

UNIVERSITY OF DENVER STURM COLLEGE OF LAW  
**MASTER OF SCIENCE IN LEGAL ADMINISTRATION PROGRAM**  
LAW FIRM — COURT — LEGAL ORGANIZATION  
EXTERNSHIP INFORMATION

By the enclosed catalogue, let me introduce you to the Master of Science in Legal Administration Program at the University of Denver Sturm College of Law (MSLA Program).

The MSLA Program is designed for individuals interested in a career in leadership and management of courts, law firms, corporate legal departments, and other organizations within the legal field. It is the only master's degree in legal administration offered by a law school that provides an academic credential for law firm administrators and one of the few offering an academic credential for court administrators. When completed full-time, the MSLA Program is a twelve-month degree program. The first nine months involve academic coursework. The subjects considered cover the range of important issues which legal administrators must understand. The courses are described in the enclosed materials.

The final months, generally in the summer, involve a full or part-time externship in a law firm, legal organization, or court, allowing the student to test and experience their education and training gained during the formal academic study. Many law firms and courts, from New York to Los Angeles, participate in this externship. We hope your firm or court will participate as well.

The law firm or court taking the extern is asked to provide a meaningful experience for the student, allowing the student to see the full range of administrative issues that a law firm or court administrator must face. In this respect, we would ask that you, as the administrator, supervise the experience of the student, planning the agenda for the student and monitoring the performance of that student. At the end of the externship, we ask you to evaluate the performance of the student.

The externship requires 10 weeks, or a total of 400 hours of work. During the student's general exposure to the various functions of the law firm or court administrator, it might be appropriate for the student to undertake a specific project, although a project is not required it is encouraged. It is important that the extern receive a meaningful experience in the law firm or court rather than simply a perfunctory or menial one. The student is required to write a summary paper of the experience.

Stipends are not required. If the externship is outside of Colorado we encourage participating law firms or courts to provide a modest stipend to the student for living expenses, but this is not required.

We would be honored if you would participate in the externship experience. If you have questions about the program or the internship experience, please contact the MSLA office via email at [msla@law.du.edu](mailto:msla@law.du.edu) or phone 303.871.6308. Please feel free to visit our website at [www.law.du.edu/msla](http://www.law.du.edu/msla). We look forward to hearing from you!



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