Ashli Tomisich ([ashli.tomisich@uwyo.edu](mailto:ashli.tomisich@uwyo.edu)) and Tim Crawford ([tcrawfo4@uwyo.edu](mailto:tcrawfo4@uwyo.edu)) for approval. Please try to do this in as much advance as possible.

7. **What if I file an application after the deadline? Will I still have a chance to be considered for an externship?**
   
   Generally no, unless extenuating circumstances exist, or you are requesting a placement in which there are no other externs placed.

8. **Should I write a cover letter for each placement?**
   
   While a cover letter is not required for all externships, it is recommended for the more competitive externships. Please check the externship descriptions on the website to see if the employer requires a cover letter.
9. **Will I need to be interviewed?**
   The supervising attorney may choose to conduct interviews.

10. **How do I determine how many credits to sign up for?**
    You may sign up for no more than 3 credits which requires 150 hours of work, but no less than 2 credits which requires 100 hours during the academic year, fall and spring semester. You may take up to 6 credits* which requires 300 hours of work during the summer term. You can decide the number of credits with the supervising attorney depending upon your schedule and the amount of work that is to be needed over the semester.
    *Please note: 6 credits is the total number of externship credits allowed during law school.

    If you are continuing a previous externship, you may also sign up for 1 credit requiring 50 hours, but this must be approved by the Externship Program Director, Ashli Tomisich (ashli.tomisich@uwyo.edu).

Any additional questions should be directed to either the Program Director, Ashli Tomisich, through email: ashli.tomisich@uwyo.edu or phone: 307-766-4074, or to the Experiential Learning Coordinator, Tim Crawford through email: tcrawfo4@uwyo.edu or phone: 307-766-6550.