

**STUDENT APPLICATION – SIP & BOISE EXTERNSHIP PROGRAM**

**1. REQUIRED ATTACHMENTS.**

Please attach the following information and send this application and the attachments *via email* to [ktball@uidaho.edu](mailto:ktball@uidaho.edu):

- Resume and list of three references in .pdf format
- Transcript (unofficial transcript is fine) in .pdf format
- Credits to Graduate Plan (look on Academic Support/Advising website for Course and Experience Planning Worksheet)
- Writing sample (with a cover sheet describing whether it has been edited by someone else)
- *You do not need to do a cover letter until after you receive a tentative placement match! Detailed instructions will be provided via email with your match information.*

**2. STUDENT INFORMATION.**

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Class Rank:** \_\_\_\_\_ (required because students with a cumulative class rank in the bottom 25% are not eligible for the SIP program without obtaining permission through a formal process described in the SIP Petition Process document on Symplicity).

**Current Semester Contact Information:**

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**3. PLACEMENT INFORMATION.**

**Semester:** \_\_\_Fall \_\_\_Spring \_\_\_ Fall & Spring \_\_\_

**Desired # of Credits:** \_\_\_ Fall \_\_\_ Spring

(Boise students may select from 6 up to 12 credits each semester and may do a part-time externship for 6 credits **both** semesters. You must request and receive permission from Professor Katie Ball to register for fewer than 6 credits in a semester. Remember, only 12 total externship credits from summer, SIP, and any externship can count toward your graduation requirements. You can always sign up for more credits, but no more than 12 will satisfy your credits needed to graduate.)

List up to three externship choices by Supervisor name, organization, or practice area. If you know that a supervisor provides a certain subject matter experience you should list that person or office by name; if you can't find one in the area of law that interests you, please just write the subject matter/practice area that interests you and the Externship Director will help you find a placement.

*If this is a self placement, please provide Supervisor information under "1<sup>st</sup> Choice". We do not currently offer SIP in private law firms outside a few exceptions **so do not work on a self-placement with a law firm without talking to externship instructor first!***

**1<sup>st</sup> Choice:** \_\_\_\_\_ Self-placement? \_\_\_\_\_

Supervisor:  
City: \_\_\_\_\_

**2nd Choice:** \_\_\_\_\_

Supervisor:  
City: \_\_\_\_\_

**3rd Choice:** \_\_\_\_\_

Supervisor:  
City: \_\_\_\_\_

Please briefly state why you want to work for the offices/supervisors you have listed. If possible, include your career goals in your statement. *This is important because the externship course instructor will try to accommodate one of your top three choices and consider your career goals in tentatively matching you with a supervisor. Typically only one student's externship application is sent to each supervisor for consideration. The instructor will determine which student's application to send to each supervisor considering the criteria supervisors communicate to the instructor from time to time and based on past experiences in trying to match students with those supervisors.*

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#### 4. CERTIFICATION

4.1

\_\_\_\_\_ I hereby certify that I attended the mandatory meeting about the SIP program on February 25, 2019 and my name will appear on the sign-in sheet, *or* I notified Professor Ball and attended an in-person meeting to satisfy that requirement.

\_\_\_\_\_ I did not attend the mandatory meeting, but would like to apply for an externship. *I understand that those who attended the meeting or made other arrangements will be matched into placements first and then my application will be considered.*

I hereby certify that on \_\_\_\_\_ (date) my resume was reviewed by the following individual in the Career Development Office to satisfy the resume review requirement \_\_\_\_\_ or that my resume was reviewed through the following program \_\_\_\_\_.

I understand that the Externship Instructor and/or Career Development Office may check the accuracy of this statement and I certify that the information provided is accurate to the best of my recollection.

#### 5. SIGNATURE.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Signature of Student)

**Submit your completed application and attachments in PDF format by email to Externship Instructor Katie Ball at [ktball@uidaho.edu](mailto:ktball@uidaho.edu). Questions about the SIP or Boise Program Externships should be directed to Katie Ball.**

All questions that involve how to post or changes things on Symplicity, the correct format for a resume or cover letter, and what kind of writing sample employers expect, should be directed to Asst. Dean Anne-Marie Fulfer or someone else in the Career Development Office.

**When you submit the application use your UI College of Law email address and insert a /s/ in the signature line of this form, then you do not need to sign the form.**