



UNIVERSITY of  
DENVER

STURM COLLEGE OF LAW

Master of Science in Legal  
Administration

An MSLA extern must be engaged in an externship/field placement for a minimum of 150 hours during the term of enrollment in addition to the concurrent Research Project requirement. It is anticipated that during that time, in addition to completing a specific and approved research project, the student will be given the opportunity to ‘shadow’ administrative personnel in order to learn about their jobs and the dynamics of the firm, organization or court (“Host”). A current place of employment can be used to fulfill the field placement requirement.

Extern (Student) Name \_\_\_\_\_

Host: \_\_\_\_\_

Current place of employment? Yes Or No

If NOT current place of employment, is the externship placement paid? Yes or No

Address: \_\_\_\_\_

\_\_\_\_\_

Supervisor/Mentor name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Area of Externship Focus: (circle one or more)

HR    Marketing    Space and Facilities    Technology    Accounting    Case  
Management    Client Development    Practice Management    Strategic Planning

Other: \_\_\_\_\_

Scope of projects/duties in which extern will be engaged: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has host had an MSJA/MSLA extern before? Yes or No If yes, when \_\_\_\_\_

If yes, name of student and supervisor/mentor ? \_\_\_\_\_

\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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

**Please complete and return this form to Graduate Legal Studies**  
[gradlegalstudies@law.du.edu](mailto:gradlegalstudies@law.du.edu)