



2015 School of Law Externship Fair

The School of Law's 2015 Externship Fair will be held Thursday, Feb. 5, from 12:00 to 1:30 p.m., in Keller Hall.

Lawyers and judges who would like to host a law student for an unpaid externship in the 2015–2016 academic year — including the summer 2015, fall 2015 and spring 2016 semesters — may attend the fair to recruit and interview eligible students.

Because all externship students are required to secure their own externship placements, our annual Externship Fair is a primary means for employers to talk with students about their office's available externship positions and learn more about the students' skills, qualifications, and goals for an externship.

For students, the Fair offers a chance to learn more about various externship offices so that they can decide which office might best fit their learning goals for the externship course. Because the externship course is part of our students' academic experience, we emphasize with students the importance of deciding now upon primary learning goals so that they can make deliberate decisions about the externship field offices that will best help them meet those goals.

The format of the Externship Fair is solely for informational interviewing - not for making offers of externship positions to students. No Externship Confirmation Forms will be available at the Fair, nor will any be accepted on that day. Instead, externship employers should collect student resumes to conduct follow-up interviews or make externship offers later if they choose. Detailed information about the format of the Fair can be found below.

REGISTRATION IS NOW CLOSED

For questions, contact the Externship Office at 937-229-4734 or by email externships@udayton.edu.

Interested in working with one of our student externs?

A field supervisor must:

- Be an employee of the sponsoring organization or someone who provides legal services on behalf of the sponsoring organization
- Be a licensed attorney in good standing with a minimum of three years' legal experience or a judge or justice currently serving on the bench

A field supervisor should expect to mentor and train their extern by doing the following:

- Provide meaningful and education experiences to the extern including providing opportunities for the extern:
 - to observe legal proceedings when available
 - to observe client contacts when available
 - to observe other lawyering activities when available
 - to shadow the Field Supervisor
 - to perform legal research and legal writing
 - to utilize their legal analysis skills

- Monitor the quality and quantity of work assigned to the extern and keep clerical tasks to a minimum

A field supervisor will be required to do the following:

- Verify the extern's work hours by initialing their timesheet on a weekly basis
- Provide interim progress reports to the extern's faculty supervisor as requested
- Complete a written evaluation of the extern's performance at the completion of the externship
- Allow the extern's faculty supervisor to schedule a mutually convenient site visit as necessary

For questions, contact the Externship Office at 937-229-4734 or by email externships@udayton.edu.

Format for the Externship Fair

Thank you for attending Dayton Law's Annual Externship Fair! Below is some important information about the format of the Fair.

Students Eligible for Externships in the 2015-16 Academic Year Will

Wear Name Tags

At the Fair, you will be approached by students who are eligible to complete their externship in the Summer and Fall of 2015, or Spring of 2016. These eligible students will be wearing name tags. Feel free to review their resumes, ask them about their background and externship learning goals, and discuss what type of work your office would assign to an extern. Students who do not have name tags are not eligible to take the externship course in the upcoming academic year, and thus, may not complete an externship with your office during those semesters. However, feel free to network with those students, if time permits.

The Externship Fair is Informational Only

Students have been counseled to use the Externship Fair as a means for information gathering about the many offices that are in attendance. Accordingly, they may have various questions about the type of work you do so that they can decide which office might best fit their learning goals for the externship course. Because the externship course is part of our students' academic experience, we emphasize with students the importance of deciding now upon primary learning goals so that they can make deliberate decisions about the externship field offices that will best help them meet those goals.

As such, the format of the Externship Fair is solely for informational interviewing - not for making offers of positions to students. No Externship Confirmation Forms will be available at the Fair, nor will any be accepted on that day. Instead, please collect student resumes to conduct follow-up interviews or make externship offers later if you choose. We want to prevent students from feeling pressured about an externship offer "on the spot" when the purpose of the Fair is for them to gather information to think about which offices will help them best meet their learning goals. This requires them to have time after the Fair to digest the information they have gathered.

Please remember that every externship placement must meet minimum requirements and is contingent on approval by the Externship Office.