



## **CORPORATE EXTERNSHIP PROGRAM SPRING 2026**

### **DESCRIPTION**

The **Corporate Externship Program (CEP)** provides students an opportunity to work in the legal department of a corporation or non-profit or with 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 2026 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 Steefel at [katherine.steefel@du.edu](mailto:katherine.steefel@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.

Additionally, students working at the designated CEP placements listed below must register for a 2-credit graded seminar course taught by Prof. Joseph McKay. The seminar will meet every Monday from 4:15 p.m. to 5:55 p.m. 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.

### **APPLICATION AND SELECTION PROCESS**

Students choose which placements they wish to apply to and may choose up to a maximum of 3 CEP placements from the list below. Students' applications will be sent to their top 3 placements. Students should also indicate any placements where they would not want their application sent. Unless you indicate that you do not want your application sent to a placement, it may be sent to placements beyond your top 3 depending on numbers. However, we will not send your application materials to any placements that you indicate you would not like your application sent to.

**All application materials must comply with the application packet requirements and must be sent to Professor Steefel at [katherine.steefel@du.edu](mailto:katherine.steefel@du.edu) by 11:59 pm on October 15, 2025.** Professor Steefel will forward the application materials to the placements. Participating placements will then select the students they want to interview and make interview arrangements directly with the student. Placements have been asked to extend offers on November 14th so that students may finish all interviews prior to offers being extended. However, placements may continue to interview and extend offers after that date, if they wish. Please note that whether a placement is paid is something to discuss with the placement during the interview and offer stage. Historically, many of the CEP placements have been unpaid.

## **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 and/or in-house extern. The placements are notified that the cover letter will be a general one. 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.

As described above, students applying for CEP should choose up to 3 placements they wish to apply to and indicate any placements that they would not want their application sent to. Students should indicate their preferred placements in the body of the email submitting the application packet.

## **CORPORATE EXTERNSHIP PROGRAM SCHEDULE**

<b>FALL 2025</b>	
<b>October 15</b>	Application materials due to Prof. Steefel
<b>October 20</b>	Prof. Steefel will forward application materials to placements.
<b>October 21-November 13</b>	Interviews held at placement unless otherwise stated. Placements will contact students directly to arrange interviews.
<b>November 14</b>	First-round offers should be made on this date. To give students and placements sufficient time for interviews, please do not give students offers before this date.
<b>November 21</b>	Deadline for students to accept or decline offers made by November 14.  Note: Placements may continue interviewing and making offers if needed. If a student does not receive an offer by November 14, it is possible the student may still receive an offer and participate in the program if they accept an offer and turn in paperwork by Dec. 19.
<b>Beyond November 21</b>	Placements may continue interviewing and making offers if needed. If a student does not receive an offer by November 14, it is possible the student may still receive an offer and participate in the program if they accept an offer and turn in paperwork by Dec. 19.
<b>December 19</b>	Paperwork deadline. Student and supervising attorney should complete the <a href="#">Semester-Specific Acceptance Form</a> . The student must upload the form to CORE by December 19.

<b>December 22, 2025- January 19, 2026</b>	The first date students are permitted to begin their externship is on December 22, 2025, although most students begin in January. Students must begin externships by the week of January 19, 2026
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<b>SPRING 2026</b>	
<b>January 2, 2026</b>	Mandatory orientation for all first-time externs
<b>January 2026-April 2026</b>	Students work at the placement and take the corporate seminar course.
<b>April 27, 2026</b>	Last date to log externship hours

### **CEP PLACEMENTS**

**3 Pillars Law:** 3 Pillars Law is a Castle Rock-based, Veteran-owned boutique firm founded by two University of Denver, Sturm College of Law graduates. Practice areas include Private Equity, Real Estate and Small Business. Externship activities include research relevant securities law and case law in matters pertaining to private equity raises under 506(b) and 506 (c) of Regulation D. Draft Private Placement Memorandums, Subscription Agreements, Company/Partnership Agreements, review marketing materials for legal compliance, communicate with clients and staff as needed. The position will be fully remote and for a 2-credit externship (100 hours over the semester).

**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. The positions will be unpaid and for academic credit only.

**Connect for Health Colorado:** In 2011, Connect for Health Colorado was established by the Colorado General Assembly as a public, non-profit entity to create a health insurance marketplace. It opened for business on Oct. 1, 2013, for individuals, families and small employers across Colorado to purchase health insurance and get financial help to reduce costs. Externs are responsible for completing legal research and analysis on various topics in administrative, health, contract, privacy, nondiscrimination, immigration, and employment law and policy. Externship opportunities are tailored based on the extern's interest and background.

**CrestPoint Law:** CrestPoint Law is a boutique corporate law firm. CrestPoint works with Colorado clients on M&A and real estate deals, outside general counsel matters, and risk management for outdoor adventure companies. The extern will participate with attorneys on client matters and firm meetings, draft research memoranda on corporate law issues, and contribute to the CrestPoint Law 2026 Colorado deal points study.

**Inspirato:** Inspirato is a Denver-based luxury travel company whose legal team supports a wide range of business functions. The legal extern will gain hands-on experience in an in-house environment, assisting with legal research, contract drafting and review (including leases and vendor agreements), litigation management, regulatory compliance, and corporate governance. This is a unique opportunity to work closely with experienced in-house counsel and gain exposure to a broad array of legal issues impacting a growing company in the travel and hospitality industry.

**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 more than 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.

**Tuff Shed, Inc.:** Tuff Shed manufactures storage buildings and garages in the United States. The company currently operates multiple factories to serve the lower 48 states. Tuff Shed legal externs are typically in person. Areas of law externs are likely to encounter include contract review, employment, litigation, state law research, and more.