



CORPORATE COUNSEL EXTERNSHIP 2024-2025 Application Fact Sheet

Note: This document provides information regarding the application process for a 2024-2025 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 2024 - 2025: 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 will NOT be reviewed

If Option A is Selected:

Students must include a copy of their Allard Law Transcript in their application package.

- i. ☐ The Transcript must be an official copy. (Note: There is a cost associated with [ordering a Transcript](#). Transcripts can take 2-4 business days to process.)
- 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).

If Option B 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

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

4. Compatibility with Upper-Year Moot Programs

- (a) ☐ Students may participate in a moot and the Corporate Counsel Externship at the same time.
- (b) ☐ 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 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.

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

Grades are only one component of application packages. Often, grades are just used by a program as a source of additional information about a student's interest in an area of law or as a general indication of their academic progression. You do not need to have exceptional grades to be considered a strong applicant. If you have any concerns about providing your grades to a program, please contact [Barbara Wang](#), Manager Student Affairs, **before** the application deadline.