# JUDICIAL AD HOC EXTERNSHIP PROPOSAL FORM

This form is to be used only for JUDICIAL EXTERNSHIPS

**Instructions:**

* *Students seeking approval of a proposed* ***Judicial Ad Hoc Externship*** *next semester must email this Proposal form to* [*externships@law.upenn.edu*](mailto:externships@law.upenn.edu) *before the deadline posted on the Externship website. A student must have applied to the placement site before this deadline, and must still submit this Proposal form* ***even if the student******has not received an offer yet.***
* *Once an offer is received, students must complete the “Judicial Externship Statement of Understanding” form found on the Externship website. This form must be signed by the student, the faculty supervisor and the supervising judge. The Judicial Externship Statement of Understanding must be received by the Externship Program by the deadline posted on the Externship website.*
* International Students: please email [externships@law.upenn.edu](mailto:externships@law.upenn.edu) to discuss how to meet the externship Curricular Practical Training (CPT) requirements.

***Judicial Externship Policies:***

* *Students can only receive four (4) credits for this externship. Like all externship credits, they are “co-curricular” credits* [*for degree-requirement purposes*](https://www.law.upenn.edu/academics/jd-requirements.php)*.*
* *Academic credits earned in judicial externships may not be exchanged for Toll Public Interest Center pro bono credit.*
* *All judicial externships must be performed entirely in person and within commuting distance of the Law School. No remote placements are permitted.*
* *Judicial externs will be required to attend a Judicial Externship Seminar course every other week during the semester that will be taught by Professor Barrett. Students do not need to enroll in this course during Advance Registration. A mutually convenient meeting date and time will be set closer to the start of the semester.*

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## Student’s Name:

1. **Anticipated Year of Graduation from Penn Law:**
2. **Name and Address of Proposed Federal or State Judicial Chambers (you can list multiple judges here):**

## Have you received an externship offer yet? \_Yes Not Yet

1. **If you have not received an offer yet, please state the date that you applied, your understanding of the status of your application, and any interview dates.**
2. **Why do you want to pursue a judicial externship; what are your goals for this externship?**