

EXTERNSHIP LETTER OF INTENT

I, _____, HEREBY SUBMIT THAT I HAVE READ AND REVIEWED THE EXTERNSHIP BINDER AND WEBSITE AND THAT I UNDERSTAND THE FOLLOWING:

1. That prior to becoming an extern, I must consult and get the approval of Vice Chancellor North, Vice Chancellor Vance or Chancellor Pierre.
2. Prior to becoming an extern, I will get the permission of the registrar's office to ensure that I have sufficient allocation for the externship hours. I will provide all written documentation to the director of externship prior to the beginning of the academic semester in which I am interning.
3. Prior to enrolling in externship, I submit that I have made contact with a potential externship employer and that employer has verbally agreed to execute the externship agreement in accordance with the law center's externship policy.
4. I hereby certify that it is my responsibility as a student extern to make sure that I execute a weekly time sheet and that I execute a valid externship contract with my employer.
5. I also understand that I am required to physically attend class when required by the externship professor.

Externship Semester/Year: _____

Signature