



## CORPORATE COUNSEL EXTERNSHIP 2025-2026 Application Fact Sheet

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Note: This document provides information regarding the application process for a 2025-2026 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: Reference letters will be reviewed if submitted, but are not required

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 2025 - 2026: 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 official Allard Law Transcript in their application package.

#### **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 karim.amlani@ubc.ca.
- (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 within legal departments at leading private and public sector organizations on a part-time basis for one academic term. Students are required to:

- be at their organizations for 16 hours per week; this is typically divided into 2 days per week, 8 hours per day
- attend three mandatory classroom days from 9:00am to 5:00pm (first Saturday and Sunday of the term, and second Saturday), which are designed to enable students to hit the ground running when they join their in-house legal teams
- attend one final classroom day at the end of the term, at which students will deliver a final presentation describing their experiences



## **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 [Zack Uganec](#), Manager, Student Affairs, **before** the application deadline.