



**University of South Dakota Knudson School of Law Externship Program (Field Placement) Application**

Prior to enrolling in the Externships Course (Law 844), students must: (1) complete the Externship Program Application and (2) secure approval for their field placement. Following approval, students must complete several tasks prior to beginning their field placement hours. Including attending the mandatory Externship Program Orientation, completing the Externship Memorandum of Understanding, and completing an Externship Plan. Applicable deadlines will be communicated by the Director of Experiential Learning.

Return this application to Tamara Nash, Director of Experiential Learning at [Experiential@usd.edu](mailto:Experiential@usd.edu).

Student Name	
Phone	
Email	
Anticipated Graduation Date	
Hours Completed by Spring 2022	
Experiential Credits by Spring 2022	
Cumulative GPA	

I am applying to enroll in the following semester: \_\_\_\_\_

I am requesting to enroll for \_\_\_\_\_ credits

Note: During the fall/spring term, students may enroll in 1-3 academic credits. During the summer term, students may enroll in 1-6 academic credits. At least 42.5 credits of field placement work is required per credit hour.

Field Placement Site	
Site Supervisor (licensed attorney/judge)	
Site Supervisor Contact Information	

Compensation Agreement, if applicable	
Proposed Externship Experience (describe the nature of work)	

I certify that I have completed all of the below prerequisites:

- Reviewed the Externship Manual and [Academic Policies](#)
- Completed 32 hours of academic credits

Identify from the below, what courses you have completed. Additionally, identify any courses you will be enrolled in concurrent with your externship:

- Law 823: Evidence
- Law 857: Professional Responsibility
- Law 855: Trial Techniques

### **Acknowledgments**

- I understand that I may not be placed with an entity where it has been indicated or agreed upon that I will be hired following graduation.
- I understand that I may receive compensation. However, no compensation may be paid by or requested from a client from the result of my work.
- I understand that I will be required to take a contemporaneous class along with any field placement. I will be required to attend and participate in the class, which is graded pass/fail.
- I understand that the field placement must provide the opportunity to engage in substantial legal work. Further, credit will not be awarded for placements that fail to fulfill this requirement.



Please identify your prior *for-credit* experiential learning courses, including externship placements. Include the semester enrolled, number of credits, and supervisor.

Please identify your prior non-credit (pro-bono) experiential learning participation. Include the semester enrolled, number of hours, and supervisor.

For additional information, consult the [Academic Rules and Student Policies](#).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

[APPROVED/DENIED]

\_\_\_\_\_  
Tamara P. Nash, Director of Experiential Learning