

**UNIVERSITY OF DENVER STURM COLLEGE OF LAW  
CORPORATE APPRENTICESHIP PROGRAM**

**PROGRAM DESCRIPTION AND 2013-2014 COURSE CALENDAR**

**DESCRIPTION**

The Corporate Apprenticeship Program (CAP) is an opportunity for students to work in the legal department of a corporation. This program is part of the Legal Externship Program at the Sturm College of Law. This program will take place in the spring 2014 semester.

**ELIGIBILITY**

All students who have completed at least 30 credit hours of law school are eligible.

**COURSE CREDIT, FIELD WORK AND SEMINAR**

The field work portion of CAP is pass/fail only and can be completed for 3 or more credits. If you would like to earn more than 3 credits, please contact Leann Steele at [lsteele@law.du.edu](mailto:lsteele@law.du.edu) so she can schedule an appointment for you to meet with Professor Vessels. (Credits count toward the limit of 15 externship credits, which are part of the 25 available out-of-class credits). Students must complete 50 hours of field work for each credit over a minimum of 10 weeks, up to a maximum of 16 weeks.

Additionally, students must register for a 1 credit graded seminar course which will meet every other week for 1 hour and 40 minutes. The seminar classes are designed to introduce students to the practice environment and operations of in-house corporate legal departments. The course will address topics specific to the practice of law in a General Counsel's office, such as managing a wide variety of substantive legal issues in the context of a GC's office, dealing with complex business transactions, identifying and navigating challenging business/legal ethical issues, professionalism, effective advocacy, negotiations, and client relationships.

**CORPORATE APPRENTICESHIP PROGRAM MEET & GREET COCKTAIL RECEPTION**

In order to provide an opportunity for potential applicants and supervising attorneys to meet in an informal setting, we will be hosting a Meet and Greet cocktail reception on Monday, October 28<sup>th</sup> from 5:30 to 7:00 in Room 412 of the law school.

**APPLICATION AND SELECTION PROCESS**

Students may choose which companies they wish to apply to, up to a maximum of three. All application materials will be sent to Leann Steele at [lsteele@law.du.edu](mailto:lsteele@law.du.edu) in the Legal Externship Office by November 6<sup>th</sup>, and she will forward a packet of all applications to the companies by November 8<sup>th</sup>. Participating companies will then select the students they want to interview and make interview arrangements directly with the student, hopefully prior to Thanksgiving. This will give companies the opportunity to personally interview students at their offices, and allow the student to interview with

several different attorneys at the prospective placement. We hope to have the selection process completed by December 1<sup>st</sup>.

## 2013-2014 SCHEDULE

FALL 2013	
<b>Wednesday, October 23, 2013</b>	12:00 – 1:00 pm Room 499 Program Information Session
<b>Monday, October 28, 2013</b>	Meet and Greet cocktail reception
<b>By Wednesday, November 6, 2013</b>	Submit application materials to Leann Steele at <a href="mailto:lsteele@law.du.edu">lsteele@law.du.edu</a> . You may apply to up to 3 companies. Please combine cover letter, resume, transcript and writing sample into a single pdf for each company.
<b>Friday, November 8, 2013</b>	Application materials forwarded to companies.
<b>From November 11 – November 29, 2013</b>	Interviews held at company offices unless otherwise stated. Corporations will contact students directly to arrange interviews.
<b>By December 1, 2013</b>	All CAP offers/acceptances should be made.
<b>By January 3, 2014</b>	Supervising attorney should complete the <a href="#">Supervising Attorney Acceptance Form</a> and submit to the externship office. A link to the Externship Registration Form will be sent to the student once the acceptance is received.

SPRING 2014	
<b>January 10, 2014</b>	Mandatory orientation for all first- time externs.
<b>January 21, 2014</b>	First meeting of CAP Seminar course. Seminar will meet from 4:15 to 5:55 every other week.
TBD	Welcome dinner for attorney sponsors. <b>Students do not attend.</b>
TBD	Final CAP dinner. All students, sponsors, CDO staff and Legal Externship Program faculty to attend. Presentation of Outstanding Corporate Apprenticeship Award.