Introduction

At UT Dallas, we are reimagining how our students learn by building a network of robust and diverse experiential opportunities. Experiential learning encompasses all areas of learning that occur outside of the classroom. These experiences allow students to apply concrete knowledge, skills, and abilities to real-world opportunities. More students are pursuing experiential learning opportunities, particularly externships, to help solidify their career goals and aspirations.

Our Mission

HELP STUDENTS MAKE INFORMED DECISIONS ABOUT THEIR ACADEMIC AND PERSONAL PREPARATION FOR LAW SCHOOL.
## UT DALLAS FAST FACTS

### Why UT Dallas Students?

#### We have....

<table>
<thead>
<tr>
<th>Number</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>146</td>
<td>Degree Programs</td>
</tr>
<tr>
<td>7</td>
<td>Schools</td>
</tr>
<tr>
<td>31,570</td>
<td>Students</td>
</tr>
<tr>
<td>72%</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>28%</td>
<td>Graduate Students</td>
</tr>
<tr>
<td>21</td>
<td>Nationally Ranked Graduate Programs <em>U.S. News &amp; World Report</em></td>
</tr>
<tr>
<td>#1</td>
<td>Ranked the #1 Best Value Public University in Texas <em>Forbes</em></td>
</tr>
</tbody>
</table>
Defining an Externship

Externships are short-term shadowing experiences in which a student follows a professional to observe the day-to-day activities in their workplace. As an extern, students gain an insider’s perspective of their chosen field, make connections with professionals in the industry, and assess if that is really what they want to pursue post-graduation.

Benefits

- Exposure to a wide range of potential hires in a short period of time
- Market your organization and increase company awareness at a university
- No long-term commitment or costs
- Provide professional development to UT Dallas students

UT Dallas Pre-Law Externship Program

The Pre-Law Externship Program occurs during the week of Spring Break, March 13-19, 2023. Employers choose the length and dates of the experience, ranging from three to five, happening over Spring Break.

The benefits received are invaluable. Not only will students gain real-world career knowledge and experience, but they will also expand their career network. Some students find networking has led them to find a lifelong mentor, an internship, and even a full-time employment offer.
Imported Dates and Timeline

Extern Host Dates
February 20, 2023: Deadline for extern hosts to submit Spring Break opportunities
March 13-19, 2023: Week of Externship Program
April 3, 2023: Spring Break Post-Experience evaluations are due for extern hosts

Student Dates
February 20, 2023: Deadline for students to apply for Spring Break Program
February 21-25, 2021: Student selections for Spring Break Program
March 6, 2022, 11-12 PM: Orientation Session 1 (for those selected)
March 7, 2022, 3-4 PM: Orientation Session 2 (for those selected)
March 13-17, 2023: Externship Program
April 3, 2021: Spring Break Post-Experience evaluations are due for extern hosts

EXTERN HOST RESPONSIBILITIES
1. Prepare and submit a detailed program schedule. A schedule form confirms participation in the program. (Note: student contact information will not be released until the schedule form has been received.)
2. Provide a thorough onboarding and orientation process for your externs. Ensure all expectations and goals are clearly established at the beginning of the externship.
3. Provide professional development opportunities for the externs, including participation in training, workshops, and meetings that help them learn about the industry and profession.
4. Provide opportunities for the intern to network and conduct informational interviews with other organization members.
5. After the externship, complete a final evaluation to provide feedback to assess the program’s effectiveness and allow you to make changes that will enhance the experience for future externs.
6. Consider connecting with them on LinkedIn for additional professional networking opportunities.
Designing a Pre-Law Externship Program

What Externs Need

Before sitting down to work on your externship program, organization and planning are critical to making your program successful. It is important to consider your organization's age, size, industry, product, and capacity. Think about your goals, what you hope for students to learn, and what activities you can include in your experience to help attain those learning objectives. Start by reviewing the checklist to see where your organization/department stands.

Resources:
- We have the time to host externs
- We have the human resources to support externs
- We have the physical resources to support externs

Work/Project:
- We have quality work assignments, projects, and meetings for the extern to view. These may include:
  - Overseeing specific programs or projects
  - Participation in staff, team, client, or committee meetings
  - Ability to shadow professionals in industry work related to student’s field of study

Supervision:
- We have a contact person to communicate, supervise, and mentor externs. Responsibilities may include:
  - Creating and hosting an orientation for new interns
  - Outlining expectations of externship
  - Outlining learning objectives with externs
  - Holding one-on-one meetings and organizing other staff meetings with externs
  - Being open and available to answer questions
  - Providing externs with personal and career development opportunities outside of their duties
Q: What is the structure of the experience?
A: The employer and the students will engage in networking and/or job shadowing opportunities, depending on how the company chooses to develop the program. Networking experiences can take the form of virtual informational interviews with different employees, and job shadowing can occur during in-person experiences.

Q: What do I discuss with a student?
A: Describe to students what a typical day at your organization looks like. Sponsors should invite students to interact with many different employees. Additionally, preparing a meeting schedule/note will help guide the experience for both you and the students.

Q: Are externs paid?
A: No, students are financially responsible for all expenses if in-person, including traveling to and from the work site, housing arrangements, and food. Most employers do provide parking passes or other accommodations based on their location.

Q: How will the meetings be set up?
A: After the Pre-Law Advising Center places a student(s) with a specific company, it will be up to the employer how they would like to conduct the experience. You may choose whichever platform works best for you and the student at times convenient for both parties. Either virtual or in-person.

Q: What are the benefits of participating?
A: Market your organization, recruit future employees, and provide professional development to students

Q: How will I be matched with a student(s)?
A: The Pre-Law Advising Center will handle applications and vetting interviews for all interested students. Companies will be contacted with information on interested students.

Q: Do I have to be available the entire week of Spring Break to host students?
A: No, the externship program is flexible to the needs of each company. We do ask that the experience last at least 3 days.

Q: Are students required to sign any documents to extern with different companies (NDA, volunteer forms, etc.)?
A: Required documents from the employer are at the company’s discretion. If the student(s) will need to sign any specific documents before interacting with your company, please provide those to the student(s) prior to the beginning of the experience.
**Pre-Law Spring Break Externship Schedule**

Please complete and email this form back to prelaw@utdallas.edu in order to confirm your participation in the Externship Program.

**Only fill in the days you are participating in the program (must have at least three days)**

Monday:
- Time of Meeting(s):
- Meeting Platform (Teams, Zoom, Webex, phone, etc.):
- Who students can expect to meet with (department, names, roles, etc.):

Tuesday:
- Time of Meeting(s):
- Meeting Platform (Teams, Zoom, Webex, phone, etc.):
- Who students can expect to meet with (department, names, roles, etc.):

Wednesday:
- Time of Meeting(s):
- Meeting Platform (Teams, Zoom, Webex, phone, etc.): Teams (subject to change)
- Who students can expect to meet with (department, names, roles, etc.):

Thursday:
- Time of Meeting(s):
- Meeting Platform (Teams, Zoom, Webex, phone, etc.): Teams (subject to change)
- Who students can expect to meet with (department, names, roles, etc.):

Friday:
- Time of Meeting(s):
- Meeting Platform (Teams, Zoom, Webex, phone, etc.):
- Who students can expect to meet with (department, names, roles, etc.):

A Note from the Pre-Law Advising Center: One of the outlined program requirements for sponsors and participating companies is preparing and submitting a detailed program schedule. A clear schedule form will confirm participation in the program. We will not release student contact information until the schedule form has been received.

**Questions or need further guidance?**

If you have any questions or need further guidance, please reach out to the Pre-Law Advising Center: prelaw@utdallas.edu
EXTERNSHIP ACTIVITIES EXAMPLES

Each externship opportunity will be unique, but some of the possible activities that others have scheduled include the following:

- Allow student(s) to observe the day-to-day activities and challenges of a job(s) that relates to his/her area of interest
- Schedule informational interviews with the professional mentor and/or other staff members
- Attendance at business meetings or lunches
- Allow limited assistance with day-to-day responsibilities for demonstration purposes
- Provide a short-term project, depending on the length of the externship opportunity
- Provide a tour of the company
- Show a sample of the company's marketing and training videos
- Discuss the organizational chart, company culture, and work environment
- Schedule meetings with the President, CEO, head of the department, or other individuals who can give a broad perspective of the company
- Have an HR representative describe future job opportunities within the company, review the student's resume, and practice/discuss interviewing
- Expose the student(s) to current technology and tools used by professionals in your field
- Have the student(s) meet a first-year employee to get a realistic view of the first year on the job
- Have the student(s) meet a current intern to learn more about the internship program at your company
- Set up an informal lunch/meeting with alumni or other professionals to teach the student(s) more about the company and provide an opportunity to network
  - Possible topics for discussion with student(s):
    - Advice for student(s) wanting to get into your industry and/or your particular company
    - Trends affecting your industry
    - Classes, the student(s) should consider taking
    - Experiences/internships student(s) should have if they want to pursue a career in your field
    - Suggested publications to keep student(s) informed
    - Professional associations that student(s) should consider joining
    - Internship experience at your company