

UNIVERSITY OF DENVER STURM COLLEGE OF LAW
MASTER OF SCIENCE IN LEGAL ADMINISTRATION PROGRAM
EXTERNSHIP – LAW FIRM

- Timing:** Between June and August during the summer semester following the student’s completion of course work.
- Duration and Level of effort:** Full-time for 10 weeks, or part time totaling 400 hours
- Compensation:** Flexible and may vary by local cost of living.
- Location:** Open. Student interacts with school electronically if remote location is selected.
- Supervision:** A single senior firm administrator takes responsibility for designing, managing and overseeing the extern’s experience on site.
- Work Substance:** While not required, it is strongly recommended that in addition to a general exposure to the full range of administrative issues of the firm, the extern be assigned a specific project or projects. (*See Possible Projects*) These projects can relate to any area of firm administration; finance, marketing, human resources, technology, planning, case management, etc.
- What is asked of the firm?**
1. Fill out an “Externship Proposal Form”
 2. Clear definition of project/work expectations.
 3. Coach the intern through the experience and provide shadowing opportunities.
 4. Modest stipend.
 5. Feedback to the MSLA Director regarding the Extern’s performance.
- What is asked of the extern?**
1. Take responsibility for defining and meeting the scope and details of the project requirements.
 2. Keep all lines of communication open for the duration of the assignment with the firm.
 3. Hard work, personal initiative, professionalism and respect for confidentiality.
 4. High quality work product.

