



CORPORATE COUNSEL EXTERNSHIP 2023-2024 Application Fact Sheet

Note: This document provides information regarding the application process for a 2023-2024 position with the Corporate Counsel Externship. For additional information regarding the Corporate Counsel Externship, please see their Program Description on the [Allard Law Clinics and Externships webpage](#).

1. Application Package

Students must include the following materials in their application package:

- (a) Resume
- (b) Cover Letter
- (c) Completion of the Mandatory Experiential Application Survey
- (d) Contact information for 2 references to be included in the Mandatory Experiential Application Survey
- (e) Other: Enter any other required materials here.

Please see the [Allard Law Clinics and Externships webpage](#) for additional guidance on preparing these materials. All application package materials should be submitted via [ACE](#). All experiential opportunities are labelled “ExL 2023 - 2024: Clinic Name” on ACE.

2. Grades

The Corporate Counsel Externship will review the following grades in their recruitment process:

- (a) Law school grades that are available up to the date of the Application Deadline will be reviewed
- (b) Law school grades that are available up to the date of the Application Deadline AND April 2023 grades will be reviewed
- (c) Law school grades will NOT be reviewed

If Option A is Selected:

2L and 3L students must include a copy of their Allard Law Transcript in their application package.

- i. The Transcript must be an official copy.
- ii. The Transcript does not need to be an official copy. A PDF of the Grades Summary generated through the Student Service Centre is sufficient (Note: The Grades Summary does not list course titles).

1L students must include a copy of their December Grade Report in their Application Package.

If Option B is Selected:

Students must follow the same instructions as in Option A. Additionally, students should note the following:



- Allard Law Student Affairs will provide a grade report of students' 2022-2023 grades (i.e. including April 2023 grades), to Allard Law experiential learning programs that require access to these grades as part of their recruitment process (including upper-year moot programs).
- Information regarding students' Allard Law grades is collected under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FIPPA). Students' grades will be used for the sole purpose of recruitment for Allard Law's experiential learning programs.
- For greater clarity, **if you apply for the Corporate Counsel Externship, your 2022-2023 grades will be provided to the Corporate Counsel Externship and all other experiential learning programs that review April 2023 grades as part of their recruitment process (regardless of whether you applied to those particular programs).**
- Please consult the Additional Information re: Grades Collection and Distribution below for additional information on this process. Questions about the collection of student grades should be directed **before** the application deadline to [Barbara Wang](#), Manager, Student Affairs.

If Option C is Selected:

The Corporate Counsel Externship will not receive access to students' law school grades. A student who only applies to the Corporate Counsel Externship and does not apply to any other Allard Law experiential learning program that collects grades (including upper-year moot programs), will not have their law school grades collected or distributed to any experiential learning programs.

3. Interviews

- The Corporate Counsel Externship will conduct interviews as part of the recruitment process. Only short-listed applicants will be contacted.
- The Corporate Counsel Externship will not conduct interviews as part of the recruitment process.
- The Corporate Counsel Externship may conduct interviews as-needed as part of the recruitment process.

4. Compatibility with Upper-Year Moot Programs

- Students may participate in a moot and the Corporate Counsel Externship at the same time.
- Students should consult the Corporate Counsel Externship if they receive an offer from an Upper-Year Moot Program and wish to moot at the same time as participating in the Corporate Counsel Externship. The appropriate contact for this purpose is Enter the name and email address of the contact person here.



- (c) Students may not participate in a moot and the Corporate Counsel Externship at the same time.

5. Program Schedule Overview

Students are responsible for managing their time and are expected to be fully engaged while participating in the program. Students should plan their affairs accordingly given the program schedule below:

Students enrolled in the Corporate Counsel Externship are placed in the legal department of a business-oriented organization on a part-time basis for one academic term. The Externship is designed for students to be at the organization for 16 hours per week. This is typically divided into 2 days per week, 8 hours per day. Students are required to attend three mandatory boot camp days (first Saturday and Sunday of the term, and second Saturday) plus a final presentation day at the end of term.

ADDITIONAL INFORMATION RE: GRADES COLLECTION AND DISTRIBUTION

1. Do I need to include my law school grades in my application?

All clinics and externships have their own application requirements that are set out in their fact sheets. Students should carefully review each program's fact sheet to determine whether law school grades are required to apply.

2. I applied to a program that will review law school grades that are available up until the application deadline, but does **NOT** require April 2023 grades. (A) Do I need to provide an updated transcript once my April 2023 grades are available? (B) Who will get access to my grades?

(A) Students do not need to provide updated transcripts. These programs will not consider your April 2023 grades.

(B) The only programs that will have access to your grades are the programs to which you apply. The only grades that they will have access to are the grades that you include in your application package.

3. I applied to a program that requires April 2023 grades. (A) Do I need to provide an updated transcript once my April 2023 grades are available? (B) Who will get access to my grades?



(A) Students do not need to provide updated transcripts. Student Affairs will provide April 2023 grades to all Allard Law experiential learning programs that require access to these grades as part of their recruitment process.

(B) Programs that you have applied to will receive, as part of your application package, your law school grades that are available up until the application deadline. They will also receive your April 2023 grades in the form of a master grade report containing the 2022-2023 grades of all students that have applied to an experiential learning program requiring April 2023 grades.

Additionally, all other experiential learning programs (i.e. clinics, externships, upper-year moots) that require April 2023 grades will have access to your 2022-2023 grades. Allard Law is currently unable to provide clinics and externships with tailored grade reports. Therefore, all experiential learning programs that require April 2023 grades will receive the same master grade report.

4. I did not apply for a program that requires grades. Who will get access to my grades?

If you did NOT apply to any experiential learning program that requires grades, your grades will not be provided to any experiential learning programs.

5. I have concerns about providing my law school grades to an experiential learning program. What should I do?

Grades are only collected for the purpose of recruitment for Allard Law's experiential learning programs. If you have any concerns about the collection of your grades, please contact [Barbara Wang](#), Manager, Student Affairs, **before** the application deadline.