

**CORPORATE COUNSEL EXTERNSHIP**  
**Winter 2019**  
**FREQUENTLY ASKED QUESTIONS**  
**As of October 2018**

Q: What is a corporate counsel externship?

A: A corporate counsel externship is a for-credit course, which includes both a law-related external placement (practicum) supervised by an outside in-house corporate counsel, and a seminar (colloquium).

Q: Do the corporate counsel externship credits count towards my required professional skills credits for graduation?

A: Yes

Q: Is there a required class for corporate counsel externship?

A: Yes. Every student must enroll and complete the two-credit colloquium class in the semester they are working at their placement. Students can choose whether or not to receive an additional two credits by enrolling in the practicum for the externship.

Q: Are there any eligibility requirements?

A: Yes. J.D. students must have completed all required first-year courses, have a GPA of at least 2.0, and have passed or be enrolled in Professional Responsibility.

LL.M. students must have a minimum 3.0 GPA, have completed the equivalent of the first-year courses, and have passed or be enrolled in Professional Responsibility. As an LL.M. student, your externship placement must be related to your concentration.

Corporations is a co- or pre-requisite course.

Q: Are there any other requirements as part of the corporate counsel externship program?

A: You must work 150 hours over the course of the semester, beginning the first week of classes and ending the last week of classes; enroll in the colloquium course; and complete all co- or pre-requisite courses.  
You may not start late or end early at your placement.

Q: How do I apply?

A: The application is available at [law.wayne.edu/externships](http://law.wayne.edu/externships). As part of that application, you must submit a cover letter, resume and writing sample. We strongly encourage you to seek assistance from Career Services before you submit your application as there is a strong correlation between those who receive interviews and offers and those students who sought assistance from Career Services.

Q: How does the application process work?

A: Students fill out the application online and submit the required paperwork. The application lists all participating placements for the semester. By clicking on the name of a placement, you will see a job description. You are encouraged to review these before you select those placements to which you wish to apply. You may apply to all or you may apply to as little as one placement. However, you should only apply to those placements where you have a true interest. Please note that some placements have specific requirements; for example, an IP placement will only hire those eligible for the Patent Bar.

Once your application is submitted, the Externship Office will review it to ensure you meet all qualifications for those placements you have selected. The Externship Office provides each placement with approximately five applications to review. Each placement then chooses who they wish to interview and contacts the student directly to set up an interview.

Once interviews are complete, the placements rank the students to whom they wish to make an offer(s) and the student ranked first is contacted by the Externship Office with an offer. The student then has about 48 hours to respond. If the first student declines the offer, then the second ranked student is made an offer.

This is a competitive process and not all students are guaranteed a placement.

#### WINTER 2019 APPLICATION PROCESS TIMELINE:

Oct. 8	Application open online
Oct. 26	Student applications must be submitted by 5 p.m.
Oct. 31-Nov. 9	Placements interview students
Nov.13	Placement offers emailed to students
Nov. 15	Student decisions due to Externship Office



**WAYNE STATE**  
**Law School**

Over