

Application Process

1. Students must apply for externships no later than Friday, July 12, 2019 at 4:00 pm.
2. Externship application packages must be submitted to Natasha Brown, Director of Externships via email (Natasha.Brown@umanitoba.ca). Application packages MUST NOT be submitted to the individual placements sites.
3. Students must submit a separate application package for each externship opportunity they wish to be considered for. i.e. If you wish to be considered for either the Criminal Defence Externship or the University of Manitoba Community Law Centre Criminal Law Externship, you must submit two separate application packages. When emailing their application packages to the Director of Externships, students will send one email. The email will contain multiple PDF application packages in the event that students are applying to more than one placement.
4. Each application package must contain a resume, letter of reference and answers to the required application questions. The application questions for each placement are set out at the end of this document.
5. As part of their application materials, students must also email one completed copy of each of the following (forms attached at the end of document):
 - a. Placement Selection Form;
 - b. Release Form; and,
 - c. Conflict of Interest Form.
6. On July 15, 2019, the Director of Externships will forward the application packages to the respective placement organizations.
7. Interviews will take place between July 15, 2019 and July 29, 2019. For those students who are not in Winnipeg during that time, accommodations can be made for students to attend the interview via Skype or via telephone. If students require accessibility accommodations for the interview process, they should notify the Director of Externships. Each placement organization will conduct their own interviews and will decide whom to interview. Applicants are not guaranteed interviews.
8. On July 29, 2019, each placement organization will send the Director of Externships a list of their rankings of successful candidates.

9. On July 30, 2019, the Director of Externships will review the student placement rankings and will match students to organizations. In the event the same student is selected for more than one placement, the student will be placed with the organization that the student ranked higher on their Placement Selection Form. Students cannot participate in more than one externship.

10. On July 30, 2019 (before 4:00 pm), students will be notified via email as to their externship placement. It is anticipated that due to the limited number of externship experiences, not all students who apply for an externship will be selected.

11. On July 31, 2019, students will register on-line for their 3rd year courses.