



EXTERNSHIP FAIR INSTRUCTIONS

*February 6, 2014, 12:00 – 1:30 PM
Keller Hall Atrium*

Welcome to the 2014 Externship Fair! This Fair is for students who are eligible to take the externship course in the 2014-2015 academic year, including Summer 2014, Fall 2014 or Spring 2015 semesters. (Students are eligible to take the externship course in their final two semesters or the summer immediately preceding their final two semesters.)

Check-In When You Arrive at the Student Information Table.

- Please check-in when you arrive at the Fair at the information table to receive your:
 - name tag;
 - a list and map identifying all of the offices participating in the Externship Fair with the station number that has been assigned to them.
- Please put your name tag on your lapel. Only students eligible to take the externship course in the 2014-2015 academic year will receive a name tag, giving you priority with Field Supervisors over students not wearing name tags.
- Use the list and map to find the offices in which you are interested and locate station numbers for those offices. Starting at noon, when the Fair begins, go directly to the stations of the offices with whom you would like to meet.

The Externship Fair is for Informational Interviews Only.

- The primary purpose of the Externship Fair is to allow you to meet multiple Field Supervisors who might have an externship position open in the upcoming academic year to find out more about their externship position. **It is informational only.** An up-to-date list of externship offices registered to attend the Fair will be posted on the TWEN site's homepage for you to review in advance of the Fair.
- Because the externship course is part of your academic experience, before you select an externship office it is important to decide upon primary learning goals and make deliberate decisions about the externship field offices that will best help you meet those goals. As such, the format of this year's Externship Fair is **solely** for informational interviewing - **not for making or accepting externship position offers on the spot.**
- No Externship Confirmation Forms will be available at the Fair, nor will any be accepted on that day. Instead, field supervisors have been instructed to collect student resumes to conduct follow-up interviews or make externship offers later if they choose. This is to prevent you from feeling pressured about an externship offer "on the spot."
- At the end of the Fair, please return to the Information Table to complete a voluntary comment card and leave your name tags, as we recycle them. Good luck!

What the Informational Interview Looks Like.

- Introduce yourself when you arrive at a station and give the Field Supervisor a copy of your resume. Talk about your background and goals for your externship. Ask about the externship office, including the areas of law and types of work to which you could be exposed if you externed in that office. Honestly answer the questions the Field Supervisor asks.

Deadlines.

- As a reminder, the deadline to secure a Summer 2014 externship and submit your externship paperwork for approval is March 19, 2014.
- The deadline for a Fall 2014 externship is May 7, 2014.
- The deadline for a Spring 2015 externship is October 31, 2014.
- All placements are subject to faculty approval. You will be contacted by your faculty supervisor (generally by email at your UD email address) regarding approval of your placement.