



UNIVERSITY of
DENVER

STURM COLLEGE OF LAW

Master of Science in Legal
Administration

An MSLA extern must be engaged full-time for 10 weeks or a total of 400 hours. It is anticipated that during that time, in addition to completing a specific pre-assigned project, the extern will be given the opportunity to 'shadow' administrative personnel in order to learn about their jobs and the dynamics of the firm or court.

Extern Name _____

Firm/Court: _____

Address: _____

Supervisor/Coach name: _____

Title: _____

Phone: _____ Fax: _____ Email: _____

Area of Focus: (circle one)

HR Marketing Space and Facilities Technology Accounting Case

Management Client Development Practice Management Strategic Planning

Other: _____

Scope of project(s): _____

Available stipend: _____

Have you or your firm/court hosted an MSJA/MSLA extern before? _____

If yes, who? _____

Supervisor Signature: _____

Student Signature: _____

**Please complete and return this form no later than June 1st, to Hope Kentnor,
Master of Science in Legal Administration Program
2255 East Evans Avenue, Denver, CO 80208
303-871-6308
fax 303-871-6333**