



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