



CORPORATE EXTERNSHIP PROGRAM SPRING 2025

DESCRIPTION

The **Corporate Externship Program (CEP)** provides students an opportunity to work in the legal department of a corporation or non-profit or with a law firm servicing corporate clients. This program is part of the Legal Externship Program at the Sturm College of Law and will take place in the Spring 2025 semester.

ELIGIBILITY

All students who have completed at least 22 credit hours of law school are eligible to participate.

COURSE CREDIT: FIELD WORK AND SEMINAR

The field work portion of CEP is pass/no pass only and can be completed for 2 to 6 credits. If you would like to earn more than 4 credits, please contact Professor Steefel at katherine.steefel@du.edu. (Credits count toward the limit of 15 externship credits, which are part of the 25 available out-of-class credits). Students must complete 50 hours of field work for each credit over a minimum of 10 weeks.

Additionally, students working at the designated CEP placements listed below must register for a 2-credit graded seminar course taught by Prof. Joseph McKay. The seminar will meet every Monday from 4:30 p.m. to 6:10 p.m. The seminar introduces students to the practice environment and operations of in-house corporate legal departments and law firms/departments exclusively servicing corporate clients. The seminar addresses topics specific to the practice of law in an in-house legal department including effectively managing a variety of substantive legal issues/legal generalism, dealing with complex business transactions, identifying and navigating challenging business/legal ethical issues, professionalism, the interaction between internal and external counsel, effective client service, navigating the matrix of internal client structures, developing productive relationships with non-lawyer business counterparts, and solving problems to advance the company's strategic objectives. This course counts toward the Corporate Certificate program.

APPLICATION AND SELECTION PROCESS

Students choose which placements they wish to apply to and may choose up to a maximum of 3 CEP placements from the list below. Students' applications will be sent to their top 3 placements. Students should also indicate any placements where they would not want their application sent. Unless you indicate that you do not want your application sent to a placement, it may be sent to placements beyond your top 3 depending on numbers. However, we will not send your application materials to any placements that you indicate you would not like your application sent to.

All application materials for committed CEP supervisors must comply with the application packet requirements and must be sent to Professor Steefel at katherine.steefel@du.edu by 11:59 pm on October 16, 2024. Professor Steefel will forward application packets meeting all requirements to the placements by October 18, 2024. Participating placements will then select the students they want to interview and make interview arrangements directly with the student prior to November 7th. This will give companies the opportunity to personally interview students. Placements have been asked to extend offers on November 15 so that students may finish all interviews prior to offers being extended.

APPLICATION PACKETS

An application packet for committed CEP supervisors must be combined and PDFed and consist of: (1) a resume; and (2) a general cover letter discussing the student's interest in working as a corporate and/or in-house extern. The placements are notified that the cover letter will be a general one. Note: as students are only writing one cover letter that does not specifically address each particular placement, it will be incumbent on them to express their interest in, and to thoroughly research, the placement at the interview stage. Supervisors may at that time request additional materials from students such as a writing sample or unofficial transcript.

As described above, students applying for CEP should choose up to 3 placements they wish to apply to and indicate any placements that they would not want their application sent to. Students should indicate their preferred placements in the body of the email submitting the application packet.

CORPORATE EXTERNSHIP PROGRAM SCHEDULE

FALL 2024	
October 16 by 11:59 pm	Deadline for students to submit application materials. Applications complying with the listed requirements should be sent to Professor Steefel at Katherine.steefel@du.edu . Both documents must be combined into one PDF document.
October 18	Professor Steefel will forward application materials to placements.
October 21-November 13	Interviews held at placement unless otherwise stated. Placements will contact students directly to arrange interviews.
November 15	First-round offers by placements should be made on this date.
November 22	Deadline for students to accept or decline offers made on November 15.
Beyond November 22	Placements may continue interviewing and making offers if needed. If a student does not receive an offer by November 15, it is possible the student may still receive an offer and participate in the program if they accept an offer and turn in paperwork by Dec. 19.
December 19	Paperwork deadline. Student and supervising attorney should complete the Semester-Specific Acceptance Form . The student must upload the form to CORE by December 19. Visit Externships Sturm College of Law (du.edu) for detailed information about registration.

<p>December 23, 2024- January 20, 2025</p>	<p>The first date students are permitted to begin their externship is on December 23, 2024, although most students begin in January. Students must begin externships by the week of January 20, 2025</p>
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<p>SPRING 2025</p>	
<p>January 3, 2025 9:00am-12:30 pm</p>	<p>Mandatory orientation for all first-time externs. Repeat externs exempt.</p>
<p>January 2025-April 2025</p>	<p>Students work at the placement and take the corporate seminar course.</p>
<p>April 28, 2025</p>	<p>Last day to end Spring 2025 externships (students may end sooner depending on start date).</p>

CEP PLACEMENTS

3 Pillars Law: 3 Pillars Law is a Castle Rock-based, Veteran-owned boutique firm founded by two University of Denver, Sturm College of Law graduates. Practice areas include Private Equity, Real Estate and Small Business. Externship activities include research relevant securities law and case law in matters pertaining to private equity raises under 506(b) and 506 (c) of Regulation D. Draft Private Placement Memorandums, Subscription Agreements, Company/Partnership Agreements, review marketing materials for legal compliance, communicate with clients and staff as needed.

Alterra Mountain Company: Alterra Mountain Company owns and operates ski resorts across North America. The company recruits one part-time extern per semester, who will have the opportunity to learn about and support all the practices areas handled by the Legal Department, including commercial contracts, real estate, data privacy and security, intellectual property and employment law. The position is a hybrid model whereby the extern can work remotely as needed but is encouraged to spend at least one day per week in the office. The position is unpaid, but the extern will receive a season-appropriate employee pass to our resorts, plus an opportunity to visit a resort to learn more about operations.

Arrow Electronics (2 positions): Arrow Electronics is an American Fortune 500 company headquartered in Centennial. The company specializes in distribution and value-added services relating to electronic components and computer products. Legal externs may face myriad projects including: Antitrust/Securities, Business/Corporate Law, Civil/Commercial Litigation, Employment/Labor Law, Intellectual Property, and Real Estate.

Block45 Legal: Block45 Legal is a full-service law firm offering services in business development, corporate law, intellectual property, and litigation. From corporate formation to patent and trademark filings to litigation should problems arise, our practice is well versed in helping businesses make the most of their current and future assets. Whether it be starting, structuring, licensing, or exiting your business or intellectual property, we have specialized attorneys here to help you overcome your challenges. We work with organizations of all sizes to make sure they are maximizing their potential. The position is paid and takes place in a hybrid setting with our downtown Denver office.

Connect for Health Colorado: In 2011, Connect for Health Colorado was established by the Colorado General Assembly as a public, non-profit entity to create a health insurance marketplace. It opened for business on Oct. 1, 2013, for individuals, families and small employers across Colorado to purchase health insurance and get financial help to reduce costs. Externs are responsible for completing legal research and analysis on various topics in administrative, health, contract, privacy, nondiscrimination, immigration, and employment law and policy. Externship opportunities are tailored based on the extern's interest and background.

Empower: Empower is a leading financial services company headquartered in Greenwood Village, Colorado. We provide financial products, wealth management services, investment advice and retirement services to over 18 million investors. Our inhouse Legal Department consists of approximately 50 attorneys spread across a wide range of practices areas, including: contracts; corporate, finance and transactional; tax; litigation; employment; investment advisor and broker/dealer compliance; insurance company regulation and insurance products; cybersecurity and privacy; ERISA; and investments. Legal externs at Empower have the opportunity to work across any practice area within the legal department, depending on their interests and what areas have projects appropriate for an extern. Empower offers an inclusive, friendly and flexible work environment and a paid externship program. Externs are allowed to work remotely, although they are encouraged to spend at least some of their time in our Greenwood Village office where the Legal Department is headquartered.

Leprino Foods Company: Leprino Foods Co., a privately owned corporation, is the largest manufacturer of mozzarella cheese in the world and an industry leader in whey products. We have a lean in-house legal department that works closely with the business as advisors on all topics from managing patents to a real estate/land issue with a neighbor. Our extern will touch on many of these areas, with a focus on labor, employment, and corporate compliance matters. We are very flexible with scheduling and offer a hybrid arrangement.

Lockheed Martin Space: Lockheed Martin Space is one of four major business divisions of Lockheed Martin Corporation. The Company builds satellites and spacecraft for government and commercial customers. Our legal department has several areas of practice, including government contracts, intellectual property, and litigation. Our position would be hybrid, with approximately 50% of time worked in the office.

IntelPeer: Recognized as a “Rising Star” in Deloitte’s Technology’s Fast 50 program for Silicon Valley, IntelPeer is a leader in hosted on-demand rich media communications, enabling carriers, businesses and software vendors to easily deliver voice and multimedia capabilities to any phone or network-connected device -- without incurring up-front capital costs. Through our innovative, communications-as-a-service (CaaS) platform, IntelPeer AppworX™, our SuperRegistry™ and our extensive peering grid, we provide our customers with the platform to offer high-quality interactive voice, video, SMS, data and other rich-media services while providing significant cost savings for their telecommunication expenditures. For more information regarding our company, products and solutions go to www.intelepeer.com. The extern will assist small in-house legal group at privately-held communications company on a variety of transactional and regulatory projects in a fast-paced environment, under supervision of Corporate Counsel.

RUBICON Law: RUBICON Law is a business law firm that provides counsel to entrepreneurs, innovative businesses, and investors. RUBICON Law’s services include business organization, raising capital, IP protection, mergers and acquisitions, restructurings, employment issues, governance, contracts, and special projects. We pride ourselves on providing legal services in a smart, creative, and cost efficient manner. The extern will conduct research and informal memos on issues related to business and IP law, review contracts, prepare summaries of contracts, prepare initial drafts of contracts in compliance with our firm drafting guidelines, prepare initial revisions on contracts, participate in client meetings, etc. The intent is to provide the extern with a balanced experience of our practice areas.

Sonos, Inc.: Sonos, Inc. is an American audio equipment manufacturer. As such, it manufactures, distributes and sells audio devices to consumers and businesses through a variety of channels. The legal department is comprised of approximately 14 employees, including 12 attorneys. The extern will gain exposure to several aspects of what is essentially a consumer packaged goods company: manufacturing contracts and indirect procurement contracts (e.g., consulting, SaaS, licensing, marketing and digital media). The position will be remote.

Swisslog Healthcare (2 positions): Swisslog Healthcare delivers automation solutions that increase efficiency and enhance the patient experience in forward-thinking hospitals and healthcare facilities. Swisslog develops, designs and delivers automated material transport and medication management systems that improve clinical quality in hospitals and healthcare facilities and encourage patient-centered care. Practice areas: Drafting, reviewing and negotiating various business contracts (customer, vendor, distributor, NDA, leases, etc.), corporate documents and legal filings, direction and counsel to the business and its senior staff members, policy and procedure compliance, legal research, employment law and employee related issues. Work location: Hybrid – Tuesdays (number of hours is flexible) in the office.

TTEC: For more than 40 years, TTEC has been a strategic partner for companies around the globe, providing innovations in technology with the empathy of human contact to deliver customer engagement solutions. We offer platforms and services, such as contact centers, across every phase and channel of the customer lifecycle (phone, chat, SMS, social, mobile, web). TTEC helps clients reduce costs, increase revenue and create happier and more loyal customers by simplifying the delivery of the customer experience for Global 2000 clients and their customers. The department includes client contracts; government contracting; corporate transactions; disputes, ethics and compliance, privacy and regulatory, corporate governance and employment; and risk management. This is primarily a remote position though there is an opportunity to come into the office and meet the Denver Legal Team in person.

Tuff Shed, Inc.: Tuff Shed is a manufacturer and installer of storage buildings and garages in the United States.

The company currently operates multiple factories in multiple states. Tuff Shed legal externs are mostly in person with some occasional remote work. Areas of law externs are likely to encounter include manufacturing issues, labor and employment, civil and commercial litigation, state law research, and more.