To request credit for a confirmed field placement, please submit a Request for Field Placement Approval, along with a copy of your transcript, to Franca Sachs in Room 222. The deadline for requesting approval is the end of the add/drop period for the semester in which you are requesting externship credit.

Name: ___________________________ Date: ___________________________

Class Year: _______ 700#: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Semester Requesting Field Placement Approval: Fall ☐ Spring ☐ Summer ☐ 20____

Please list the semester and placement for any prior externship credit you have received.

________________________________________

**Good Academic Standing:** A student who is on academic probation may not participate in any externship program without the written permission of the Director of ASP, who will consult with the Dean for Experiential Education prior to making his/her decision.

Are you currently in good academic standing? Yes ☐ No ☐

**International Students:** Field placements for international students must be approved as Curricular Practical Training (CPT) under F-1 visa regulations. Are you an international student? Yes ☐ No ☐

Please complete the following information for the proposed field placement.

**ORGANIZATION/FIRM/COMPANY:** ___________________________

**SUPERVISING ATTORNEY NAME:** ___________________________

**SUPERVISING ATTORNEY EMAIL:** ___________________________

**SUPERVISING ATTORNEY PHONE:** ___________________________

**Program Rules & Requirements:**
In addition to working the minimum hours at their field placement (168 hours during the fall and spring semesters and 200 hours during the summer), students must attend the weekly externship seminar and comply with all other requirements. Please consult the course schedule to determine the day and time the seminar will meet.

**Rules for Election of Non-Classroom Courses:**
Field placements count toward the total semester hours of non-classroom courses permitted by the New York Court of Appeals rules for admission of attorneys. Please consult the student handbook for more information on the rules.

I have reviewed Hofstra’s academic requirements and rules governing field placements and agree to comply with those terms.

Signed ___________________________

Student