



CORPORATE EXTERNSHIP PROGRAM SPRING 2027

DESCRIPTION

The **Corporate Externship Program (CEP)** provides students with 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 2027 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. (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 1-credit letter graded seminar course taught by Prof. Joseph McKay. The seminar will take place every other week on Mondays from 4:15 p.m. to 5:30 p.m. (pending spring semester confirmation scheduling). 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 and corresponding externship count towards the Corporate Certificate program.

APPLICATION AND SELECTION PROCESS

Students can provide input as to which placements they do not wish to apply to. After students submit their applications, they will be sent a survey to 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 all of the placements below. However, we will not send your application materials to any placements that you affirmatively indicate you are not interested in.

All application materials for committed CEP supervisors must comply with the application packet requirements and must be sent to the Externship Department by 11:59 pm on October 14, 2026. Please submit applications to this email: law-externship@du.edu. Professor Ladd will follow up with a placement preferences survey to applicants and will then forward application packets meeting all requirements to the placements by October 19, 2026. 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 13, 2026, 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 submitted as a PDF. The application packet shall consist of:

- (1) a resume; and
- (2) a general cover letter discussing the students' 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 should indicate their preferred placements in the body of the email submitting the application packet.

CORPORATE EXTERNSHIP PROGRAM SCHEDULE

FALL 2026	
October 14	Application materials due to law-externship@du.edu by 11:59PM
October 15-16	Survey re: Placement Preferences will be sent to all applicants, Please complete no later than October 16, 2026 EOB.
October 19	Application packets and materials provided to Placements for review
October 20-November 7	Interviews held at placement unless otherwise stated. Placements will contact students directly to arrange interviews.
November 13	First-round offers should be made on this date. Students will not receive offers before this date.
November 20	Deadline for students to accept or decline offers Note: Placements may continue interviewing and making offers if needed. If a student does not receive an offer by November 13, 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. 18.
Beyond November 21	Placements may continue interviewing and making offers if needed. If a student does not receive an offer by November 13, 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. 18.
December 18	Externship Paperwork deadline. Student and supervising attorney should complete the paperwork listed under Spring Externship Registration on www.law.du.edu/externships . The student must complete and submit all necessary paperwork and upload the form to CORE by December 18.
December 28, 2026- January 25, 2027	The first date students are permitted to begin their externship is on December 28, 2026, although most students begin in January. Students must begin externships by the week of January 25, 2027.

SPRING 2027	
January 7, 2027 9:00am-12:30 pm via Zoom	Mandatory orientation for all first-time externs. Repeat externs exempt.
January 2027-April 2027	Students work at the placement and take the corporate seminar course for two credits.
April 26, 2027	Last day to end Spring 2027 externships (students may end sooner, provided they have worked at least 10 weeks and in coordination with their supervisor, depending on start date).

CEP PLACEMENTS

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 practice 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.

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 October 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.

NBH Bank: Community Banks of Colorado: The intern will handle a variety of tasks, including redlining contracts, assisting with litigation management and investigations, and conducting legal research on any questions that might arise from the business. They will be exposed to many different legal areas, but primarily transactional law (contract negotiations), banking operations, litigation, and employment law depending on business needs and the intern's interests.

SRS Acquiom (1-2 positions): At SRS Acquiom, we sit at the center of the North American and European deals that reshape companies: handling the payments, escrows, and shareholder complexity that make M&A transactions actually close. It's high-stakes, detail-obsessed work, and it only works because of the people doing it. The extern will carefully review complex agreements, meet demanding deadlines, and solve problems when unexpected issues arise. They must exhibit effective communication, have a strong work ethic, positive attitude, and enthusiasm for learning. There will be plenty of opportunities to work with multiple attorneys at the company. Assignments could include reviewing acquisition agreements, escrow agreements, paying agent agreements, engagement letters, and other related transactional documents. They will also engage with internal resources to support M&A Counsel and business functions. This opportunity offers compensation at the rate of \$25.00/hour, in a hybrid or remote setting.

Swisslog Healthcare (1-2 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 Legal & Risk department supports the business through a broad range of legal, compliance, and risk management functions, including commercial contracting; government contracting; corporate transactions; dispute resolution; ethics and compliance, privacy and regulatory matters; corporate governance; employment law; and risk management. This position will involve support to the compliance and regulatory

team, with opportunities to work on emerging issues involving data privacy, artificial intelligence, governance, and regulatory compliance. This is primarily a remote position though there is an opportunity, schedule permitting, to work in person with members of the Denver-based Legal & Risk team on Tuesdays.

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.

Westmoreland Mining LLC: Westmoreland's mission is to provide essential mining and energy-related solutions, products and services, to meet the wants and needs of current and future customers. Westmoreland is committed to transitioning from a pure coal company to a Diversified Mining & Energy Enterprise, in order to build a sustainable platform for the future. We are dedicated to working closely with communities, fostering partnerships that promote environmental stewardship and economic growth. Counsel at Westmoreland is responsible for negotiating, drafting, reviewing and managing all operational contracts supporting the company's U.S. and Canadian Business.
