

UNIVERSITY OF DENVER STURM COLLEGE OF LAW  
**MASTER OF SCIENCE IN LEGAL ADMINISTRATION PROGRAM**  
POSSIBLE EXTERNSHIP PROJECTS

Masters students in legal administration have successfully performed many functions during court or law firm Externships. The program's course of study provides them with technical information about a range of legal administration concerns as well as developing keen insight into the unique cultural, ethical, and political issues confronting contemporary legal organizations. During their course work, MSLA candidates wrestle with issues regarding technology, strategy, dispute resolution, human resources, marketing and others. Within the context of the Externship, students have the opportunity to put this rich experience to work.

Below is a sampling of projects that MSLA students have performed during their Externships. MSLA students have rich backgrounds and some expertise. A successful project draws on the student's strengths and matches the organization's needs. This list is only a sampling and not inclusive of all possible projects.

**COURTS**

---

Case Management	Caseflow management studies; weighted caseload studies.
Financial Management	Develop an RFP for the acquisition of various technologies; fines and fees collection analysis.
Human Resources	Classification analysis; evaluation of human resources policies and structures.
Research	Develop or conduct statistical research on court data.
Space and Facility Studies	Analysis of space and facility needs.
Strategic Planning	Work in or staff a group to determine community needs and resources or courts' role.

**LAW FIRMS**

---

Case Management	Revise or design filing system; implement technology solutions.
Client Development	Create, develop or implement marketing strategies; design marketing database; market analysis of potential clients
Financial Management	Evaluate policies on income and expense.
Human Resources	Analyze and revise human resources policies and structures.
Research	Develop or conduct statistical research on firm or market data.
Space and Facility Studies	Analysis of space and facility needs.
Strategic Planning	Support planning process with internal or external studies; compare firm's resources to market need.
Technology	Evaluate information technology needs for firm; financial mgt systems; document/case/HR management systems