



CORPORATE EXTERNSHIP PROGRAM SPRING 2024

DESCRIPTION

The **Corporate Externship Program (CEP)** provides students an opportunity to work in the legal department of a corporation or a law firm servicing corporate clients. This program is part of the Legal Externship Program at the Sturm College of Law and will take place in the Spring 2024 semester.

ELIGIBILITY

All students who have completed at least 22 credit hours of law school are eligible to participate.

COURSE CREDIT: FIELD WORK AND SEMINAR

The field work portion of CEP is pass/no pass only and can be completed for 2 to 6 credits. If you would like to earn more than 4 credits, please contact Professor Valastro at lvalastro@law.du.edu. (Credits count toward the limit of 15 externship credits, which are part of the 25 available out-of-class credits). Students must complete 50 hours of field work for each credit over a minimum of 10 weeks, up to a maximum of 16 weeks.

Additionally, students working at the designated CEP placements listed below must register for a 1-credit graded seminar course which will meet every other week for 1 hour and 40 minutes. The seminar introduces students to the practice environment and operations of in-house corporate legal departments and law firms/departments exclusively servicing corporate clients. The seminar addresses topics specific to the practice of law in an in-house legal department including effectively managing a variety of substantive legal issues/legal generalism, dealing with complex business transactions, identifying and navigating challenging business/legal ethical issues, professionalism, the interaction between internal and external counsel, effective client service, navigating the matrix of internal client structures, developing productive relationships with non-lawyer business counterparts, and solving problems to advance the company's strategic objectives. This course counts toward the Corporate Certificate program. Date/time of the seminar to be announced.

APPLICATION AND SELECTION PROCESS

Students choose which placements they wish to apply to and may choose up to a maximum of 3 CEP Supervisors from the list below. While several outstanding placements are committed to supervising CEP externs, students are also welcome to apply to other placements that have not yet committed to participating as CEP supervisors so that the students may participate in the CEP program and seminar course while externing at a placement of their choice. To do so, students may use the CORE database to identify and solicit past DU extern supervisors or reach out to others so long as the prospective supervisor completes the DU Extern Supervisor Application. Complete information on that process is found on the Externship website.

All application materials for committed CEP supervisors must comply with the application packet requirements and must be sent to Professor Valastro at lvalastro@law.du.edu by 11:59 pm October 18, 2023. Professor Valastro will forward application packets meeting all requirements to the placements by October 20, 2023. Participating companies and firms will then select the students they want to interview and make interview arrangements directly with the student prior to November 7th. This will give companies the opportunity to personally interview students. Placements have been asked to extend offers between the dates of November 8-10, so that students may finish all interviews prior to offers being extended. Our aim is to complete the selection process by November 15, 2023.

APPLICATION PACKETS

An application packet for committed CEP supervisors must be combined and PDFed and consist of: (1) a resume; and (2) a general cover letter discussing the student's interest in working as a corporate extern. Note: as students are only writing one cover letter that does not specifically address each particular placement, it will be incumbent on them to express their interest in, and to thoroughly research, the placement at the interview stage. Supervisors may at that time request additional materials from students such as a writing sample or unofficial transcript.

Students applying for CEP should choose up to 3 placements they wish to apply to. Students should indicate their preferred placements in the body of the email submitting the application packet. Students may also indicate in their email up to 2 backup options that they would be willing to work at that are not their first choices. Depending on supervisor preferences and student demand, student application packets may also be provided to the alternate placements.

CORPORATE EXTERNSHIP PROGRAM SCHEDULE

FALL 2023	
October 3, 12:00 pm-1pm, Room 170 or via Zoom	Program Information Session
October 5	Application Period Opens
October 18 by 11:59 pm	Deadline to submit application materials. Applications complying with the above requirements should be sent to Professor Valastro at lvalastro@law.du.edu . Both documents must be combined into one PDF document.
October 20	Application materials forwarded to placements.
October 23-November 7	Interviews held at placement unless otherwise stated. Placements will contact students directly to arrange interviews.
November 8 - 10	Offers extended.
November 15	Deadline for students to accept or decline offers. Deadline for students wishing to participate in CEP with a different supervisor to notify Professor Valastro of alternate placement.
November 17	Supervising attorney should complete the Supervising Attorney Acceptance Form and return the acceptance form to the student for uploading to Core. A link to the Externship Registration Form will be sent to the student once the acceptance is received.
December 26, 2023	First date students are permitted to begin externship (though January starts are typically the norm).

SPRING 2024

January 4, 2024 9:00am-12:30 pm	Mandatory orientation for all first-time externs.
January 2024-April 2024	Students work at the placement and take the corporate seminar course.
April 29, 2024	Last day to end Spring 2024 externships (students may end sooner depending on start date).

CEP SUPERVISORS

Alterra Mountain Company: Alterra Mountain Company owns and operates ski resorts across North America. The company recruits one part-time extern per semester, who will have the opportunity to learn about and support all the practices areas handled by the Legal Department, including commercial contracts, real estate, data privacy and security, intellectual property and employment law. The position is a hybrid model whereby the extern can work remotely as needed but is encouraged to spend at least one day per week in the office. The position is unpaid, but the extern will receive a season-appropriate employee pass to our resorts, plus an opportunity to visit a resort to learn more about operations.

Arrow Electronics (2 positions): Arrow Electronics is an American Fortune 500 company headquartered in Centennial. The company specializes in distribution and value-added services relating to electronic components and computer products. Legal externs may face myriad projects including: Antitrust/Securities, Business/Corporate Law, Civil/Commercial Litigation, Employment/Labor Law, Intellectual Property, and Real Estate.

Cambell Litigation, P.C.: Campbell Litigation, P.C. is a client-focused law firm dedicated to defending companies in employment and commercial litigation. Cambell Litigation also advises businesses on best practices and procedures to ensure compliance with federal and state laws affecting employers. Students interested in employment defense and those who are strong brief writers are encouraged to apply. Students may extern either one or two days a week.

Empower: Empower is a leading financial services company headquartered in Greenwood Village, Colorado. We provide financial products, wealth management services, investment advice and retirement services to over 18 million investors. Our inhouse Legal Department consists of approximately 50 attorneys spread across a wide range of practices areas, including: contracts; corporate, finance and transactional; tax; litigation; employment; investment advisor and broker/dealer compliance; insurance company regulation and insurance products; cybersecurity and privacy; and investments. Externs have the opportunity to work across all groups within the legal department. Empower offers a flexible work environment and externs are able to work remotely, although externs are encouraged to spend at least some of their time in our Greenwood Village HQ office.

Greenberg Traurig: Greenberg Traurig, LLP has more than 2650 attorneys in 47 locations in the United States, Europe and the Middle East, Latin America, and Asia. Legal externs may encounter projects concerning data privacy and protection, technology contracts and contract processes, websites and mobile apps, digital accessibility, social media, and direct to consumer marketing.

Legalist, Inc.: Legalist, Inc. is an investment firm that specializes in alternative assets in the private credit industry. Today the firm manages roughly \$1 billion across three separate strategies: litigation finance, bankruptcy financing, and government receivables lending. Litigation finance is a non-recourse investment where recovery is contingent on the success of the underlying litigation. Legal externs would work on cutting edge commercial matters with a focus on legal research, case merit evaluation, and structuring initial terms for proposed litigation funding agreements. Work is remote but there is an opportunity to meet Investment Counsel in Denver.

Leprino Foods Company: Leprino Foods Co., a privately owned corporation, is the largest manufacturer of mozzarella cheese in the world and an industry leader in whey products. We have a lean in-house legal department that works closely with the business as advisors on all topics from managing patents to a real estate/land issue with a neighbor. Our extern will touch on many of these areas, with a focus on labor, employment, and corporate compliance matters. We are very flexible with scheduling and offer a hybrid arrangement.

Lockheed Martin Space: Lockheed Martin Space is one of four major business divisions of Lockheed Martin Corporation. The Company builds satellites and spacecraft for government and commercial customers. Our legal department has several areas of practice, including government contracts, intellectual property, and litigation. Our position would be hybrid, with approximately 50% of time worked in the office.

Native Roots Cannabis Company: Native Roots Cannabis Company is one of the largest, locally-headquartered, vertically-integrated cannabis companies in Colorado and has been in operation for well over a decade with 20 dispensaries, 2 cultivations, and a processing facility. An Extern supports the Legal Department in all legal and licensing matters, including processing licensing renewals, aiding in licensing expansion efforts, maintaining various corporate and business documents and filings, and assisting in other projects assigned by or to the Legal Department, as needed. Additionally, when warranted, an extern provides support to the Compliance and Public Affairs Departments. Extern may encounter Contracts, Employment, Real Estate, General Business, IP, Marijuana, and Torts.

NBH Bank: NBH Bank is a subsidiary of National Bank Holdings Corporation (NYSE: NBHC), a bank holding company created to build a leading community bank franchise delivering high-quality client service and committed to shareholder results. NBH Bank operates a network of banking centers. Externs may encounter projects from contracts to regulatory and policy matters and more.

Stanley Consultants: Stanley Consultants is a member-owned multidisciplinary design engineering professional services organization that advises on and delivers projects globally in the fields of energy, water, transportation and the environment. Our clients include utility, industrial, higher education and local, state and federal agencies and municipalities. Our service capabilities include planning, design, engineering, permitting, construction management, program management and alternative project delivery. Externs may encounter a broad range of corporate legal issues. The preferred setting for this externship is hybrid, although students needing remote work will be considered.

Swisslog Healthcare (2 positions): Swisslog Healthcare delivers automation solutions that increase efficiency and enhance the patient experience in forward-thinking hospitals and healthcare facilities. Swisslog develops, designs and delivers automated material transport and medication management systems that improve clinical quality in hospitals and healthcare facilities and encourage patient-centered care. Practice areas: Drafting, reviewing and negotiating various business contracts (customer, vendor, distributor, NDA, leases, etc.), corporate documents and legal filings, direction and counsel to the business and its senior staff members, policy and procedure compliance, legal research, employment law and employee related issues. Work location: Hybrid – Tuesdays (number of hours is flexible) in the office.

TTEC: For 40 years, TTEC has been a strategic partner for companies around the globe, providing innovations in technology with the empathy of human contact to deliver customer engagement solutions. We offer platforms and services, such as contact centers, across every phase and channel of the customer lifecycle (phone, chat, SMS, social, mobile, web). TTEC helps clients reduce costs, increase revenue and create happier and more loyal customers by simplifying the delivery of the customer experience for Global 2000 clients and their customers. The department includes client contracts; government contracting; corporate transactions; disputes, ethics and compliance, privacy and regulatory, corporate governance and employment; and risk management. This is primarily a remote position though there is an opportunity to come into the office and meet the Denver Legal Team in person.

TuffShed, Inc.: Tuffshed is a manufacturer and installer of storage buildings and garages in the United States. The company currently operates multiple factories in multiple states. Tuffshed legal externs are mostly in person with some occasional remote work. Areas of law externs are likely to encounter include manufacturing issues, labor and employment, civil and commercial litigation, state law research, and more.