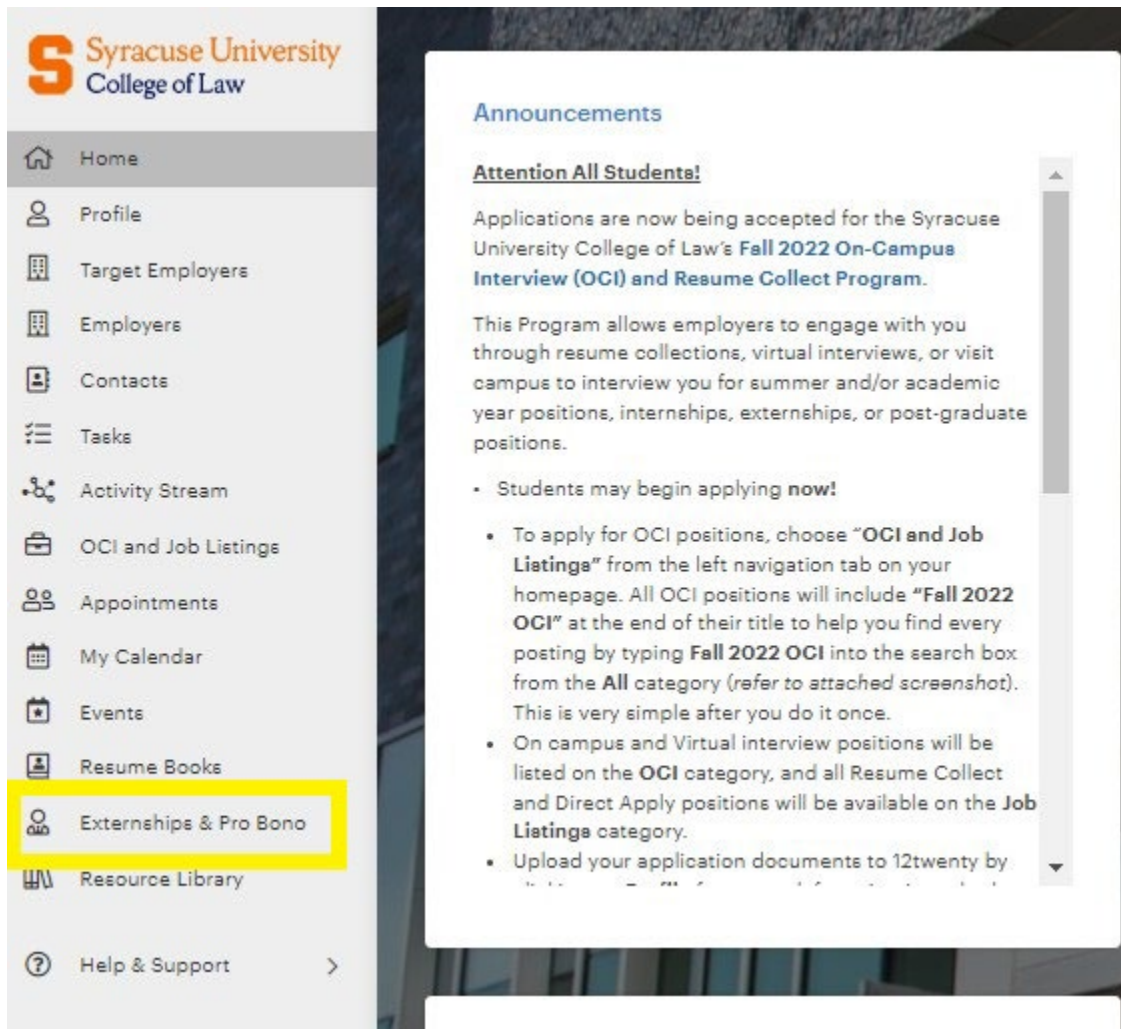


12Twenty Externship Instructions for Students

STEP 1: Click on “Externships & Pro Bono” Tab on left side of screen



STEP 2: Click “+New Experience” on upper right side of screen

Externships & Pro Bono

+ New Experience

STEP 3: Complete “Create New Experience”

Select Externship in “Experiential Learning Type” dropdown and click “Save”

Create New Experience

[Cancel](#)[Save](#)

Basics

Employer*

Specify employer name

Experiential Learning Type*

-- Experiential Learning Type --

-- Experiential Learning Type --

Externship

Pro-Bono

Address

Country*

-- Country --

City*

Select an existing city

Supervisor

Contact*

-- Select a Contact --

When

Start Date*

MM/DD/YYYY

End Date*

MM/DD/YYYY

Academic Term*

-- Academic Term --

[Cancel](#)[Save](#)

STEP 4: Next Screen—click on “Documents and Forms” Tab (next to “Details”), review, sign and upload Student Agreement Form

Test Employer

DRAFT

[Back to List](#)[Submit for Approval](#)[Action](#)

| Spring 2022

Details

Documents and Forms

STEP 3: Download the Student Agreement Form, complete, sign, and upload the signed copy here.

Document

Date Uploaded

Student Agreement Form

--

Upload File

STEP 5: Click “Submit for Approval” on upper right side of screen and then click “OK”

This Experience will be sent to Dafni Kiritsis, Director of Externships, and your Placement Supervisor for Initial Approval. Your supervisor will also be asked to sign and return a Memorandum of Agreement. You will receive an e-mail when your externship is initially approved. If you do not upload your Student Agreement Form, it will NOT be approved. Once initially approved, you will need to submit it for “Final Approval.” If additional information is needed (likely because you are externing with your current employer or it is a repeat externship), you will be asked to provide that additional information prior to final approval. Final approval will also not be granted until we receive a signed MOA from your placement.

Please be sure to review the [Externship Program Information for Students](#) and contact lawexternships@syr.edu with any questions.